

Project Management Planning

Project Plan Format

The Project Plan Template



The project plan forms the basis for all management efforts associated with the project. A project plan template is included in this document.

The information contained in this plan is required for IT projects in varying degrees. The actual plan items required are defined specifically in project management policies. The exact format of the information may vary from the template; however, the basic information is required as defined.

This plan template emphasizes documenting only the pertinent information associated with the plan. The blank template for the project plan is provided in Appendix B: *Templates & Sample Forms*.

The information associated with the plan evolves as the project moves through its various stages and is updated as new information is determined about the project.

The plan does not require verbose textual content filled with boilerplate material. Information associated with detailed procedures for executing such processes as technical development, configuration management, and quality assurance should be documented in the state organization's procedures. For example, the configuration management information contained in the plan might reference a procedures document that defines the specific activities and responsibility for each configuration item. The project plan only summarizes who is responsible for the configuration management activities, what is under configuration control, and where the repository will reside.

The project plan documents the project planning process and consists of the following basic tasks:

- Defining the sequence of tasks to be performed.
- Identifying all deliverables associated with the project.
- Defining the dependency relationship between tasks.
- Estimating the resources required to perform each task.
- Scheduling all tasks to be performed.
- Defining the budget for performing the tasks.
- Defining the organization executing the project.
- Identifying the known project risks.
- Defining the process ensuring quality of the project product.
- Defining the process for configuration management.
- Defining the process specifying and controlling requirements.