Project Plan

Template

Version 1.0 ● 15 NOV 2011

Using this Template

The companion tool, **Project Plan Instructions**, provides detailed direction for completing this template.

## Create a Project Plan Deliverable

To create a deliverable from this template:

1. Delete the template title page (previous page) and this page.

2. Replace [bracketed text] on the cover page (next page) with your project and agency information.

3. Replace [bracketed text] in the tool header area at the top of page i (Contents page) with the same project and agency information as on the cover page.

Note: Please do not remove or modify content in the footer area.

4. Complete the entire template. Each section contains abbreviated instructions, shown in italics, and a content area. The content area is marked with a placeholder symbol (⇒) or with a table. Relevant text from other project deliverables may be pasted into content areas.

 Note: Please do not remove the italicized instructions.

5. Update the table of contents by right-clicking and selecting “Update Field,” then “Update entire table.”

## Create a Project Plan Submission File

Regardless of how an agency maintains project deliverables internally, the Project Plan deliverable is different from the Project Plan submission file. The Project Plan submission file is a snapshot of deliverables that is compiled for a specific submission.

To create a submission file from the Project Plan deliverable:

1. Insert each of the following required deliverables as an appendix in Section 14–Appendices.
* Quality Register
* Communication Register
* Configuration Items Register
* Performance Register
* Risk Register
1. Insert any other relevant appendices.
2. Create a searchable PDF file, including the cover with original signatures, for the submission.

University of Texas Pan American

PROJECT PLAN

 [Agency/Organization Name]

[PROJECT NAME]

|  |  |
| --- | --- |
| VERSION: [VERSION NUMBER] | REVISION DATE: [DATE] |

*Approval of the Project Plan indicates an understanding of the purpose and content described in this deliverable. Approval of the Project Plan constitutes approval of the project planning results and hereby certifies the overall accuracy, viability, and defensibility of the content and estimates. By signing this deliverable, each individual agrees the project has been planned effectively as described herein.*

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| --- |
| **Agency Head** |
| [Name] | [Email] | [Telephone] |
| Signature | Date |

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| --- |
| **Executive Sponsor** |
| [Name] | [Email] | [Telephone] |
| Signature | Date |

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| --- |
| **Technology Sponsor** |
| [Name] | [Email]  | [Telephone] |
| Signature | Date |

|  |
| --- |
| **Project Manager** |
| [Name] | [Email] | [Telephone] |
| Signature | Date |

|  |
| --- |
| **Information Security Officer** |
| [Name] | [Email] | [Telephone] |
| Signature | Date |

Contents

[Section 1. Project Overview 1](#_Toc249246255)

[1.1 Project Description 1](#_Toc249246256)

[1.2 Project Scope 1](#_Toc249246257)

[1.3 Assumptions 1](#_Toc249246258)

[1.4 Constraints 2](#_Toc249246259)

[Section 2. Project Organization 3](#_Toc249246260)

[2.1 Project Structure 3](#_Toc249246261)

[2.2 External Stakeholders 3](#_Toc249246262)

[2.3 Roles and Responsibilities 3](#_Toc249246263)

[Section 3. Project Start-Up 4](#_Toc249246264)

[3.1 Project Life Cycle 4](#_Toc249246265)

[3.2 Methods, Tools, and Techniques 4](#_Toc249246266)

[3.3 Estimation Methods and Estimates 4](#_Toc249246267)

[3.4 Work Activities 4](#_Toc249246268)

[3.5 Schedule Allocation 5](#_Toc249246269)

[3.6 Resource Allocation 5](#_Toc249246270)

[3.7 Budget Allocation 6](#_Toc249246271)

[Section 4. Monitoring and Control 7](#_Toc249246272)

[4.1 Change Management 7](#_Toc249246273)

[4.2 Issue Management 7](#_Toc249246274)

[4.3 Status Reporting 7](#_Toc249246275)

[Section 5. Quality Management 8](#_Toc249246276)

[5.1 Quality Management Approach 8](#_Toc249246277)

[5.2 Quality Objectives and Standards Identification 8](#_Toc249246278)

[5.3 Project Reviews and Assessments 8](#_Toc249246279)

[5.4 Deliverables Acceptance Criteria 9](#_Toc249246280)

[5.5 Process Improvement Activities 9](#_Toc249246281)

[Section 6. Communication Management 10](#_Toc249246282)

[6.1 Communication Management Approach 10](#_Toc249246283)

[6.2 Communication Stakeholders and Information Identification 10](#_Toc249246284)

[6.3 Distribution Groups 10](#_Toc249246285)

[Section 7. Configuration Management 11](#_Toc249246286)

[7.1 Configuration Management Approach 11](#_Toc249246287)

