

“ABC Company”

Company Details

Project Plan

“ABC COMPANY”

Author:	Auburn
Creation Date:	7/10/21
Last Revised:	7/10/21
Version:	1.0

TABLE OF CONTENTS

INTRODUCTION 2

PURPOSE OF PLAN 2

BACKGROUND INFORMATION/AVAILABLE ALTERNATIVES 2

PROJECT APPROACH 3

PHASE X: SECURE EQUIPMENT 3

GOALS AND OBJECTIVES 4

BUSINESS GOALS AND OBJECTIVES 4

PROJECT GOALS AND OBJECTIVES 4

SCOPE 5

SCOPE DEFINITION 5

ITEMS BEYOND SCOPE 6

PROJECTED BUDGET 6

RISK ASSESSMENT 7

INITIAL PROJECT RISK ASSESSMENT 8

MILESTONES 11

ASSUMPTIONS 12

PROJECT ASSUMPTIONS 12

CONSTRAINTS 13

PROJECT CONSTRAINTS 13

RELATED PROJECTS 13

CRITICAL PROJECT BARRIERS 13

PROJECT MANAGEMENT APPROACH 14

PROJECT TIMELINE 14

PROJECT ROLES AND RESPONSIBILITIES 14

ISSUE MANAGEMENT 16

COMMUNICATIONS PLAN 17

ATTACHMENTS/APPENDICES 19

APPROVALS 20

SIGN-OFF SHEET 20

INTRODUCTION

Purpose of Plan

The “**ABC**” Project Plan will provide a definition of the project, including the project’s goals and objectives. Additionally, the Plan will serve as an agreement between the following parties: Project Sponsor, Business Owners, Project Manager, Project Team, and other personnel associated with and/or affected by the project.

The Project Plan defines the following:

- Project purpose
- Business and project goals and objectives
- Scope and expectations
- Roles and responsibilities
- Assumptions and constraints
- Project management approach
- Ground rules for the project
- Project budget
- Project timeline
- The conceptual design of new technology

Background Information/Available Alternatives

Dummy Text Dummy Text Dummy Text Dummy Text Dummy Text Dummy Text
Dummy Text Dummy Text Dummy Text Dummy Text Dummy Text Dummy Text
Dummy Text Dummy Text Dummy Text Dummy Text Dummy Text Dummy Text
Dummy Text Dummy Text Dummy Text Dummy Text Dummy Text Dummy Text

Project Approach

This section should outline the way you will roll out the technology, including the highest level milestones.

For example:

Phase I:	Vision
Phase II:	Plan
Phase III:	Design
Phase IV:	Monitor and Control
Phase V:	Release
Phase VI:	Production

GOALS AND OBJECTIVES

Business Goals and Objectives

The business goals and objectives for this project will focus on implementing ABC that:

- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

Project Goals and Objectives

Sample project goals and objectives:

- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

The Project(ABC) will introduce new ABC; including the following:

- [illegible]

Including the following interfaces:

- [illegible]

Desired Enhancements

- Any?

Items Beyond Scope

The project does not include the following:

- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

Projected Budget

Define the project budget:

Total Forecasted Budget =xxxx

Actual Budget=xxxx

Contingence Budget=xxxx

Risk Assessment

The initial **Risk Assessment** (following page) attempts to identify, characterize, prioritize and document a mitigation approach relative to those risks which can be identified prior to the start of the project.

The **Risk Assessment** will be continuously monitored and updated throughout the life of the project,

Initial Project Risk Assessment

Risk	Risk Level L/M/H	Likelihood of Event	Mitigation Strategy
Project Size			
Person Hours	H: Over 20,000	Certainty	Assigned Project Manager, engaged consultant, comprehensive project management approach and communications plan
Estimated Project Schedule	H: Over 12 months	Certainty	Created comprehensive project timeline with frequent baseline reviews
Team Size at Peak	H: Over 15 members	Certainty	Comprehensive communications plan, frequent meetings, tight project management oversight
Number of Interfaces to Existing Systems Affected	H: Over 3	Certainty	Develop interface control document immediately
Project Definition			
Narrow Knowledge Level of Users	M: Knowledgeable of user area only	Likely	Assigned Project Manager(s) to assess global implications
Available documentation clouds establishment of baseline	M: More than 75% complete/current	Likely	Balance of information to be gathered by consultant
Project Scope Creep	L: Scope generally defined, subject to revision	Unlikely	Scope initially defined in project plan, reviewed monthly by three groups (Project Manager and Business Owners) to prevent undetected scope creep
Consultant Project Deliverables unclear	L: Well defined	Unlikely	Included in project plan, subject to amendment
Vendor Project Deliverables	M: Estimated, not clearly defined	Somewhat likely	Included in project plan, subject to amendment
Cost Estimates Unrealistic	L: Thoroughly predicted by industry experts using proven practices to 15% margin of error	Unlikely	Included in project plan, subject to amendment as new details regarding project scope are revealed
Timeline Estimates Unrealistic	M: Timeline assumes no derailment	Somewhat likely	Timeline reviewed monthly by three groups (Project Manager and Business Owners) to prevent undetected timeline departures
Number of Team Members Unknowledgeable of Business	L: Team well versed in business operations impacted by technology	Unlikely	Project Manager and consultant to identify knowledge gaps and provide training, as necessary
Project Leadership			
Business Owners existence	L: Identified and enthusiastic	Unlikely	Frequently seek feedback to ensure continued support
Absence of Commitment Level/Attitude of Management	L: Understands value & supports project	Unlikely	Frequently seek feedback to ensure continued support

