[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

The operational blueprint for an approved project: how the work will be done, by whom, by when, at what cost, and how progress, quality and change will be controlled.

Project	**[Project name]**
Document	**[Title of this document]**
Prepared by	**[Name and role of the person who prepared this document]**
Project manager	**[Name and role of the project manager]**
Sponsor	**[Name and role of the project sponsor]**
Date of this document	**[Date of this document]**
Version	**[Version number of this document]**
Charter reference	**[Charter reference number]**
Plan baseline date	**[Date on which this plan baseline was approved]**

1. Background and objectives

Project background. **[Summary of the project, its purpose, and the outcome it must deliver]**

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]**

2. Scope

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]**

3. Deliverables

Each work package is broken down until no single task runs longer than the planning unit agreed for this project. Every package names its deliverable and its owner.

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

4. Schedule

Milestone	Owner	Planned start date	Planned completion date	Exit criteria
[Phase or milestone]	[Name and role of the owner of this milestone]	[Planned start date of this phase or milestone]	[Planned completion date of this phase or milestone]	[Criteria that must be met before this phase or milestone is closed]
[Phase or milestone]	[Name and role of the owner of this milestone]	[Planned start date of this phase or milestone]	[Planned completion date of this phase or milestone]	[Criteria that must be met before this phase or milestone is closed]
[Phase or milestone]	[Name and role of the owner of this milestone]	[Planned start date of this phase or milestone]	[Planned completion date of this phase or milestone]	[Criteria that must be met before this phase or milestone is closed]

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]**

5. Resources

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]**

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

6. Budget

Phase or cost category	Budgeted amount	Resource needed
[Phase or cost category]	**[Budgeted amount for this phase or cost category]**	**[Resource needed for this phase or cost category]**
[Phase or cost category]	**[Budgeted amount for this phase or cost category]**	**[Resource needed for this phase or cost category]**
[Phase or cost category]	**[Budgeted amount for this phase or cost category]**	**[Resource needed for this phase or cost category]**

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]**

7. 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]**

8. Assumptions and constraints

Assumptions: **[Assumptions this plan relies on]**

Constraints: **[Constraints limiting this project]**

9. Quality and acceptance

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

Checking and testing. **[How work is checked and tested, and who performs each check]**

Acceptance process. **[How deliverables are presented, reviewed and accepted, and what happens if acceptance is withheld]**

10. Communication plan

Audience	Information shared	Method	Frequency	Owner
[Audience for this communication]	**[Information shared with this audience]**	**[Method of communication]**	**[Frequency of this communication]**	**[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]**	**[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]**	**[Name and role of the owner of this communication]**

11. Change control and closure criteria

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]**

12. Approvals

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]**