

## Project plan template

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| Before you get started... *Before you worry about the how, start by understanding and defining the W’s. This will provide context and perspective to everyone involved, and helps you start off on the same page.*  (Summarise the why, what, who and when of the project:   * **Why?** What is the main problem or value addressed by the project? * **What?** What is the work performed in the project? what are the main deliverables? * **Who?** Who will be involved and what will be their responsibility within the project? How will they be organised? * **When?** What is the timeline for the project? When will the key steps, referred to as milestones, be complete? |

1. **Scope**

*Start by providing a scope statement: define what is, and what is not within the scope of your project. Each project is an artful balance of cost, time, performance, quality and risk.*

*Changes to scope (‘scope creep’) could occur throughout the project - but will most likely also affect the outcome (budget, deadline, …).*

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| **Activities in scope** | **Activities outside of scop**e |
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**2. Roles and responsibilities**

*List all the people involved in the project. Try to think of all internal and external project stakeholders. Describe their relevance to this project, and add as many details as you can to provide clarity.*

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| **Name** | **Role** | **Description** |
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**3. Phases**

*Next, break down your projects into manageable portions or phases.* [*Most projects consist of 5 phases*](https://blog.teamleader.eu/project-management-5-steps-and-phases)*: initiation, definition and planning, execution, implementation, control and close.*

*Each phase contains specific milestones and tasks, which you define later on.*

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| Phase | Description | Sequence |
| Project initiation | Creating the project plan with deliverables, milestones, and tasks | Phase #1 |
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**4. Deliverables**

*List the major items to be delivered to customers, partners, or other parties. Include deliverables, recipients and deadlines. The next step would then be to divide deliverables into milestones and tasks.*

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| **Deliverable** | **Description** | **Delivery date** |
| New website | Include the details of the deliverable, e.g. wireframes, visual design, development, testing. | DD/MM/YY |

**5. Milestones**

*Use this table to list the key milestones within the project. A milestone is a major progress point that should be reached to achieve success. Some examples are: ‘project team appointed’, ‘business case approved’ or ‘first design finished’.*

*Look at milestones as a group of tasks. Note: a milestone is not the same as a project phase.*

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| **Milestone** | **Description** | **Delivery date** | **Dependencies** |
| Project team appointed | The project team has been appointed and informed of the scope of the project. | DD/MM/YY | Does anything need to be completed before this, or vice versa? |
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**6. Tasks**

*List the core tasks required to complete the project. If possible, link them to the relevant milestone, and identify the sequence/dependencies of tasks: does any task need to be completed before you can get started on the next?*

*Suppose the first task is delayed, then dependencies will help you assess the impact on the end deadline.*

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| **Task** | **Deadline** | **Milestone** | **Sequence** |
| Create the project plan | DD/MM/YY | Project preparation | Must be completed to move to next milestone, ‘Project Execution’. |

**7. Scope management**

*Any project, big or small, is prone to scope changes throughout the delivery stage. Describe how these will be managed, and think of specific processes such as scope verification and control, roles and responsibilities.*

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**8. Quality assurance**

*Describe how quality will be managed to ensure the quality of all deliverables. This should include a clear process, roles and responsibilities and mechanisms to measure and control quality. Examples of these mechanisms are peer reviews, design reviews or product testing.*

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**7. Budget & resources**

*Try to list the budget and resources needed for each deliverable, milestone or task. Don’t worry if you can’t estimate these spot on just yet. As time goes by and you take on more projects, your experience will automatically make your estimations more precise.*

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| **Resource** | **Milestone or task** | **Effort (time or budget)** |
| Web designer | Visual design | 5-7 days |
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**8. Project follow-up**

*Define the reports and communications expected for this project, such as weekly status reports, regular reviews, and internal/external communication.*

*A table such as the one below can be used to describe the expectations:*

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| **Type of communication** | **Schedule** | **Mechanism** | **Initiator** |
| Status report | Each Tuesday | Team meeting | Project manager |
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