



Project plan

PREPARE THE ORGANIZATION OF THE PROJECT

What does the project plan mean?

The project plan is the roadmap for the project manager and the entire project team.

It presents the guidelines for the development of the project (scope, costs, deadlines and milestones, resources, organization, etc.).

When to use it?

PLANNING PHASE

The project plan is based on the project charter, which is a form of the project identity card.

The project plan guides you throughout the whole project life cycle. It must be carried out during the planning phase and must be implemented during the execution phase.

How to use it?

- Start by defining the objective and your project scope
- Map the risks inherent to the project by highlighting countermeasures
- Present the planning of material and financial resources
- Define roles and responsibilities
- Define the organization of human resources in the project
- Define the communication tools to be used during the project and describe the communication flows between the stakeholders

Document structure

- Objectives and project scope
- Risk management plan
- Project planning
- Project organization roles : and responsibilities
- Resource management
- Communication plan