Project plan: Project

Aim of this project

Short introduction, aims and background

Planned results

Tangible, measurable results, e.g. documents, IT systems, product launches, marketing material.

Planning

What will be done each month and when is each planned result finished

Team and other relevant parties

Who is responsible for this project, who will work on it, and who else will be involved (including suppliers):

Budget and business case

What are the total one-off costs for this project. Can you break these down in hours / effort, licenses, hardware, other cost?

Do the results of the project lead to new recurring costs? What are the additional monthly costs?

Does this project lead to cost savings? How much and what kind of savings are expected?

Privacy impact

Does this project use any personal identifiable information?

Is any of the information that is used sensitive or is it a large amount of new peronal identifiable information?

Are there are any new privacy risks as a result of this project?

If so, a DPIA (data protection impact assessment) must be done somewhere during the project. Include this in the project plan. See https://ictinstitute.nl/gdpr-dpia-free-template/ for a template.

Risks

Does this project have any information security, privacy or financial risks? These potential risks have been identified, controls put in place to minimise them, and have been accepted by the risk owner and approving party.

Risk	Impact	Measures to mitigate risk:

Information security

Does this project require any changes to the information security management system?

Does this project improve information security in some way, e.g. through new measures?

Version and approval

Version	Author	Date	Approval date