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# General Overview

## Document Change Control

The following is the document control for revisions to this document.

|  |  |  |  |
| --- | --- | --- | --- |
| Version Number | Date of Issue | Author(s) | Brief Description of Change |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Definitions

The following are definitions of terms, abbreviations and acronyms used in this document.

|  |  |
| --- | --- |
| Term | Definition |
|  |  |
|  |  |
|  |  |
|  |  |

# Project Plan Approval Signatures

## Project Manager

Signature Date

*[Name]*

*[Position]*

*[Organization]*

## Project Sponsor

Signature Date

*[Name]*

*[Position]*

*[Organization]*

## Project Customer

Signature Date

*[Name]*

*[Position]*

*[Organization]*

## Project Customer

Signature Date

*[Name]*

*[Position]*

*[Organization]*

# Project Plan Overview and Critical Assumptions

Overview and Goals: OPTIONAL – briefly give a project overview, including any relevant background information, such as project goal and high-level description of the objective(s).

Critical Assumptions: OPTIONAL – list the critical assumptions for the project, if stated in the Project Charter EZ Changes to key assumptions may impact schedule, costs, scope, and or quality. Examples include deadlines, financial or budgetary items, resource availability, environment, technology, security, etc.

# Project Work Plans

## Work Breakdown Structure

*[ENCOURAGED – The work breakdown structure (WBS) is a hierarchical definition of tasks and activities that need to be performed to complete your project. Put into an appendix if necessary. Enter the WBS with sufficient detail for your purposes. Include major activities to be accomplished and tasks associated with these activities.]*

## Staffing Plan

*[ENCOURAGED – The staffing plan outlines the skills and staff resources needed to deliver the project deliverables. Enter the Staffing Plan for your project. Match skill sets with individuals and establish time commitments]*

## Project Schedule

*[REQUIRED – Enter the Project Schedule. Include time estimates, start and finish dates, names of assigned resources, and current status for all tasks and activities. Put into an appendix if necessary.]*

## Project Budget

*[REQUIRED – The project budget describes cost and budget needed to complete the project tasks. Enter costs for labor, material and other expense items. If the on-going maintenance and support costs are required by your project include this information.]*

# Project Control Plans

## Communications Plan

*[REQUIRED - Provide a brief statement or refer to an appendix. Define the information needs of the project stakeholders and the team by documenting what, when, where, and how project information will be disseminated.]*

## Quality Management Plan

*[NOT APPLICABLE - Provide a brief statement or refer to an appendix. Define the quality control and quality assurance activities and associated responsible resources. Examples include methodologies, standards, documentation, change, issue, and problem management, and review and acceptance procedures (testing, sign-off, etc.)]*

## Issue Management Plan

*[NOT APPLICABLE - Provide a brief statement or refer to an appendix. Define how issues are identified, evaluated, assigned, and tracked for resolution. Refer to detailed Issue management plan template for further guidelines.]*

## Change Management Plan

*[NOT APPLICABLE - Provide a brief statement or refer to an appendix. Define how changes are identified, evaluated, assigned, and tracked for resolution. Changes impact scope, schedule, budget, and quality. Refer to detailed Change management plan template for further guidelines.]*

## Risk Management Plan

*[ENCOURAGED – Provide a brief statement or refer to an appendix. Define how risks are identified, evaluated, monitored, and remedied. Summarize major risks, mitigation strategies and associated costs, and overall assessment of level of risk to project. Refer to detailed Risk management plan template for further guidelines.]*

## Procurement Plan

*[OPTIONAL – Provide a brief statement or refer to an appendix. Summarize purchasing products or services for project. Include projected dates for critical procurement tasks.]*

## Support Transition Plan

*[REQUIRED – Provide a brief statement or refer to an appendix. Summarize tasks to prepare for transition to support organization. Include projected dates for completing documentation and review of Change Management request, Configuration Management, Help Desk, and Service Management.]*

# Appendix

[Insert each detail plan after the corresponding heading in the following list. Another option is to include a link under the corresponding heading to the detailed plan stored in your project repository. Delete the headings of the plans that are not included. To prepare a plan, refer to applicable templates for each plan.]

## Work Breakdown Structure

## Communications Plan

## Quality Management Plan

## Issue Management Plan

## Change Management Plan

## Risk Management Plan

## Procurement Plan

## Support Transition Plan