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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:
Budget Amount:	Fiscal Year:	Funded:
Budget Amount:	Fiscal Year:	Funded:
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 Stakeholders:</i>			

Prime Contractor Information Company:

Position	Name	Phone	E-Mail
<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.

Scope Statement Template

Project Description

General description of the project

Project Justification

What is the business need that the project will address?

Project's Product

Brief summary of the product description

Phase Description

Summary of phase or multiple phases that are the subject of this planning activity

Major Deliverables for this(these) phase(s)

High level description of the deliverable, approach to be used, and completion criteria

<i>Deliverable</i>	<i>Approach</i>	<i>Completion Criteria</i>

Functional Scope

High level business process flow charts, process descriptions, boundaries, etc.

Organization/Stakeholder Scope

Organizations/Stakeholders that will be involved/impacted and how

Technical Scope

Technologies that will be used or excluded, and why

Geographical Scope

Sites that will be or will not be impacted

--

Costs/Benefits Summary

Summary of cost/benefits expected or not expected from this(these) phase(s)

--

Assumptions and Constraints

Key project assumptions and constraints for this(these) phase(s)

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Risk Factors

Description of potential risks that could impact on project success

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Critical Success Factors

Description of what will be the determining factors that are needed to ensure project success

--

Scope Management Plan

Description of how project scope will be managed and how scope changes will be integrated into the project

--

Commitment and Approval

Position	Name	Date
Project Manager		
Senior Management Sponsor		
Resource Manager		
Customer		

Cost Analysis Template

Project Overview and Background

Brief overview, background and definition of the project.

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Discussion of Alternatives

Discuss the project ground rules and assumptions.

<p>Status Quo – Current Process (As-Is-Model)</p> <p>Discussion of Alternative concepts and Goals</p> <ul style="list-style-type: none">Program ConceptFunctional ConceptTechnical Concept <p>Project Alternatives (To-Be-Model)</p> <p>Acquisition Strategy</p> <p>Discussion of Alternatives</p> <p>Schedule</p>

Lifecycle Costs and Benefits

Discuss the costs and benefits of the product according to its lifecycle.

<p>Lifecycle Cost and Benefit Summary</p> <p>Risk and Sensitivity Analysis</p> <p>Lifecycle Cost-Benefit Comparison</p>
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Project Resource Plan Template

Project Resource Information

Determine the major resources that will be needed in the execution of the project. For each resource determine the cost, availability, and skill level or specification required. These resources may include the following: people, money, equipment, facilities, materials and supplies, and information technology.

Resource	Cost Estimate	Availability	Skill/Specification

Assumptions

Document any assumptions made in resource allocation.

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Risks

Document any particular risks involved in resource allocation.

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Risk Plan Template

Risk Description

Probability

Current

Status

Risk Area

Control

Impact

Affected

Phase

Critical Path

Responsible

Person

Exposure

Impact Time

Frame

Section

Date

Identified

Contingency Plan

Mitigation Plan

Historical Events

Procurement Plan Template

Description of the Items and Services to be Purchased

The intended use of the items

The performance requirements to be met by the items

The benefits and/or justification of the purchase

Market Analysis

General market conditions

Technological trends

Available products

Similar systems in use and performance

Detailed sources of information on the item

Number of potential clients participating

Requirements Analysis

Process requirements ensuring that the system will meet the requirements of the work process

Technical requirements ensuring that the system will have the capabilities and the capacity required, and will fit into the State's technical infrastructure and operation environment

Project management requirements including definition of vendor and agency responsibilities

Specifications including the technical data required in specifying and inspecting the selected product

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Contracts

Types of contracts/ordering agreements

--

The Selection Process and Criteria

--

Negotiation strategies

--

Deliverables and the Procurement Schedule

A list of all major deliverables

--

A description of and timeline for the procurement process, including all required approvals

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	\$	\$	\$	\$	\$	\$
Other:	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
Sub-Totals:	\$	\$	\$	\$	\$	\$
Risk (Contingency)	\$	\$	\$	\$	\$	\$
TOTAL (scheduled)	\$	\$	\$	\$	\$	\$

Comments: (List assumptions for costs as appropriate.)

Cost Management Plan Template

Project Variance Levels

(Describe the cost variance levels approved for this project)

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Variance Management

(Describe how variances will be measured and managed throughout the project)

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Budget Updates

(Describe how budget updates will be handled)

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