

Stage Plan

Project Details	
Program Name	
Project Name	
Date	202y/mm/dd
Release	
Organisation	
Author	
Version	

Quality Check	
1	The stage plan is deemed to be achievable by the project board
2	Estimates are based on consultation with the personnel responsible for the tasks
3	Team Managers agree that their part of the stage plan is achievable
4	It is planned to an appropriate level of detail
5	The stage plan conforms to required corporate or programme standards
6	The stage plan incorporates lessons from previous projects
7	The stage plan incorporates any legal requirements
8	The stage plan covers management and control activities (such as quality) as well as the activities to create the products in scope
9	The stage plan supports the Quality Management Strategy, Configuration Management Strategy, Risk Management Strategy, Communication Management Strategy and project approach
10	The stage plan supports the management controls defined in the Project Initiation Documentation

1. Stage Plan Description

[A description of what the stage plan covers (i.e. project, stage, team, exception) and the planning approach]

2. Stage Plan Prerequisites

[Fundamental features which are required to in place, and remain in place, for the stage plan to succeed]

3. External Dependencies

[Any external factors on which the stage plan is dependent upon]

4. Planning Assumptions

[Any forecasts or assumptions on which the stage plan is based]

5. Lessons Incorporated

[Details of applicable lessons from previous related projects which have been reviewed and added to this stage plan]

6. Monitoring and Control

[Details of how the stage plan will be monitored and controlled]

7. Resources

[Covering people and systems required to deliver the stage]

8. Tolerances

[Time, cost and scope tolerances for the level of stage plan (it may also include more specific stage or team level risk tolerances)]

9. Product Descriptions

[Covering the products within scope of the stage plan (for the Project Plan this will be the project product; for the Stage Plan this will be the stage products; and for a Team Plan this will be a reference to the Work Package assigned). Quality tolerances are defined in each Product Description]

10. Schedule

[This may include graphical representations of Gantt or bar chart, product breakdown structure , product flow diagram , activity network , table of named resource requirements etc.]

11. Appendix A: Stage Plan Revision

Stage Plan History

[This document is only valid on the day it was printed and can be found at ---]

Revision History

Ver	Date	Changes	Name (Role)
	202y/mm/dd		
	202y/mm/dd		
	202y/mm/dd		

Approvals received

Ver	Date	Name (Role)	Comments
	202y/mm/dd		
	202y/mm/dd		
	202y/mm/dd		

Distribution List

Name (Role)	Medium/location	Date
		202y/mm/dd
		202y/mm/dd