**PROJECT PLAN**

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| --- | --- | --- | --- |
| **VERSION CONTROL** | | | |
| **Date** | **Version** | **Description** | **Author** |
|  |  |  |  |
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**SUMMARY**

[1. JUSTIFICATION 3](#_Toc8989464)

[2. OBJECTIVES, BENEFITS AND SUCCESS CRITERIA 3](#_Toc8989465)

[3. SCOPE 3](#_Toc8989466)

[4. NOT SCOPE 3](#_Toc8989467)

[5. SCHEDULE AND PROJECT MONITORING 3](#_Toc8989468)

[6. RESOURCES 3](#_Toc8989469)

[7. COMMUNICATION MANAGEMENT 3](#_Toc8989470)

[8. RESPONSE STRATEGIES FOR PROJECT RISK 3](#_Toc8989471)

[9. PROJECT PREMISES AND RESTRICTIONS 3](#_Toc8989472)

[10. SIGNATURES 4](#_Toc8989473)

# JUSTIFICATION

[Describe the justification for using this document]

# OBJECTIVES, BENEFITS AND SUCCESS CRITERIA

[escribe why this document will be used]

# SCOPE

[Describe in detail the scope of the project]

# NOT SCOPE

[Describe in detail what is not the project scope]

# SCHEDULE AND PROJECT MONITORING

[Define tasks, duration (start and end) and periodicity of status report]

# RESOURCES

[Define the necessary financial, personnel and technological resources]

# COMMUNICATION MANAGEMENT

[Define how communication of critical and / or progressing activities will occur during the project execution phase]

# RESPONSE STRATEGIES FOR PROJECT RISK

*[List the risks and associated strategies, considering the items Probability, Impact and Action]*

# PROJECT PREMISES AND RESTRICTIONS

*[Premisses: Identify the factors that, if not met, will compromise the success of the project.*

*Restrictions: Identify the limitations that may affect team performance in the project]*

# SIGNATURES

|  |  |  |  |
| --- | --- | --- | --- |
| Project sponsor |  |  | Date |
| Project manager |  |  | Date |