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| LTH.jpg |
| Project Plan |
| Version 1.0 |
| **Group D** |
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The project plan is recommended to include the following information:

1. Background

2. Main goals

3. Participants and potential stakeholders

4. Description of planned activities

5. Description of planned deliverables

6. Schedule with start and stop date for each activity and deadline for each deliverable

7. Budget estimation for each activity in hours, i.e distribute the hours (80 hours per project participant) in your budget

on the planned activities, with 80% on your mission and 20% acting as customers.

8. Diagram showing the planned time per week

9. Responsibilities of project members and initial work break-down With the above PP content it is useful if following questions can be answered:

• What is the project about?

• Who is participating in the project as members and as input providers?

• What should be done in the project?

• How shall the results be packaged?

• When should the results be delivered?

• Who is responsible for what?

• When shall who work with what?

• How much time is estimated to be spent on what by whom?

The project plan is a living document and is updated as more knowledge is gained and the project evolves.

Note that the customer part of the project shall also be included in the plan (approx. 20% of the project).