Stage Plan, Stage [x] –

[Project Name]

|  |  |
| --- | --- |
| Purpose | A Stage Plan is required for each management stage. The stage cover the products, resources, activities and controls specific to the stage and is used as a baseline against which to monitor project progress. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Rev.** | **Date** | **Reason for issue** | **Author** | **Reviewed by** | **Approved by** |
| 0.1 | [Date] | [Description] | [Name] | [Name] | [Name] |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Table of Contents

[1 Plan Description 3](#_Toc402258481)

[2 Plan Prerequisites 3](#_Toc402258482)

[3 External Dependencies 3](#_Toc402258483)

[4 Planning Assumptions 3](#_Toc402258484)

[5 Lessons Incorporated 3](#_Toc402258485)

[6 Monitoring and Control 3](#_Toc402258486)

[7 Budgets 3](#_Toc402258487)

[8 Tolerances 3](#_Toc402258488)

[9 Product Descriptions 3](#_Toc402258489)

[10 Schedule 3](#_Toc402258490)

# Plan Description

[A brief description of what the stage plan covers and the planning approach]

# Plan Prerequisites

[Fundamental aspects that must be in place for the plan to succeed]

# External Dependencies

[Factors that may influence the plan]

# Planning Assumptions

[Planning assumptions upon which the plan is based. ]

# Lessons Incorporated

[Details of relevant lessons from previous similar projects]

# Monitoring and Control

[Details of how the plan will be monitored and controlled]

# Budgets

Time to complete:

Cost:

Work hours:

[Cover the time and cost, including internal hours plus provisions for risks and changes]

# Tolerances

[Time, cost and scope tolerances for the level of plan]

# Product Descriptions

[List the products which will be delivered in this stage in addition to:]

# Schedule

[Choose a format that fits your stage. Below is an example]

|  |  |  |
| --- | --- | --- |
| Activity | Event | Resources |
| 1 – Planning preparations | Work over ½ week | Project Manager |
| 2 – Planning Workshop | Workshop over 1 day | Project Manager Specialist personnel |
| ….. |  |  |
|  |  |  |
|  |  |  |