

Project title

Project Plan

Prepared by:

Period of Performance:	
Level of Effort:	<i>estimated # hours</i>

Executive summary

1 - 3 paragraph overview of the project plan

Goals and Objectives

Description of the project scope and project goals. Be sure to include both what will be done and will not be done.

- *Bulleted list of deliverables*

Methods

High level plan of execution, including methods, project phases, etc...

Resources

Existing resources (who else at DMS/ABCS/NCI is doing similar work, what tools exist to do this work, ...) , cost (FTE and other expenses), roles and responsibilities of required analysts.

Communications plan

There will be two tiers of communications for this project:

- Regular: Regular communications will consist meetings and presentations, as well as electronic communications such as email, figures, tables and manuscripts. All electronic communications will be logged in the Analysis Management Portal (AMP) to maintain transparency.
- Monthly report: Project summary updates will be shared in the monthly report and will include:
 - Project status
 - High-level scientific/technical update (1 - 2 sentences)
 - Current issues (e.g. changing scope, changes to level of effort, anything that may lead to project failure)
 - Other project metrics (i.e. period of performance, percent complete, actual vs planned level of effort)

Stakeholders

Affiliation	Stakeholder	Email	Communication
stakeholder affiliation	list all stakeholders	email	communication tier

Risks and Opportunities

- Risks
 - *Bulleterd list of risks with a brief description of risk mitigation*
- Opportunities
 - *Bulleterd list of opportunities with a brief description of opportunity enhancement*

electronic signatures may be included at the bottom of this document