

Project Plan

[Insert project name here]

Revision 2, December 24, 2012

Executive summary:

[Place a 1-3 paragraph overview of the project here that provides enough detail to satisfy the needs of an executive interested in learning about the project]

Business rationale

[Talk about why were' undertaking the project, specifically, how the project will help the school]

Outcomes

[List what this project will achieve, in other words, what will be different in the future because of this project.]

Scope

[List exactly what the project includes and excludes. For example, we will be re-painting the walls in all hallways in the Baker and Hughes buildings with the same color paint they have now. No ceilings will be painted in Baker or Hughes, and no colors will be changed. We will not be painting any classrooms or offices in those buildings, and no painting will be done in any other building.]

Project Team

[List the names and titles of people who will develop and implement the project plan]

Other Stakeholders

[List other key individuals who have a special interest in the success of the project]

Resources

[List all items that will be used or purchased, and how they will be acquired. Also, include human resources and financial resources.]

Implementation timeline

[Show a chronological list of every action that needs to be taken during the implementation phase, including testing and training. Keep this list updated throughout the life of the project.]

Task #	Task	Person responsible	Due date	Date completed	Status/notes
100	Example one	John Doe	1/31/12	1/17/12	Complete
150	Example two	Jane Smith	2/15/12		In progress
200	Example three	Sally Jones	3/17/12		Waiting on 150

Budget

[Analysis showing the full financial impact of the project over the next six years. Amortize hardware over 5 years. Amortize software over 3 years.]

Ref #	Item	Type	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
1	Example A	Software	\$5	\$5	\$5	--	--	--	\$15
2	Example B	Hardware	\$20	\$20	\$20	\$20	\$20	--	\$100
3	Example C	Hardware	\$12	\$12	\$12	\$12	\$12	--	\$60
4	Example D	Service	\$10	\$10	\$10	\$10	\$10	\$10	\$60
5	Example E	Service	\$20	--	--	--	--	--	\$20
Totals			\$67	\$47	\$47	\$42	\$42	\$10	\$255

Risk analysis

[Describe of all relevant risks, both positive and negative, and how they will be addressed]

Risk #	Risk	Chance it will happen	What we'll do
1	Example risk I	Almost certain	Get help from vendor
2	Example risk II	Very low	Add a training session
3	Example risk III	Moderate	Ask for additional personnel

Links to other processes

[Discuss how the project relates to action plans, budgets, POs, CERs, etc.]

Communications

[Who needs what information, how they will get it, and when]

Info needed	Who need it	When	How	Person Responsible
Example topic 1	Students	January 15	Student Central	John
Example topic 2	Staff	February 21-23	Classroom training	Jane
Example topic 3	Students and faculty	March 18	Email	Bill

Approvals

[Project team must determine whose approval should be gained to ensure the project is successful.]

I approve the timeline, scope, and budget contained in this project plan.

_____	_____	_____
Signature	Name / Title	Date

_____	_____	_____
Signature	Name / Title	Date

_____	_____	_____
Signature	Name / Title	Date