

Project Plan

For [Project Name]

Document Control

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Role	Name	Signature	Date
Project Sponsor			
Project Review Group			
Project Manager			
Quality Manager <i>[if applicable]</i>			
Procurement Manager <i>[if applicable]</i>			
Communications Manager <i>[if applicable]</i>			
Project Office Manager <i>[if applicable]</i>			

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1 Work Breakdown Structure

Create a Work Breakdown Structure (WBS) by listing all the phases, activities and tasks required to undertake the project.

1.1 Phases

List each project phase in the following table. Provide a description of each phase and sequence the phases, by assigning a phase number (i.e. 1, 2, 3 etc).

Phase Title	Phase Description	Phase Sequence

1.2 Activities

List each project activity in the following table, describe the activity and identify the sequencing order where appropriate.

Phase Title	Activity Title	Activity Description	Activity Sequence

1.3 Tasks

List each project task in the following table, describe the task and identify the sequencing order where appropriate.

Activity Title	Task Title	Task Description	Task Sequence

1.4 Milestones

List each project milestone in the following table, describe the milestone and record the date on which it is likely to occur.

Milestone Title	Milestone Description	Milestone Date

1.5 Effort

Identify the human resources required to accomplish each task, by completing the following table below.

Task Title	Resource	Effort

2 Project Plan

2.1 Schedule

Create a detailed project schedule by listing the phases, activities and tasks required to complete the project, as well as the dependencies, sequencing and resources involved. A summarized example follows:

ID	Task Name	Duration	January				February				March				April
			5/01	12/01	19/01	26/01	2/02	9/02	16/02	23/02	1/03	8/03	15/03	22/03	29/03
3	INITIATION	16 days													
4	Develop Business Case	4 days													
10	Perform Feasibility Study	5 days													
17	Establish Terms of Reference	4 days													
23	Appoint Project Team	3 days													
28	Set-up Project Office	3 days													
33	Perform Stage-Gate	1 day													
34															
35	PLANNING	48 days													
36	Create Project Plan	9 days													
47	Create Resource Plan	5 days													
54	Create Financial Plan	5 days													
61	Create Quality Plan	4 days													
67	Create Risk Plan	6 days													
75	Create Acceptance Plan	4 days													
81	Create Communications Plan	4 days													
87	Create Procurement Plan	4 days													
93	Contract Suppliers	6 days													
101	Perform Stage-Gate	1 day													
102															
103	EXECUTION	5 days													
104	Build Deliverables	3 days													
109	Monitoring and Control	4 days													
122	Perform Stage-Gate	1 day													
123															
124	CLOSURE	7 days													
125	Perform Project Closure	6 days													
132	Review Project Completion	1 day													

2.2 Dependencies

Explicitly state any key dependencies in the Project Schedule in the following table.

Activity Title	Depends on	Dependency Type

2.3 Assumptions

List any assumptions made during this project planning process.

2.4 Constraints

List any constraints identified during this project planning process.

3 Appendix

Attach any documentation you believe is relevant to the Project Plan. For example:

- *Detailed Project Schedule (listing all project phases, activities and tasks)*
- *Other documentation (Business Case, Feasibility Study, Terms of Reference)*
- *Other relevant information or correspondence*