

## SAMPLE PROJECT PLAN

### **Project Name:**

**Customer:**

**Project Manager:**

**Start Date:**

**Plan Date:**

### **Introduction**

Our business practice is to follow a planning process that has been developed for documentation projects like this. Our planning tasks for this project include the development of a project plan and a schedule.

The Project Plan expands on the Information Plan. A preliminary Project Plan is usually written at the same time as the Information Plan.

### **Scope and complexity estimate**

This section identifies the size of the project. If it is a web site, it will estimate the number of web pages, the kind of features on the site (i.e. Shockwave design), and programming to execute its functionality. If it is a print project, it will estimate the number of pages, number of graphics, print specifications, etc. Also, the source and amount of content for the project is identified here.

### **Project time estimate**

Here the amount of time to complete the project and the elapsed time for the project are set out. For example, a 15-day project may be scheduled over a four-week period.

### **Resources estimate**

The resources needed to complete the project in a timely manner are listed here. They include resources provided by J&L, our client, and other third party participants such as vendors, suppliers, or partners. An example might be:

- 1 Project Manager
- 1 Graphic Designer
- 2 Copy Writer/Editors
- 1 Customer Reviewer

### Milestone schedule

This is the heart of the Project Plan. Here we list everything and everyone needed to deliver the project and we set specific dates for each task to be completed. An example milestone schedule:

Milestones	Responsibility	Start Date	End Date
PLANNING			
Meeting with customer			
Provide content			
Develop preliminary project plan			
Develop information plan			
Develop content specification plan			
Edit plans			
Complete plans			
Discuss plans			
IMPLEMENTATION			
Storyboard collaboration			
Develop prototype			
Team review of prototype			
Usability test			
Make improvements			
Present prototype to customer			
Complete site development			
Check site			
Customer review			
Enter corrections			
Deliver site			
EVALUATION			
Develop wrap-up report			
Wrap-up meeting			
Total			

**Note:** Mention only those Milestones relevant to your project

### **Roles and responsibilities**

Once the resources have been identified, the specific responsibilities are listed for the project team members.

### **Production plan**

This section explains the tools, usually software, to be used to complete the project. This way, third party team members, J&L, and our client on can mesh with things like computer file exchanges and email attachments.

### **Revision process**

This outlines the procedure to revise the content of the project after it is completed.

### **Documentation translations**

If the project is intended to be used by audiences in different languages, those are identified and the translation plan is set forth.

### **Document distribution plans**

This section is primarily for print projects, but does occasionally apply to web projects, too. Here the method for distribution, who does the distribution and how the piece is packaged are determined for printed material. For a web project this section may be important when J&L is not hosting the web site and must deliver and participate in the site installation.

### **Testing plans**

This section covers both validation testing and usability testing. Both are important for web sites and printed publications. Validation is the process for ensuring that the information in the publication or site is accurate about the subject of the piece. Usability testing is a process to measure how user friendly the site or publication is and to ensure quality standards for the project are met.

### **Maintenance requirements**

For web site projects this outlines how the site is to be kept updated and current. For a print project it outlines the process and the frequency of revisions.