ABC Book Store Project Plan

**Project Plan**

**ABC Book Store**

**ChatBot Project**

Author: [YOUR NAME]

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INTRODUCTION

Purpose of Plan

The ABC Book Store ChatBot Project plan will provide a definition of the project, including the project’s goals and objectives.

**The Project Plan defines the following:**

1. Project goals and objectives
2. Project management approach
3. Project scope
4. Risk assessment

GOALS AND OBJECTIVES

List the Project Goals/Objectives below.

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Project Management Approach

This section should outline the highest level milestones for implementing the chatbot. There are five phases listed below. You will decide whether there should be more, fewer, or exactly five phases in the project.

Phase I:

Phase II:

Phase III:

Phase IV:

Phase V:

SCOPE

Scope Definition

Define Chatbot Functionality (Scope): E.G. What will the chatbot do? What types of questions will it answer? Etc….

List the Project Deliverables below.

Risk Assessment

The initial **Risk Assessment** (following page) attempts to identify, characterize, prioritize and document a mitigation approach relative to those risks which can be identified prior to the start of the project.

The **Risk Assessment** will be continuously monitored and updated throughout the life of the project by the Project Manager.

Add three risks to the table below and identify the risk level, the risk likelihood, and the mitigation strategy if the risk event occurs.

Initial Project Risk Assessment

| **Risk** | **Risk Level**  **Low/Medium/High** | **Likelihood of Event (Likely, Somewhat likely, Unlikely)** | **Mitigation Strategy** |
| --- | --- | --- | --- |
| Project Scope Creep | **L:** Scope generally defined, subject to revision | **Somewhat likely** | Scope intially defined in project plan, reviewed monthly by three groups (Project Manager and Steering Committee) to prevent undetected scope creep |
| Cost Estimates Unrealistic | **L**: Thoroughly predicted by industry experts using proven practices to 15% margin of error | **Unlikely** | Included in project plan, subject to amendment as new details regarding project scope are revealed |
| Timeline Estimates Unrealistic | **M:** Timeline assumes no derailment | **Somewhat likely** | Timeline reviewed monthly by three groups (Project Manager and Steering Committee) to prevent undetected timeline departures |
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