



Project Plan Format

Project Name: **Date:**

Project Number: **Agency:**

Modification Dates: **Prepared by:**

Please answer the following questions by providing a response as appropriate.

Budget for project by fiscal year and		
Budget Amount:	Fiscal Year:	Funded: Click to choose
Budget Amount:	Fiscal Year:	Funded: Click to choose
Budget Amount:	Fiscal Year:	Funded: Click to choose
Total Budget:		

Points of Contact:

This should be the list of individuals that will be involved with the project during the Execution Phase.

Position	Name/Agency	Phone	E-mail
<i>Project Manager</i>			
<i>Senior Management Sponsor</i>			
<i>Senior Technical Sponsor</i>			
<i>Procurement Contact</i>			
<i>Project Team Member</i>			
<i>Project Team Member</i>			
<i>Customers:</i>			
<i>Other Stakeholders:</i>			
<i>Other:</i>			

Prime Contractor Information Company:

<i>Position</i>	<i>Name</i>	<i>Phone</i>	<i>E-mail</i>
<i>Project Manager</i>			
<i>Senior Technical Sponsor</i>			
<i>Contracts Contact</i>			
<i>Other</i>			

PROJECT EXECUTIVE SUMMARY

Provides an executive level overview of the Project Plan: Identify the business need or problem, identify the project goals and objectives, and define the management strategy used to implement the project.

Business Need/Problem:

All projects start with a business problem/issue to solve.

Statement of Work:

This statement should be short and to the point. It should not contain language or terminology that might not be understood.

Project Objectives:

Provide a brief, concise list of what the project is to accomplish.

Project Approach:

Describe the strategy to deliver the project. For example, it may describe a phased strategy, contracting approach, reference to implementation, etc. Subsections may be created to present this strategy.

TECHNICAL PROJECT COMPONENTS

Provides a detailed listing of the Requirements Definition, Specification, Design, and Implementation and Training Plans for inclusion into the project activities.