[7.2 Configuration Management Tools, Environment, and Infrastructure 11](#_Toc249246288)

[7.3 Configuration Identification 11](#_Toc249246289)

[7.4 Configuration Control 11](#_Toc249246290)

[7.5 Status Accounting and Reporting 11](#_Toc249246291)

[7.6 Audits and Reviews 11](#_Toc249246292)

[7.7 Interface Control 12](#_Toc249246293)

[7.8 Vendor Control 12](#_Toc249246294)

[Section 8. Performance Management 13](#_Toc249246295)

[8.1 Performance Management Approach 13](#_Toc249246296)

[8.2 Performance Objectives and Standards Identification 13](#_Toc249246297)

[Section 9. Risk Management 14](#_Toc249246298)

[9.1 Risk Management Approach 14](#_Toc249246299)

[9.2 Risk Assessment 14](#_Toc249246300)

[9.3. Risk Monitoring and Control 15](#_Toc249246301)

[Section 10. Project Transition 16](#_Toc249246302)

[10.1 Closeout Plan 16](#_Toc249246303)

[10.2 Phase Closeout 16](#_Toc249246304)

[Section 11. References 17](#_Toc249246305)

[Section 12. Glossary 18](#_Toc249246306)

[Section 13. Revision History 19](#_Toc249246307)

[Section 14. Appendices 20](#_Toc249246308)

# Section 1. Project Overview

## 1.1 Project Description

*Describe the approach the project will use to address the business problem, including summarizing how the project will deliver the expected business outcomes and performance objectives.*

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## 1.2 Project Scope

*Describe the project scope by defining what the project will and will not accomplish. Provide a narrative or bulleted list of deliverables, services, and/or solutions expected as outcomes of the project.*

| **Project Includes** |
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| **Project Excludes** |
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## 1.3 Assumptions

*Describe any project assumptions related to business, technology, resources, scope, expectations, or schedules.*

| **Assumptions** |
| --- |
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## 1.4 Constraints

*Describe the limiting factors, or constraints, that restrict the project team’s options regarding scope, staffing, scheduling, and management of the project.*

| **Constraints** |
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# Section 2. Project Organization

## 2.1 Project Structure

*Specify the organizational structure of the project team and stakeholders by providing a graphical depiction as shown in the example project organization chart in the instructions.*

⇒

## 2.2 External Stakeholders

*Specifically describe external project stakeholders by identifying the stakeholder’s function and interest. A Project Contact Register or its equivalent is developed as part of this section.*

| **Function Stakeholder Represents** | **Stakeholder Interest** |
| --- | --- |
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## 2.3 Roles and Responsibilities

*Describe roles and responsibilities for the project structure and external stakeholders as identified above. A Project Contact Register or its equivalent is developed as part of this section.*

| **Role** | **Responsibility** |
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# Section 3. Project Start-Up

## 3.1 Project Life Cycle

*Specify and describe life cycle model(s) that will be used for the project. If formal standards have been established at the organization or agency level, refer to the agency and/or organizational practices. In the description, include tailoring of any practices to accommodate specific project needs if applicable.*

⇒

## 3.2 Methods, Tools, and Techniques

*Identify the method(s), standards, policies, procedures, programming language(s), reusable code repositories, and other notations, tools, and techniques that may be used to develop and/or deploy the products and/or services for the project.*

⇒

## 3.3 Estimation Methods and Estimates

*Describe the methods used to estimate the project level of effort, schedule, and budget. Include tools and techniques used to obtain the estimates in the description. Provide estimates for the project dimensions (effort, schedule, and budget), and identify the source or basis of the estimates and the level of uncertainty and risk associated with the estimates.*

| **Estimation Methods and Estimates** |
| --- |
| Description |  |
| Effort in person-months or person-hours |  |
| Schedule in calendar months |  |
| Budget in dollars |  |
| Source/Basis of Estimates |  |
| Level of Uncertainty |  |

## 3.4 Work Activities

*Provide a reference to the location of the work breakdown structure (WBS) and work packages within the WBS.*

| **WBS Location** |  |
| --- | --- |

## 3.5 Schedule Allocation

*Provide a reference to the location of the project schedule.*

| **Project Schedule Location** |  |
| --- | --- |

*To highlight major accomplishments as initially planned in the project schedule, identify major project milestones and planned completion dates for delivery. This list should reflect products and/or services delivered to the end user as well as the delivery of key project management or other project-related work products.*

| **Major Milestone/Deliverable** | **Planned Completion Date** |
| --- | --- |
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## 3.6 Resource Allocation

