

Project Plan

Project: X

Company: Y

Place, date:

Drawn up by:	Project group X		
	[Student name]	[Student name]	[E-mail address]
	[Student name]	[Student name]	[E-mail address]
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Instructions and tips

- The layout of this project plan is in accordance with chapter 5 of the book *Project Management* by Roel Grit, Published by Noordhoff Uitgevers in Groningen.
- In this book there is a comprehensive description of how to make a project plan.
- On the website www.projectmanagement-english.noordhoff.nl accompanying the book there is a checklist to check the project plan for quality.
- The above table of contents was generated automatically. It can be regenerated by clicking in the text field of the table of contents with the right-hand mouse button and then selecting: 'Update field', 'Update completely'.
- By clicking on the page numbers behind a chapter in the table of contents, you can jump automatically to the chapter concerned.
- Do not forget to change the headers and footers.
- Always use the Word spell-check function.

Do not forget to delete the above instructions.



1 Background

Insert your text. See *Project Management* chapter 5.



2 Project result

Insert your text. See *Project Management* chapter 5.

Tip: Make sure you have a proper project description. Your whole project plan is based on this.



3 Project activities

Insert your text. See *Project Management* chapter 5.



4 Project boundaries

Insert your text. See *Project Management* chapter 5.



5 Interim results

Insert your text. See *Project Management* chapter 5.



6 Quality

Insert your text. See *Project Management* chapter 5.



7 Project organization

Insert your text. See *Project Management* chapter 5.



8 Planning and scheduling

Insert your text. See *Project Management* chapter 5.
Possibly a reference to the appendix (include this chapter however).
If you use MS Project, make sure it is properly printed out.



9 Costs and benefits

Insert your text. See *Project Management* chapter 5.

Tips:

- A project plan is about the future. An estimation of costs and benefits can therefore never be precise: round the amounts off.
- Include the amounts in a table or, better still, insert an Excel object.
- Align amounts to the right, so that the units, tens, hundreds and so forth are neatly below each other.



Insert Object



10 Risks

Insert your text. See *Project Management* chapter 5.



Appendix A

Optional.



Appendix B

Optional.