# [Insert Project Name]

[Summarize the project need and overall objective. Keep this document to no more than three pages for senior executives.]

# Project Scope

## Deliverables

### Deliverable 1: [Name]

[Provide a one-line description of the deliverable.]

### Deliverable 2: [Name]

[Provide a one-line description of the deliverable.]

### Deliverable 3: [Name]

[Provide a one-line description of the deliverable.]

### Deliverable 4: [Name]

[Provide a one-line description of the deliverable.]

## Approach

[Provide a very brief description of the major phases in the project approach.]

# Project Schedule

[Provide a one-line statement of the overall project start, duration and finish dates.]

[Insert a summary Gantt chart]

# Project Budget

The total budget for this project is [Total]. This includes a [x%] contingency reserve amount and only reflects the [direct/burdened/loaded] costs associated with this project. [This budget specifically does not include the overhead costs associated with labour or materials. – if only direct costs].

[Include summary graphs of the task and resource expenses in the white space beside each table.]

## Task Expense Summary

The following is a breakdown of the estimated costs on this project by phase including labour and material costs and contingency reserves:

|  |  |
| --- | --- |
| Summary Task | Cost |
|  |  |
|  |  |
| Sub-total |  |
| Contingency (10%) |  |
| TOTAL |  |

## Resource Expense Summary

The following table and chart represent the project baseline by resource type:

|  |  |
| --- | --- |
| Resource Group | Cost |
|  |  |
|  |  |
| Sub-total |  |
| Contingency (10%) |  |
| TOTAL |  |

# Project Risk Management

The following table represents only the highest exposure risks on this project:

| Risk Event | Exposure | Response Strategy | Responsibility |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

# Communications Management

The following table outlines the reports to be generated and distributed throughout this project:

|  |  |  |  |
| --- | --- | --- | --- |
| Report Type | Timing | Recipients | Responsible |
| Periodic Task Progress Reports | Bi-weekly | Project Manager | Team, Sub-contractors |
| Project Performance Reports | Monthly | Management | Project Manager |
| Upcoming Activity Memo | Weekly | Team, Sub-contractors | Project Manager |
| Project Closeout Report | On Close | Management | Project Manager |
| Lessons Learned Report | On Close | All Stakeholders | Project Manager, Team |
|  |  |  |  |

# Project Plan Approval

The following signature indicates acceptance of the information, terms and conditions, and specifications presented in this document. This document is supplemental to the contract and will be considered part of the agreement between the parties. Any amendments to the services provided under this project plan must be documented and accepted by both parties using change control.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| [Sponsor Name] |  | Date |
| [Sponsor Title] |  |  |