

Project Plan Structure

- 1. Overview** – brief description of the project and its deliverables, list of major milestones or events and any constraints on the project scope
- 2. Objectives** – more detailed description of project scope, its deliverables and outcomes
- 3. General approach** – the technological and managerial approaches to the work are described. Relationship between project and other work being considered by organisation
- 4. Contractual aspects** – agreements made with clients or third parties, reporting requirements, technical specifications of all deliverables, agreements on delivery dates, performance requirements
- 5. Schedules** – outline of all schedules and milestones. Work breakdown structure (see later slides)
- 6. Resource requirements** – details of costs associated with each task, details of material acquisition
- 7. Personnel** – details of project work force, any special skill requirements, managerial responsibility for control of each area, managerial / informational accountability requirements for each person
- 8. Risk management** – planners should list the major and minor disasters that may strike project such as unreasonable deadlines, equipment failures, coordination problems, changes in project scope. Contingency plans should be produced
- 9. Evaluation methods** – description of all project evaluation procedures and quality standards, procedures to ensure compliance with all corporate requirements