Project Plan

Template

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Tourism Company

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# Section 1. Project Overview

## 1.1 Project Description

*Describe the approach the project will use to address the* ***business problem****, including summarizing how the project will deliver the expected* ***business outcomes*** *and performance objectives.*

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## 1.2 Project Scope

*Describe the project scope by defining what the project will and will not accomplish. Provide a narrative or bulleted list of deliverables,* ***services****, and/or solutions expected as outcomes of the project.*

| **Project Includes** |
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|  |

| **Project Excludes** |
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## 1.3 Assumptions

*Describe any project assumptions related to business,* ***technology****,* ***resources****, scope, expectations, or* ***schedules****.*

| **Assumptions** |
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## 1.4 Constraints

*Describe the limiting factors, or constraints, that restrict the project team’s options regarding scope, staffing, scheduling, and management of the project.*

| **Constraints** |
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# Section 2. Project Start-Up

## 2.1 Project Life Cycle

*Specify and describe life cycle model(s) that will be used for the project. If formal standards have been established at the organization or agency level, refer to the agency and/or organizational practices. In the description, include tailoring of any practices to accommodate specific project needs if applicable.*

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## 2.2 Methods, Tools, and Techniques

*Identify the method(s), standards, policies, procedures,* ***programming language****(s), reusable code repositories, and other notations,* ***tools****, and* ***techniques*** *that may be used to develop and/or deploy the products and/or services for the project.*

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## 2.3 Estimation Methods and Estimates

*Describe the methods used to estimate the project level of effort, schedule, and budget. Include tools and techniques used to obtain the estimates in the description. Provide estimates for the project dimensions (effort, schedule, and budget), and identify the source or basis of the estimates and the level of uncertainty and risk associated with the estimates.*

| **Estimation Methods and Estimates** | |
| --- | --- |
| Description | [ **Best** **/ Most Likely** / **Worst** ] |
| Effort in person-months or person-hours |  |
| Schedule in calendar months |  |
| Budget in dollars |  |
| Level of Uncertainty |  |

## 2.4 Schedule Allocation

*To highlight major accomplishments as initially planned in the project schedule, identify major project milestones and planned completion dates for delivery. This list should reflect products and/or services delivered to the end user as well as the delivery of key project management or other project-related work products.*

| **Major Milestone/Deliverable** | **Planned Completion Date** |
| --- | --- |
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## 2.5 Resource Allocation

*Identify the total number of resources (e.g.,* ***personnel****,* ***equipment****,* ***facilities****) that will be needed for the project. For personnel, include each of the defined project organizational roles in the resources and describe skill set requirements when appropriate. Identify the estimated timeframe (****start to finish****) for project commitment.*

| **Resource** | **Total** | **Skill Set Requirements** | **Timeframe** |
| --- | --- | --- | --- |
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## 2.6 Budget Allocation

*Identify the budget amount allocated by key budget category (e.g., project milestone or standard cost categories such as personnel, travel), including the time period that may constrain use of the budget.*

| **Key Budget Category** | **Budget Amount** | **Time Period** |
| --- | --- | --- |
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# Section 3. Risk Management

*Based on project-specific methods, describe how risks will be analyzed to establish the project exposure for each risk and to determine which risks are the most important ones to address.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Description** | **Probability** | **Impact** | **Strategy** |
| *Cost Estimates Unrealistic* | Low | High | *Included in project plan, subject to amendment as new details regarding project scope are revealed* |
| *Time Estimates Unrealistic* |  |  |  |
| *Team Size* |  |  |  |
| *Project Scope Creep* |  |  | *Defined in project plan, reviewed by Project Manager and Steering Committee to prevent scope creep* |
| *Team Members Unknowledgeable of Business* |  |  |  |
| *Available documentation* |  |  |  |
| *Narrow Knowledge Level of Users* |  |  |  |

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# Section 4. Appendices

*Attach the required deliverables and any other relevant information.*

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