*Provide a reference to the location of the resource schedule.*

| **Resource Schedule Location** |  |
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*Identify the total number of resources (e.g., personnel, equipment, facilities) that will be needed for the project. For personnel, include each of the defined project organizational roles in the resources and describe skill set requirements when appropriate. Identify the estimated timeframe (start to finish) for project commitment.*

| **Resource**  | **Total** | **Skill Set Requirements** | **Timeframe** |
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## 3.7 Budget Allocation

*Provide a reference to the location of the budget schedule.*

| **Budget Schedule Location** |  |
| --- | --- |

*Identify the budget amount allocated by key budget category (e.g., project milestone or standard cost categories such as personnel, travel), including the time period that may constrain use of the budget.*

| **Key Budget Category** | **Budget Amount** | **Time Period** |
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# Section 4. Monitoring and Control

## 4.1 Change Management

*Describe the process for managing all proposed changes, including how change requests are initiated, logged and tracked, and assigned for analysis and recommendation. Include the change request review process and any additional processes. If formal change management policies and procedures have been established at the organization or agency level, refer to the agency and/or organizational practices. In the description, include tailoring of any practices to accommodate specific project needs if applicable.*

⇒

## 4.2 Issue Management

*Describe the process for managing project issues, including the resources, methods, and tools to be used to report, analyze, prioritize, and resolve project issues. Include how the issues will be tracked and managed to closure*. *If formal issue management policies and procedures have been established at the organization or agency level, refer to the agency and/or organizational practices. In the description, include tailoring of any practices to accommodate specific project needs if applicable.*

⇒

## 4.3 Status Reporting

*Describe how project status reporting information will be used to monitor and control the project, including escalation procedures and thresholds that may be used in response to corrective actions identified as part of the reporting process. If formal status reporting policies and procedures for monitoring and controlling projects have been established at the organization or agency level, refer to the agency and/or organizational practices. In the description, include tailoring of any practices to accommodate specific project needs if applicable.*

⇒

# Section 5. Quality Management

## 5.1 Quality Management Approach

*Describe the overall, high-level approach to quality management based on project performance. Summarize how quality management activities will be accomplished collectively. If formal quality management policies and procedures have been established at the organization or agency level, refer to the agency and/or organizational practices. In the description, include tailoring of any practices to accommodate specific project needs if applicable.*

⇒

## 5.2 Quality Objectives and Standards Identification

*Based on project-specific methods, describe how quality objectives and standards are identified and organized in preparation for executing quality management. A Quality Register or its equivalent is developed as part of this section. Note that an agency-equivalent Quality Register must include, at a minimum, the information identified in the Quality Register Framework supplemental tool.*

⇒

## 5.3 Project Reviews and Assessments

*Specify the types of project reviews that are directly related to project quality, including frequency, tools used, reviewer(s), and the report(s) that will be generated as a result of the review.*

| **Review Type** | **Frequency** | **Tools** | **Reviewer** | **Reports** |
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*Based on project-specific methods, describe how the results of project reviews will be monitored, evaluated, and how variance to acceptable criteria will be reported and resolved.*

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## 5.4 Deliverables Acceptance Criteria

*For each project deliverable, describe the final approval process for acceptance from an overall quality perspective and the objective criteria to be used for stakeholder acceptance.*

| **Deliverable** | **Final Approval Process** | **Stakeholder Acceptance Criteria** |
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## 5.5 Process Improvement Activities

*Describe the activities that will be performed periodically to assess the project’s processes, identify areas for improvement, and implement improvement plans.*

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# Section 6. Communication Management

## 6.1 Communication Management Approach

*Describe the overall, high-level approach to communication management for the project. Summarize how communication management activities will be accomplished collectively. If formal communication management policies and procedures have been established at the organization or agency level, refer to the agency and/or organizational practices. In the description, include tailoring of any practices to accommodate specific project needs if applicable.*

⇒

## 6.2 Communication Stakeholders and Information Identification

*Based on project-specific methods, describe how project stakeholders and information requirements are identified and organized in order to ensure timely and appropriate collection, generation, dissemination, storage, and ultimate disposition of project information among project stakeholders. A Communication Register or its equivalent is developed as part of this section. Note that an agency-equivalent Communication Register must include, at a minimum, the information identified in the Communication Register Framework supplemental tool.*

⇒

## 6.3 Distribution Groups

*Provide a reference to the location of the project distribution list information, or identify and describe distribution groups that will be used to distribute project information, including name and owner.*

| **Project Distribution List Information** |  |
| --- | --- |

| **Distribution Group Name** | **Distribution Group Description** | **Owner** |
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# Section 7. Configuration Management

## 7.1 Configuration Management Approach

*Describe the overall, high-level approach to configuration management (CM) for the project.* *Summarize how configuration management activities will be accomplished collectively. If formal configuration management policies and procedures have been established at the organization or agency level, refer to the agency and/or organizational practices. In the description, include tailoring of any practices to accommodate specific project needs if applicable.*

