**Plan for: INSERT AREA HERE**

**Area Lead:**

**Supporting Members:**

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# Overview

## Objectives & Context

Define the overall goal(s) of this work. Provide brief background information, especially first customer for this work if known.

## Scope

Define what is and is not in scope for the current development. This is what we will manage to avoid requirements creep.

## Driving Needs

Include key requirements/needs including must haves, and nice to haves.

## Driving Customer Milestones

Include milestones that could affect our schedule.

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| --- | --- | --- |
| **Customer** | **Milestone** | **Description** |
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## Assumptions

Include assumptions here. For example, the work will be time or budget boxed.

# Plan

## Management Approach

High level overview of how this will be managed, who is involved.

## Technical Approach

High level overview of how technical problem will be solved

## Staffing, Roles, and Responsibilities

List of all people who will support the effort, their roles and responsibilities.

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| **Name** | **Role/Feature** | **Responsibilities** |
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## Milestones/Deliverables

Major milestones and deliverables. Include reviews if they are required. These will be migrated [here](https://docs.google.com/spreadsheets/d/1mh4Ga1ELrPRRpwYJ1tAiBgw4hk0nW3NghUMDwCvw6WY/edit#gid=1251678647) once approved. Tie these dates to customer need dates if they exist; name customer in summary

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| **Milestone/Deliverable** | **Completion Date** | **Owner** | **Summary** |
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## Cost Estimates

Costs for labor, purchases, etc., broken out by FTE and/or procurement. Include how you made your estimate in the summary – but this is a summary, not the detailed analysis. If you have detailed information to include type/paste that information below the table.

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| --- | --- | --- | --- |
| **Expenditure** | **FTE** | **$k** | **Summary** |
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## Risks

These will be migrated [here](https://docs.google.com/spreadsheets/d/18v_ZKKwAX9P7e1GV5p5ci-Lm0gI_kZ8U4rgQd5kW7pI/edit#gid=2) once approved. Put risk statement in first column, plan should indicate if it is to research, watch or mitigate risk. If mitigating, include mitigation steps. The rest of the usual risk management stuff will be done including the PDL and DPDL

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| **Risk** | **Owner** | **Plan** |
|  |  |  |
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## Known Issues

These will be migrated [here](https://docs.google.com/spreadsheets/d/1ejrCT5uTLQ02nyfPBj81OpTIT5JDorQulI8lO2UOmWQ/edit#gid=2) once approved.

|  |  |  |
| --- | --- | --- |
| **Issue** | **Owner** | **Plan** |
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