Project Plan For [Project Name]

# **Document Control**

## **Document Information**

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## **Document Approvals**

Role	Name	Signature	Date
Project Sponsor			
Project Review Group			
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Quality Manager			
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Procurement Manager			
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Communications Manager			
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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	<b>Activity Title</b>	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

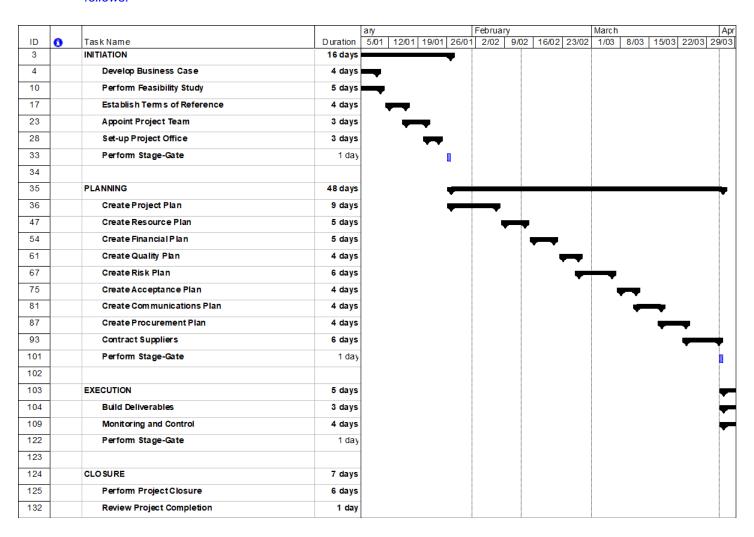
Identify the human resources required to accomplish each task, by completing the following table below.

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:



### 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