**Project Plan<Enter Company Name of Client.>**

**Project:** <Enter Project Name.>

**Client:** <Enter Company Name of the Client.>

**Project Number:** <Enter the Project Number.>

**Auteur:** <Enter Auteur Name.>

**Date:** <Enter Create Date of this Document.>

**Version:** <Enter Version Number.>

Perhaps a relevant image here

The undersigned declare their agreement with the content of this Project Plan document

**Client Project Manager**

***Initial Seen: Initial Seen:***

Date: <Enter Sign Date.> Date: <Enter Sign Date.>

Place: <Enter Sign Place.> Place: <Enter Sign Place.>

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# Background

* For whom do you make the project
* Why this plan of action
* Why is the problem a problem and why should it be solved
* Which strategy can provide a solution for the problem
* How can the strategy be implemented in the organization
* What are the decision moments for the client. Give an overview.

# Project assignment

* Project environment
* Project Goal
* Assignment formulation

# Project activities

* How do we achieve the results we want
* Which activities should be completed to successfully end the project (elaborate)

# Project boundaries

* What we will do
* What we won’t do, even if it would attribute to the goals of the client

# Requirements

* Think about the following categories:
  + Preconditions
  + Functional requirements
  + Operational requirements
  + Design limitations
* What are the priorities of each requirement (MOSCOW)?
* Formulate the requirements SMART

# Products

* What do we have when the project is ready?
* How does the individual product contributes to the general goal?
* What do we present?
* Name parts and the relations between them

# Quality assurances (optional)

* What is the quality of the product or products?
* How do you measure the quality of the product?

# Project organization

* Who are the stake holders in this project?
  + Function
  + Knowledge
  + Contact information
  + Responsible for?
* When do we communicate, deliberate between each other?
* How do we communicate, between project members?
* How do we communicate to the “outside world”?

# Planning

Conduct a planning possibly using a graph

Per Project activity:

* Description
* The project member involved
* Time/date (start/planned end)

Also name the de intermediate results

# Costs and benefits (optional)

* What will be the cost of the project in
  + Money
  + Time
  + Classification per project faze/activity
* What are the benefits of the project
  + Money
  + Know How
  + Image
* How do we guard the costs and benefits

# Risks

* What will influence the feasibility of the project?
* For example:
  + Not enough time (deadline)
  + Not enough knowledge
  + Project formulation is inadequate and unclear
  + Not enough resources or access to resources
* With which counter measures could you diminish the risks
* Who is responsible for the implementation of those measure(s)

# Appendices

Here we refer to relevant **standards** and in house **procedures**

Where appropriate, reference will be made to existing or customary company standards. Under the condition that they are documented.

**Definitions** are only included to avoid confusion.

The **glossary** does not have to be exhaustive, only the terms used in the Project Plan are eligible for this

Name each of the Appendices with a short description (no more than 3 words)

Don’t forget to adjust the table of content.