ABC COMPANY

Absence of Commitment Level/Attitude of Users	L: Understands value & supports project	Unlikely	Frequently seek feedback to ensure continued support
Absence of Mid-Management Commitment	L: Most understand value & support project	Unlikely	Frequently seek feedback to ensure continued support
Project Staffing			
Project Team Availability	M: Distributed team makes availability questionable	Somewhat likely	Continuous review of project momentum by all levels. Consultant to identify any impacts caused by unavailability. If necessary, increase commitment by participants to full time status
Physical Location of Team prevents effective management	M: Team is dispersed among several sites	Likely	Use of Intranet project website, comprehensive Communications Plan
Project Team's Shared Work Experience creates poor working relationship	M: Some have worked together before	Somewhat likely	Comprehensive Communications Plan
Weak User Participation on Project Team	L: Users are part-time team members	Unlikely	User Group Participants coordinated by full time employee
Project Management			
Procurement Methodology Used foreign to team	L: Procurement Methodology familiar to team	Unlikely	N/A
Change Management Procedures undefined	L: Well-defined	Unlikely	N/A
Quality Management Procedures unclear	L: Well-defined and accepted	Unlikely	N/A
Software Vendor			
Number of Times Team Has Done Prior Work with Vendor Creates Foreign Relationship	H: Never	Certainty	A comprehensive vendor evaluation and selection process (incorporated into Project Plan) will be employed to predict and define the relationship between the department and the vendor
Team's Lack of Knowledge of Package	M: Conceptual understanding	Somewhat likely	Comprehensive vendor evaluation and selection process incorporated into Project Plan will assist the team in better understanding the package offering(s)
Poor Functional Match of Package to Initial System Requirements	L: Minimal customization required	Unlikely	Although a package has not yet been selected, the Consultant has compared the initial requirements with available functionality and determined that a functional match to the initial requirements is very likely. Vendor selection will be based, in part, on how well the proposed application matches defined functional specifications.

ABC COMPANY

Team's Involvement in Package Selection Impacts Success of Implementation	L: High involvement in selection	Unlikely	Comprehensive vendor evaluation and selection process incorporated into Project Plan
---	--	-----------------	--

Milestones

The following represent key project milestones, with estimated completion dates:

Milestone Estimated Completion Date

Phase I: XXX

Initial Business Owners Meeting_____00/00/2003

The following assumptions were made in preparing the Project Plan:

- [illegible]

The following represent known project constraints:

- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

Critical Project Barriers

Unlike risks, critical project barriers are insurmountable issues that can be destructive to a project's initiative. In this project, the following are possible critical barriers:

- Removal of project funding
- Natural disasters or acts of war

Should any of these events occur, the Project Plan would become invalid.

PROJECT MANAGEMENT APPROACH

Project Timeline

XX-XX-XXXX

Project Roles and Responsibilities

Role	Responsibilities	Participant(s)
Project Sponsor	▪ Ultimate decision-maker and tie-breaker ▪ Provide project oversight and guidance ▪ Review/approve some project elements	
Business Owners	▪ Commits department resources ▪ Approves major funding and resource allocation strategies, and significant changes to funding/resource allocation ▪ Resolves conflicts and issues ▪ Provides direction to the Project Manager ▪ Review project deliverables	
Project Manager	▪ Manages project in accordance to the project plan ▪ Serves as liaison to the Business Owners ▪ Receive guidance from Business Owners ▪ Supervises consultants ▪ Supervise vendor(s) ▪ Provide overall project direction ▪ Direct/lead team members toward project objectives ▪ Handle problem resolution ▪ Manages the project budget	
Project Participants	▪ Understand the user needs and business processes of their area	

