

Project Plan template

Purpose

The project plan is the go-to page for everyone who is involved in the project or wants to find out more about it. As with all important project information, keep it updated regularly throughout the project and share it with the project team and stakeholders. The Benefits Measurement section at the end is key - in addition to meeting time/cost/scope goals, the project should have measurable success criteria for providing value to the company.

Project Plan

Project: <name>

Overall Status: <select from **ON TRACK** / **AT RISK** / **BLOCKED** / **ON HOLD**

Major Milestones

Stage	Date & Status
Project Kickoff	22 July
Milestone 1	16 Aug
Milestone 2	30 Aug
Milestone 3	13 Sep
Completion	27 Sep

<List key milestones, management reviews, demos, etc. Colour of cell indicates status.>

Project Team

Role	Name
Exec Sponsor	
Project Lead	
Team Members	
Informed / Other Stakeholders	

Why are we doing this?

<Explain briefly why are we spending time and money on this project, rather than everything else on the backlog. How does it align with the company strategy? Draw this information from the Idea Elevator Pitch.>

Goals

<Clear and concise list of what the project will achieve>

Scope

<List the major blocks of work and/or deliverables in priority order. For clarity, also include a summary of what is *not* in scope.>

Must Have

Should Have

Nice to Have

Out of Scope

Project Workstreams

Sub-Project/Workstream	Leader	Current Status
		BLOCKED
		AT RISK
		ON TRACK
		ON HOLD
		COMPLETE

<Add links to Weekly Status Reports for more information>.

Related Activities

<Add links and status info for other projects/activities that this project depends on or is a prerequisite for.>

Top 5 Risks

<List this week's Top 5 risks that your key stakeholders need to know about. Draw this info from the Risk Register and include a link to it for details. Use a simple bullet point list, or a table with status info, etc.>

Remember that assumptions (things that have been assumed true for planning purposes) and constraints (limits on time, people, budget, access to customers and/or other resources) may be sources of risk.>

Top Issues

<Include the top few that your stakeholders need to know about. Draw these from your Issues List.>

Project Links

<Insert links to detailed project information>

- JIRA Project/Rapid Board
- Idea Elevator Pitch
- Schedule
- Weekly Status Reports
- Risk Register
- Risk Identification Workshop
- Issues List
- Assumptions List
- Constraints List
- Milestone Demos
- Interim Retrospectives

Benefits Measurement

These are the benefits we expect to realise if the project is successful.

Factor	Benefit A	Benefit B		
<p>Cost To Do:</p> <p>Cost To Maintain:</p>	<p><e.g. 4 developers x 5 days> = 20 dev-days</p> <p><e.g. 3 support-days/month</p>	<p>Same as Benefit A</p>		
Metric(s) to be tracked	<e.g. Time to deploy a new instance>	<e.g. Reduction in support case escalations>		
As-is (current) measurement	<e.g. 7 minutes>	<e.g. 9 escalations/week>		
To-be (target) measurement	<e.g. 3 minutes>	<e.g. 6 escalations/week>		
Savings	<p>\$/Wk: <e.g. (# new instances/week * 4 mins * support staff cost/minute)></p>	<p>\$/Wk: <e.g. (12 mins (av. escalation duration) * 3 escalations * support leader cost/minute)></p>		
	\$/Yr: <(\$/Wk*52)>	\$/Yr: <(\$/Wk*52)>		
When will these measurements be made?	<e.g. Weekly for the first month after project completion, then monthly>	<e.g. Weekly for the first month after project completion, then monthly>		
Owner of benefits measurement & reporting	<e.g. Dave>	<e.g. Dave>		