[Company name]

*How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.*

Project Plan

Executive brief - everything a sponsor needs in five minutes.

Executive summary

[Summary of the project, its purpose, and the outcome it must deliver]

BUDGET	TIMELINE	SPONSOR	STATUS
[Total budget for the project]	**[Planned start date of this phase or milestone]** to **[Planned completion date of this phase or milestone]**	**[Name and role of the project sponsor]**	**[Current project status]**

Objectives and success criteria

Objectives. **[Measurable objectives for this project, each with its measure, target and date]**

Success criteria. **[Criteria by which the finished project will be judged a success]**

Scope at a glance

In scope: **[Area of work included in this project]**; **[Area of work included in this project]**

Out of scope: **[Area of work explicitly excluded from this project]**; **[Area of work explicitly excluded from this project]**

Key assumptions: **[Assumptions this plan relies on]** · Constraints: **[Constraints limiting this project]**

Deliverables

Deliverable	Owner
[Deliverable of this work package]	**[Name and role of the owner of this work package]**
[Deliverable of this work package]	**[Name and role of the owner of this work package]**
[Deliverable of this work package]	**[Name and role of the owner of this work package]**
[Deliverable of this work package]	**[Name and role of the owner of this work package]**

[Company name]

Milestone summary

Milestone	Target date
[Phase or milestone]	**[Planned completion date of this phase or milestone]**
[Phase or milestone]	**[Planned completion date of this phase or milestone]**
[Phase or milestone]	**[Planned completion date of this phase or milestone]**

Budget summary

Total budget: **[Total budget for the project]**

Contingency: **[Contingency amount and the approval needed to draw on it]**

Spend tracking: **[How spend is tracked against this budget and how often it is reviewed]**

Decisions required

Decision	Options	Recommendation	Needed by
[Decision required]	**[Options under consideration]**	**[Recommended option and why]**	**[Date the decision is needed by]**
[Decision required]	**[Options under consideration]**	**[Recommended option and why]**	**[Date the decision is needed by]**

Top risks

The full risk register is held separately. This section records only the risks that most affect this plan, so that a reader of the plan alone still sees what could derail it.

Risk	Effect	Response	Owner
[Description of the risk]	**[Effect on the project if this risk occurs]**	**[Response to this risk]**	**[Name and role of the owner of this risk]**
[Description of the risk]	**[Effect on the project if this risk occurs]**	**[Response to this risk]**	**[Name and role of the owner of this risk]**

Governance and control

Critical path. **[Sequence of work that determines the earliest completion date, and any float held]**

Dependencies. **[Dependencies on other work, suppliers or decisions, and the date each is needed by]**

Schedule control. **[How schedule slippage is detected, reported and recovered]**

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Change control. **[How a change is requested, assessed for scope, time, cost, quality and risk, approved, and recorded in the baseline]**

Approval thresholds. **[Change thresholds the project manager may approve alone, and the threshold above which sponsor approval is required]**

Closure criteria. **[Conditions that must be met before this project may be closed]**

Definition of done. **[Standard a piece of work must meet before it counts as finished]**

Escalation. **[Escalation path for issues the team cannot resolve, and the timescale for a decision]**

Team accountability

Role	Responsibility	Decision rights
[Role on this project]	**[Responsibility of this role]**	**[Decisions this role may take]**
[Role on this project]	**[Responsibility of this role]**	**[Decisions this role may take]**
[Role on this project]	**[Responsibility of this role]**	**[Decisions this role may take]**

Reporting

[Audience for this communication]: **[Information shared with this audience]** - **[Method of communication]**, **[Frequency of this communication]** (owner: **[Name and role of the owner of this communication]**)

[Audience for this communication]: **[Information shared with this audience]** - **[Method of communication]**, **[Frequency of this communication]** (owner: **[Name and role of the owner of this communication]**)

[Audience for this communication]: **[Information shared with this audience]** - **[Method of communication]**, **[Frequency of this communication]** (owner: **[Name and role of the owner of this communication]**)

Approval

Approval of this plan sets the scope, schedule and budget baseline against which progress is measured. Later changes are recorded through change control, not by editing this baseline silently.

Sign-off	Name	Role	Date
Sponsor	**[Full name of the signatory]**	**[Role of the signatory]**	**[Date of signing]**
Project manager	**[Full name of the signatory]**	**[Role of the signatory]**	**[Date of signing]**