Project Plan

**Project Name**

**List Group Member Names**

**Revision Number**

**Revision Date**

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# Introduction

This is usually an executive level summary of the project. It should be a non technical summary.

# Project Organization

List all members with their specialty, availability and primary role.

# Hardware and Software Resource Requirements

## Hardware

This is the hardware needed by the team to build the product. This is not the hardware needed by the end user to use the product.

## 

## Software

This is the software needed by the team to build the product. This is not the software needed by the end user to use the product.

# Work Breakdown

List all the tasks that have to be completed and who is doing them.

# Project Schedule

This is often a Gantt chart or a reference to an MPP file.

# Risk Analysis

What can go wrong and what are the contingency plans if they do?

# Monitoring and Reporting Mechanisms

How is progress of the project going to be tracked?

# Project Post Mortem

This section is filled in after the project has been completed. It is a review of went well, what did not and lessons learned.