*Project title*

Project Plan

Prepared by:

|  |  |
| --- | --- |
| Period of Performance: |  |
| Level of Effort: | *estimated # hours* |

## 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](https://abcs-amp.cancer.gov/)) 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
  + *Bulleted list of risks with a brief description of risk mitigation*
* Opportunities
  + *Bulleted list of opportunities with a brief description of opportunity enhancement*

*electronic signatures may be included at the bottom of this document*