# [Insert Project Name]

## Project Background

[Provide a summary of the situation and any important information affecting the project. This section can be copied from the Background section in the charter.]

## Need/Requirement

[Explain the problem or opportunity that creates the need for the project. This section can be copied from the charter, but any additional requirements that have been identified during the planning processes can be included here.]

## Objectives

[Elaborate on the project objectives to ensure completeness and a common understanding between all stakeholders. Ensure that the more detailed objectives in this document comply with the overall objective of the project as defined in the project charter.]

# Project Scope

## Deliverables

[A deliverable is an object, so it should be stated with a noun. Describe the deliverables in sufficient detail to be able to make future project decisions. Divide the final product into its manageable components (deliverables) and provide detailed specifications for each deliverable, including objectively measurable acceptance criteria. Summarize the major features the deliverables contain or the significant functions that they perform or let the users perform. If detailed specifications are contained in another document, refer the reader to the more detailed specifications including the document location. Include graphics as necessary to improve communication.]

### Deliverable 1: Project Documentation

#### Description

Project administration documentation includes the project plan, project reports, quality control and assurance documents, change control documents, project closing documents, and other project information.

#### Specifications

#### Project plan

The project plan is a comprehensive, integrated, detailed set of files, including the following components:

* Project Summary Plan
* The Summary Plan integrates all of the detailed project plan information into a single document. This document is used to communicate the project plan to a variety of stakeholders, and it is used as a single document to obtain formal project plan approval.
* Project Scope Statement
* The project scope statement must define all necessary deliverables with objectively measurable acceptance criteria.
* Work Breakdown Structure
* The WBS must contain all tasks required to complete the deliverables and meet the objectives of the project broken down to activities of no less than:
  + - 24 hours of effort,
    - 3 days duration, or
    - 0.5% of the total project budget; and no more than
    - 2.5% of the total project budget unless it is a fixed cost.
* Resource Assignments
* All activities must have resource assignments sufficient to complete the work within the schedule constraints.
* Network Diagram
* The network diagram must identify the critical activities and the total and free slack on every activity.
* Project Schedule
* The schedule must identify the start and finish dates for all activities with all resources leveled to a day-by-day level, and it must meet all constraints identified by the stakeholders. The project schedule must also identify significant milestones on the project, which are evenly distributed throughout the duration of the project.
* Project Budget
* The project budget must include a detailed task expense statement, a detailed resource expense statement, and a cash flow projection for the entire project duration.
* Risk Register
* The risk register must include:
  + - a risk listing identifying risk events with their triggers and symptoms;
    - a qualitative analysis of the identified risks on the project;
    - risk responses for all risks; and
    - risk resource responsibility assignments.
* Communication Plan
* The communications plan must define standards, processes, policies, and responsibilities for creation, distribution and storage of project information.
* Management Plans (as deemed necessary by the project manager)
* Any additional management plans will be broadly-framed or highly-detailed, formal or informal as defined by the project manager during planning.

#### Project Reports

Project reports are created periodically, and at specific times throughout the project. Project reports will be produced in accordance with the project Communications Plan.

#### Quality documents

Quality control and quality assurance documents will be in accordance with the processes and policies defined the college’s ISO procedures.

#### Closing documents

Project closing documents will include: all project information, project acceptance forms, project transition documents, including final “as-built” documents, a final project report detailing all of the comparative information between baseline and actual values on the project, final financial statements, and a lessons learned document with lesson, background, benefit, implementation plan, and responsibility.

#### Acceptance Criteria

For project documentation to be acceptable, all specifications must be met.

### Deliverable 2: [Insert deliverable name]

#### Description

[Provide a brief narrative description of the deliverable or component in plain language.]

#### Specifications

[Define all of the features, characteristics, uses, performance levels, etc. of the deliverable in detailed technical terms. Include images, drawings, schematics, data sheets, etc. or refer to more detailed documents with their location.]

#### Acceptance Criteria

[Explain the measures of acceptability in objectively measurable terms.]

### Deliverable 3: [Insert deliverable name]

#### Description

#### Specifications

#### Acceptance Criteria

### Deliverable 4: [Insert deliverable name]

#### Description

#### Specifications

#### Acceptance Criteria

## Scope Exclusions

[Insert specific deliverables or work which could reasonably be considered part of the project but which are specifically out of scope for the project. Explain why each exclusion is outside the scope of this project.]

The following deliverables and tasks are excluded from the project:

| Excluded from project: | Reason: |
| --- | --- |
|  |  |
|  |  |

## Updated Detailed Assumptions

[Insert assumptions in as much detail as necessary and explain how each assumption will be validated. The purpose of documenting assumptions is to communicate and to validate or invalidate them. It is important to note that assumptions must be validated and not used as justification for non-performance.]

| It is assumed that: | This will be validated by: |
| --- | --- |
|  |  |
|  |  |

## Constraints

[Insert constraints identified in as much detail as necessary, including explanations defining why each constraint has been imposed on the project.]

The following restrictions apply to the project:

| Constraint imposed on project: | Reason: |
| --- | --- |
|  |  |
|  |  |

# Scope Management

[Define Scope Management Plan or refer to a detailed document/appendix

* Define the processes, policies & responsibilities for managing the scope of the project.
* Assess the expected stability of the scope of this project (How likely is it to change? How frequently? And by how much?)
* Describe how project scope changes will be managed
* Explain how scope changes will be identified and classified.
* Describe how changes in project scope will be integrated into the project.
* Additional remarks]