Project Plan

Service-IT

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PROJECT PLAN

[Agency/Group A Organization]
[Service-IT]

VERSION: [VERSION NUMBER]   REVISION DATE: [DATE]

Approval of the Project Plan indicates an understanding of the purpose and content described in this deliverable. Approval of the Project Plan constitutes approval of the project planning results and hereby certifies the overall accuracy, viability, and defensibility of the content and estimates. By signing this deliverable, each individual agrees the project has been planned effectively as described herein.

Introduction

1.1   xxxxxxxxxxxxx

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Project Results

2.1 xxxxxxxxxxxxx

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2.2 xxxxxxxxxxxxx

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Project Activities

3.1   Project Life Cycle

Specify and describe life cycle model(s) that will be used for the project. If formal standards have

Resource	Total	Skill Set Requirements	Timeframe

Project Limits

4.1   Change Management

Describe the process for managing all proposed changes, including how change requests are initiated, logged and tracked, and assigned for analysis and recommendation. Include the change request review process and any additional processes. If formal change management policies and procedures have been established at the organization or agency level, refer to the agency and/or organizational practices. In the description, include tailoring of any practices to accommodate specific project needs if applicable.

Interim Results

5.1   Quality Management Approach

Describe the overall, high-level approach to quality management based on project performance. Summarize how quality management activities will be accomplished collectively. If formal quality management policies and procedures have been established at the organization or agency level, refer to the agency and/or organizational practices. In the description, include tailoring of any practices to accommodate specific project needs if applicable.

Quality Control

6.1   Communication Management Approach

Describe the overall, high-level approach to communication management for the project.
Summarize how communication management activities will be accomplished collectively. If formal

Distribution Group Name	Distribution Group Description	Owner

Project Organization

7.1   Configuration Management Approach

Describe the overall, high-level approach to configuration management (CM) for the project. Summarize how configuration management activities will be accomplished collectively. If formal configuration management policies and procedures have been established at the organization or agency level, refer to the agency and/or organizational practices. In the description, include tailoring of any practices to accommodate specific project needs if applicable.

Planning and Scheduling

8.1   Performance Management Approach

Describe the overall, high-level approach to product and/or service performance management. Summarize how performance management activities will be accomplished collectively. If formal

Costs and Benefits

Risk Analysis