#### Purpose of a project plan

A project plan is used for the following purposes:

* + To document and communicate stakeholder products and project expectations
  + To control schedule and delivery
  + To calculate and manage associated risks

A project plan answers the following basic questions regarding the project:

* + Why? - What is the task related to the project? Why is the project is being sponsored?
  + What? - What are the activities required to successfully complete the project? What are the main products or deliverables?
  + Who? - Who will take part in the project and what are their responsibilities during the project? How can they be organized?
  + When? - What exactly is the project schedule and when can the milestones be completed?

#### Project planning

Project planning requires in-depth analysis and structure. See some activities below:

* + Setting project goals
  + Identifying project deliverables
  + Creating project schedules
  + Creating supporting plans

The culmination of the project planning stage identifies:

* + Roadblocks in the project
  + Work required for project completion
  + People involved in the project and their key responsibilities
  + Minimum project completion time
  + Major project deliverables
  + Required project milestone