Projectbase 3.0 – Project plan

¥Project plan

Project name	
Client / Sponsor	
Project manager	

1.   Executive summary

A short summary of the project plan

2.   Background, objective and goal

Background

Description with a clear and defined connection to the goal and the business value, (see Project Charter). It is advisable to connect to any related project in the background description.

Purpose

The impact the project is expected to create, i.e. why it is important to execute the project, (see Project Charter).

Goal

The result the project should deliver, i.e. what should be achieved when the project is executed, (see Project Charter).

Scope

What is included as part of the project and must be performed in order to deliver the goal. The scope is described with a WBS at the overarching level – main packages with a brief description of each. The complete WBS should be included as an attachment.

Limitations

What the project should not deliver. The purpose is to avoid false expectations among the different stakeholders.

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3.   Requirement specification

Product specification
Requirements on the project's result/product.

Project specification
Requirements on the execution and prioritization between the project's triple constraints.

Prerequisites
Demands on the project's sponsor/owner or client that have to be achieved to ensure the project's execution and result.

4.   Handover and implementation

How to deliver the product to the client and implement it into the environment it is meant for.

5.   Situational analysis and stakeholders

SWOT-analysis	
Mapping and analysis of external and internal factors that might affect execution.	
Strengths	Weaknesses
Opportunities	Threats
Conclusions	

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Stakeholder mapping

Mapping and analysis of individuals, groups and organizations that might affect the project or will be affected by the project.

6.   Milestones, activities and schedule

Milestone plan

An overarching flow chart or table of the project's most important milestones (start from the WBS structure)

Stages

As an alternative to milestones, a project can be divided into stages. The length of the stages is determined here. Also replace the activity list with a stage log and replace the schedule with a project board.

Activity list

List of activities where time and resources are estimated (start from the WBS structure)

ID	Activity	Resources	Start	Stop

Schedule / Bar chart

Activity plan with a time axis where duration and connection between activities and milestones are shown. Present the schedule in a separate document.

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7.   Organization and staffing

Roles, responsibilities and authorities
Organizational structure that specifies project roles and with this authorities and responsibilities.
Staffing plan
Who is given which role in the project

8.   Project budget

The project's preliminary calculation – a outline of internal and external costs for resources needed to execute the project.

Internal costs	
External costs	
Other costs	
Summary=	

9.   Communication and quality assurance

Reports and documents
Rules and routines on how to follow up and report on the project.

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Communication plan					
Plan for spreading information in the purpose of guaranteeing the right target group gets the right information at the right time and through the right channels.					
Who	Why	What	When	How	Responsible

Quality assurance
Processes to guarantee the project will fill the needs for which it was started
Change management
Routines on how to management changes and how to record this in the project and documents.

10.   Risk analysis and response planning

Risk	Probability 1 to 5	Impact 1 to 5	Risk value = P * I	Risk Response
Risk identification, risk evaluation and risk Response Planning .				

11.   Other

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