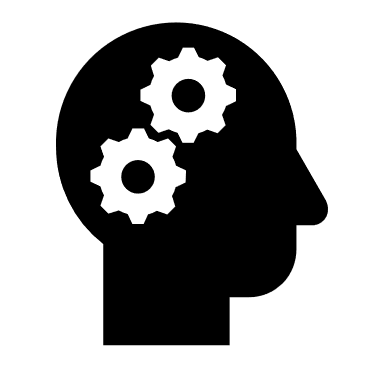
YOUR COMPANY LOGO



**Project Plan**

< Project Name >

Version: < Assignment Name >

Release Date: < Due Date >

< Course Number >

< Group Number >

< Project Manager: Student Name > < ID # >

< Scheduler: Student Name > < ID # >

< Accountant: Student Name > < ID #>

< Risk Analyst: Student Name > < ID #>

Table of Contents

Table of Contents (mandatory, with page numbers)

Project Plan

1. **Introduction**

**Write 100 words explaining the background of the project, including the problem statement (the client’s detailed needs), and what your team offers.**

**2.0 Integration Plan**

**Write 200 words explaining the background of the project, including the overall project planning strategy (how your team will manage the iron triangle), and major risks of the project.**

**3.0 Scope Plan**

**Write 200 words explaining the scope of the project, including the in-scope activities, the out-of-scope activities, and a summary of why you selected the parent activities (the main WBS parent activities) that you selected.**

**4.0 Schedule Plan**

**Write 200 words explaining the schedule of the project, including highlighting some activity durations needed, what scheduling software you are planning to use, and a summary of what activities are in the critical path and why.**

**5.0 Cost Plan**

**Write 200 words explaining the cost of the project, including the research you made on cost components, what budgeting software you are planning to use, and a summary of what activities may require the contingency (extra money if something goes wrong).**

**6.0 Quality Plan**

**Write 200 words explaining the cost of the project, including describing the difference between grade and quality of your product, what potential inspection resources you will need, and finally how your project would escalate problems in quality.**

**7.0 Communication Plan**

**Write 200 words explaining the communication needs of the project, including specific communication demands (people, technology, or other). Describe communication challenges expected and how your project plan will mitigate them.**

**8.0 Resources Plan**

**Write 200 words explaining the resources of the project, including the types of LEM resources your project needs (labour, equipment, and materials), whether the market conditions will make finding these resources easy or hard, and finally what training will labour resources need to execute their work well.**

**9.0 Risk Plan**

**Write 200 words explaining the risks of the project, including major risks and opportunities your project has. Describe the project’s overall risk management strategy and what percent of the contingency money you predict will be used for which risks.**

**10.0 Conclusion**

**Write 100 words explaining whether you think the project plans still needs more work before it is ready for the client; and how you plan to transition the project deliverables to the client and what documents you will use.**

**APPENDICES**

**Appendix 1. Project Charter (level of difficulty 3/5)**

**Appendix 2. Milestone Schedule (level of difficulty 2/5)**

**Appendix 3. WBS: Work Breakdown Structure (level of difficulty 4/5)**

**Appendix 4. WBS Dictionary (level of difficulty 4/5)**

**Appendix 5. List of Activities, Durations & Predecessors (level of difficulty 4/5)**

**Appendix 6. Gantt Schedule (level of difficulty 5/5)**

**Appendix 7. Budget Estimate (level of difficulty 5/5)**

**Appendix 8. Quality Flowchart (level of difficulty 3/5)**

**Appendix 9. Project Status Report (level of difficulty 2/5)**

**Appendix 10. “Course” Lessons Learned (level of difficulty 2/5)**

**Appendix 11. RBS: Resource Breakdown Structure (level of difficulty 2/5)**

**Appendix 12. Risk Register (level of difficulty 5/5)**