

Project plan outline

Problem statement

- Identify the problem
- Provide evidence that the problem exists
- Argue why the problem warrants immediate attention

Project mission statement

What the organization does to achieve the vision

- Action statement
- Clear focus

Project objectives

Specific

Measurable

Attainable

Realistic

Time-bound

Project work requirements

The project deliverables and their constituent features, presented as an outline.

Exit criteria

Each milestone should have criteria established that will be used to determine whether the preceding phase of work is actually finished.

Work breakdown structure

An identification of all of the tasks that must be performed in order to achieve project objectives.

Milestone and working schedules

Required resources

- People
- Equipment
- Materials
- Facilities

Control system

- Quality assurance
- Conflict resolution
- Change control

Major contributors

Linear responsibility chart in which each team members responsibilities and tasks are identified (Heagney, 2012, p. 74)

Risk areas with contingencies

Example table header:

RISK	PROBABILITY	IMPACT	TRIGGER	MITIGATING ACTION(S)
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Potential risk categories:

- Technical
- Cost
- Schedule
- Client
- Contractual
- Weather
- Financial
- Political
- Environmental
- People

Additionally, consider risks that may be associated with:

- Goals
- Roles and responsibilities
- Procedures
- Relationships

High impact: three (3) contingencies

Medium impact: one (1) contingency

Low impact: it is not necessary to identify any contingencies