

projectName

**Delivery plan**

PHASE 2: FEASIBILITY AND FOUNDATIONS

# Purpose of this document

DSDM handbook 8.4.5 Delivery Plan; Appendix C 3.5  
Document template version 0.5

To describe and present:

* The incremental nature of the project and the dates associated with the increments.
* The dates for deployment of the solution and, where applicable, subsets of it.
* The schedule of timeboxes, together with an indication of the focus of each Development Timebox.
* The timing and dependencies of any activities not planned within the Development Timeboxes.
* The allocation of resources to timeboxes and other activities.
* An identification of the contingency associated with one or more of the key constraints of time, resource/cost or, preferably, scope.

# Quality criteria

* Is it clear in the delivery plan what is intended to be delivered, when and by whom?
* Are all the necessary resources identified?
* Is the planned utilisation of resources sensible and effective?
* Is the available contingency sensible and commensurate with the perceived risk associated with the project?
* Can the delivery plan be used to effectively track and communicate progress?
* If not, how will this be done?

# Document sign-off

|  |  |  |  |
| --- | --- | --- | --- |
| RACI | Role | Name | Date |
| Responsible | **Project manager** |  | **yyyy-mm-dd** |
| Accountable | **Business visionary** |  |  |
| Consulted | Solutions development team |  |  |
| Verified | Business sponsor |  |  |
|  | Technical coordinator |  |  |
|  | Business analyst |  |  |
|  | Team leader |  |  |
|  | Solutions developer |  |  |
|  | Solutions tester |  |  |
|  | Business ambassador |  |  |
|  | Technical advisor |  |  |
|  | Business advisor |  |  |

# Revision history

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Version | Reason for change | Status | Date |
|  | 0.1.0 | Initial draft | Draft | **yyyy-mm-dd** |
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# 1. Delivery plan

***The delivery plan refines and elaborates on the schedule described in the outline plan. It describes a schedule of timeboxes for the delivery of project products and profiles the resources for all aspects of development, testing and deployment of the solution.***

***Is it clear in the delivery plan what is intended to be delivered, when and by whom? Are all the necessary resources identified? Is the planned utilisation of resources sensible and effective? Is the available contingency sensible and commensurate with the perceived risk associated with the project? Can the delivery plan be used to effectively track and communicate progress? If not, how will this be done?***

Delivery plan…