	▪ Act as consumer advocate in representing their area ▪ Communicate project goals, status and progress throughout the project to personnel in their area ▪ Review and approve project deliverables ▪ Creates or helps create work products ▪ Coordinates participation of work groups, individuals and stakeholders ▪ Provide knowledge and recommendations ▪ Helps identify and remove project barriers ▪ Assure quality of products that will meet the project goals and objectives ▪ Identify risks and issues and help in resolutions	
Subject Matter Experts	▪ Lend expertise and guidance as needed	To be identified by Business Owners

Issue Management (Methodology)

The information contained within the Project Plan will likely change as the project progresses. While change is both certain and required, it is important to note that any changes to the Project Plan will impact at least one of three critical success factors: Available Time, Available Resources (Financial, Personnel), or Project Quality. The decision by which to make modifications to the Project Plan (including project scope and resources) should be coordinated using the following process:

- Step 1:** As soon as a change which impacts project scope, schedule, staffing or spending is identified, the Project Manager will document the issue.
- Step 2:** The Project Manager will review the change and determine the associated impact to the project and will forward the issue, along with a recommendation, to the Business Owners for review and decision.
- Step 3:** Upon receipt, the Business Owners should reach a consensus opinion on whether to approve, reject or modify the request based upon the information contained within the project website, the Project Manager's recommendation and their own judgment. Should the Business Owners be unable to reach consensus on the approval or denial of a change, the issue will be forwarded to the Project Sponsor, with a written summation of the issue, for ultimate resolution.
- Step 4:** If required under the decision matrix or due to a lack of consensus, the Project Sponsor shall review the issue(s) and render a final decision on the approval or denial of a change.
- Step 5:** Following an approval or denial (by the Business Owners or Project Sponsor), the Project Manager will notify the original requestor of the action taken. There is no appeal process.

Communications Plan

Disseminating knowledge about the project is essential to the project's success. Project participants desire knowledge of what the status of the project is and how they are affected. Furthermore, they are anxious to participate. The more that people are educated about the progress of the project and how it will help them in the future, the more they are likely to participate and benefit.

This plan provides a framework for informing, involving, and obtaining buy-in from all participants throughout the duration of the project.

Audience This communication plan is for the following audiences:

- Project Sponsor
- Business Owners
- Project Manager
- User Group Participants
- Subject Matter Experts

Communications Methodology The communications methodology utilizes three directions for effective communication:

Top-Down It is absolutely crucial that all participants in this project sense the executive support and guidance for this effort. The executive leadership of the organization needs to speak with a unified, enthusiastic voice about the project and what it holds for everyone involved. This will be 'hands-on' change management, if it is to be successful. Not only will the executives need to speak directly to all levels of the organization, they will also need to listen directly to all levels of the organization, as well.

The transition from the project management practices of today to the practices envisioned for tomorrow will be driven by a sure and convinced leadership focused on a vision and guided by clearly defined, strategic, measurable goals.

Bottom-Up to ensure the buy-in and confidence of the personnel involved in bringing the proposed changes to reality, it will be important to communicate the way in which the solutions were created. If the perception in the organization is that only the Business Owners created the proposed changes, resistance is likely to occur. However, if it is understood that all participants were consulted, acceptance seems more promising.

Middle-Out Full support at all levels, where the changes will have to be implemented, is important to sustainable improvement. At this level (as with all levels), there must be an effort to find and communicate the specific benefits of the changes. People need a personal stake in the success of the project management practices.

Communications Outreach The following is a list of communication events that are established for this project:

Monthly Status Reports The Project Manager shall provide monthly written status reports to the Business Owners. The reports shall include the following information tracked against the Project Plan:

- Summary of tasks completed in previous month
- Summary of tasks scheduled for completion in the next month
- Summary of issue status and resolutions

Monthly Business Owners Meeting These status meetings are held at least once per month and are coordinated by the Project Manager. Every member of the Business Owners participates in the meeting. The Project Manager sends the status report to each member of the team prior to the meeting time so everyone can review it in advance.

Bi-Monthly Project Team Status Meeting These status meetings are held every other month. Every member of the Project Team will be invited to participate in the meeting. Project Manager sends the status report to each member of the team prior to the meeting so everyone can review it in advance.

Website Use User Group Participants and Subject Matter Experts may be updated monthly at the discretion of the Project Manager. Information will be posted to the project's website.

ATTACHMENTS/APPENDICES

Appendices/Attachments may be included in a hardcopy form

-MOOD BOARD

-OPA

-LOG

-Drafts

APPROVALS

Sign-off Sheet

I have read the above Project Plan and will abide by its terms and conditions and pledge my full commitment and support for the Project Plan.

Project Sponsor: _____

Date

Project Manager: _____

Date

Business Owners: _____

Date

Business Owners: _____