**Project Plan**

This is a more detailed document than the Scope Document that is a living, breathing document that should be added to as the project progresses. This is to help you stay on track and keep a record of the key aspects of the project. This information could be used for communicating outside the project.

**What is the project and why is it being done?**

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| Refer to the Scope Document – you can copy and paste any necessary information. |

**How is the project going to be delivered?**

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| Is it going to be a delivered all at once or over time? Include details of quality checks and testing. How are you going to ensure that the best quality can be delivered within budget? |

**When will the project be completed by?**

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| Add a copy of the timeline and explain the reason for the timing of delivery. |

**How will the project progress be reported?**

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| Provide details of any governance structure and how progress will be reported to the various key stakeholders |

**Who will be delivering the project?**

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| Provide details of those involved in the project and their roles, including who will be approving the various stages of design, development and testing. |

**Minimum Viable Product**

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| What is the base product that will be acceptable for delivery at the initial go-live (first or only go-live during the time of the project) |

**Costs**

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| What is the budget? How much is it going to cost? What is the contingency? Refer to the Budget sheet |

**Fallback**

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| What is the fallback in case something doesn’t go as planned for delivery? |

**Testing**

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| How are you going to test the product/service is fit for use? What is the plan – who, what, when, equipment needed, how….? |

**Training**

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| --- |
| What training needs to be done? What documentation is required? Who will be trained and by whom? |

**Success**

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| --- |
| What does success look like? How will you measure it? Who will be responsible for it ongoing? |