

Project Management Planning

Project Plan Format

Initial Release	1.0
Date:	January 1997

Project Summary

Following the approvals page, there should be a project summary and charter information that defines:

- The estimated value of the project.
- The project deliverables.
- The duration of the effort.
- The purpose of the project.
- The goals, acceptance, and completion criteria.
- Assumptions made affecting cost and/or schedule.
- Major dependencies/constraints.

The Project Summary, begun at project initiation, is maintained over the course of the project. The first page includes areas that need to be filled in and then updated with each new release of the plan. These include:

- Project name and start date.
- State organization, name, and submitted by.
- Prime Contractor (if applicable) and date awarded.
- Current stage of the project.
- Project status in terms of schedule and budget.
- Budget summary.

Page 2 of the Project Summary includes points of contact and prime contractor information.

The following two pages show a completed sample project summary from the template.