⇒

## 7.2 Configuration Management Tools, Environment, and Infrastructure

*Describe the tools, environment, and infrastructure required for the execution of the project CM activities.*

⇒

## 7.3 Configuration Identification

*Based on project-specific methods, describe the methods for identifying project configuration items (CI) and for placing CIs of the identified baselines under control. A Configuration Items Register or its equivalent is developed as part of this section. Note that an agency-equivalent Configuration Items Register must include, at a minimum, the information identified in the Configuration Items Register Framework supplemental tool.*

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## 7.4 Configuration Control

*Based on project-specific methods, describe how configuration control is imposed on the baselined configuration items.*

⇒

## 7.5 Status Accounting and Reporting

*Describe the configuration status accounting and reporting activities.*

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## 7.6 Audits and Reviews

*Describe the configuration audits and reviews to be held for the project’s CIs.*

⇒

## 7.7 Interface Control

*Describe the interface control activities required to coordinate changes among the project’s CIs and interfacing items outside the scope of the project. Include the external items to which the project’s CIs interface.*

⇒

## 7.8 Vendor Control

*Describe the activities required to incorporate, into the controlled environment, CIs for which a vendor has responsibility.*

⇒

# Section 8. Performance Management

## 8.1 Performance Management Approach

*Describe the overall, high-level approach to product and/or service performance management. Summarize how performance management activities will be accomplished collectively. If formal performance management policies and procedures have been established at the organization or agency level, refer to the agency and/or organizational practices. In the description, include tailoring of any practices to accommodate specific project needs if applicable.*

⇒

*Describe the scope of the performance management effort in relation to the project. The performance scope defines limits in terms of managing the performance of the goods and/or services.*

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## 8.2 Performance Objectives and Standards Identification

*Based on project-specific methods, describe how performance objectives and standards are identified and organized in preparation for executing performance management. A Performance Register or its equivalent is developed as part of this section. Note that an agency-equivalent Performance Register must include, at a minimum, the information identified in the Performance Register Framework supplemental tool.*

⇒

# Section 9. Risk Management

## 9.1 Risk Management Approach

*Describe the overall, high-level approach to risk management for the project. Summarize how risk management activities will be accomplished collectively. If formal risk management policies and procedures have been established at the organization or agency level, refer to the agency and/or organizational practices. In the description, include tailoring of any practices to accommodate specific project needs if applicable.*

⇒

## 9.2 Risk Assessment

### 9.2.1 Risk Identification

*Based on project-specific methods, describe how risks are identified and organized in preparation for performing risk analysis, such as use of methods and techniques like brainstorming, interviews, and risk factor tables. A Risk Register or its equivalent is developed as part of this section. Note that an agency-equivalent Risk Register must include, at a minimum, the information identified in the Risk Register Framework supplemental tool.*

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### 9.2.2 Risk Analysis

*Based on project-specific methods, describe how risks will be analyzed to establish the project exposure for each risk and to determine which risks are the most important ones to address. Describe scales for rating risks and risk threshold values.*

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| --- | --- |
| **Risk Analysis Description**  |  |
| **Scales Description**  |  |
| **Risk Threshold Values Description** |  |

### 9.2.3 Risk Response Strategies

*Based on project-specific methods, describe how risk response strategies are assigned for each risk.*

⇒

## 9.3. Risk Monitoring and Control

### 9.3.1 Risk Tracking

*Based on project-specific methods, describe how risks will be continually tracked to ensure that effective risk management is performed, such as use of methods and techniques like risk checklists and watch lists.*

⇒

### 9.3.2 Risk Reporting

*Based on project-specific methods, describe techniques to review and present the status of project risks, such as use of reports for examination of risk response strategies in a summarized (collection or risk items) or detailed (single risk item) manner.*

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# Section 10. Project Transition

## 10.1 Closeout Plan

*Summarize the plan for closing the project from an administrative, financial, and logistical perspective.*

⇒

## 10.2 Phase Closeout

*Describe phase closeout plans if applicable.*

⇒

# Section 11. References

*Provide a list of all documents and other sources of information referenced in the Plan and utilized in the project. Include for each the document number, title, date, and author.*

| **Document No.** | **Document Title** | **Date** | **Author** |
| --- | --- | --- | --- |
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# Section 12. Glossary

*Define all terms and acronyms required to interpret the Project Plan properly.*

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# Section 13. Revision History

*Identify changes to the Project Plan.*

| **Version** | **Date** | **Name** | **Description** |
| --- | --- | --- | --- |
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# Section 14.  Appendices

*Attach the required deliverables and any other relevant information.*

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