

ACT [REDACTED] - Project Plan

Purpose of this document:

The information contained within this project plan demonstrates detailed project planning, communication and planning approval.

Background:



Once a project's objectives and scope have been defined and the costs and benefits documented as a Project Directive, the project enters the PLAN phase. Detailed planning ensures that the project activities which will be carried out during the project's DO phase are properly sequenced, resourced, executed and controlled.

About these information boxes:

These grey information boxes are designed to help everyone who reads or edits this document to understand what's required within each section. *Don't delete them!* Keep them in place for reference purposes.

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This Project Plan is approved by:

Business Owner (name, signature, date)

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Project Leader (name, signature, date)

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2.3 How the project deliverables are to be viewed upon completion

Overview/Roadmap of the project:

