[INSERT COMPANY ADDRESS]

[INSERT NAME OF PROJECT]

**PROJECT PLAN**



**TABLE OF CONTENTS**

1. **Introduction**
   1. *Purpose of the Project Plan*
   2. *Background of the Project*
   3. *Project Alternatives*
   4. *Project Maintenance and Information Update*
2. **Scope of Project Plan**
   1. *Detailed Goals of the Client*
      1. Objectives
      2. Criteria for Success
      3. Risks to be Faced
   2. *Detailed Goals of the Company*
      1. Objectives
      2. Criteria for Success
      3. Risks to be Faced
   3. *Scope Statement*
3. **To Be Delivered**
   1. *From [INSERT NAME OF CLIENT] to the Company*
   2. *From the Company to [INSERT NAME OF CLIENT]*
4. **Project Processes**
   1. *Lifecycle of the Project*
   2. *Management of the Project*
   3. *Organization Mapping*
5. **Communication System**
6. **Work Arrangement**
   1. *Breakdown of Work*
   2. *Work Resources*

|  |  |
| --- | --- |
| **Client’s Name:** | [INSERT NAME OF YOUR CLIENT] |
| **Project Manager:** | [INSERT NAME OF THE MANAGER OF THIS PROJECT] |
| **Plan Version:** | [INSERT THE VERSION NUMBER OF THIS PLAN] |
| **Date to be issued:** | [INSERT DATE THIS PLAN IS TO BE ISSUED] |
| **To be distributed to:** | [INSERT NAME/S OF THE RECEIVERS OF THIS PLAN] |
| **Prepared by:** | [INSERT NAME/S OF THE AUTHOR/S OF THIS PLAN] |
| **Authorized by:** | [INSERT NAME/S AND TITLE/S OF THE PEOPLE WHO APPROVED OF THE CREATION OF THIS PROJECT PLAN] |

1. **Introduction**

[INSERT NAME OF PROJECT] has been long planned by the [INSERT NAME OF CLIENT]. Partnering with [INSERT NAME OF YOUR COMPANY], realization of this project will be successful especially when this project plan is followed through.

* 1. **Purpose of the Project Plan**

The purpose of this project plan is to [INSERT YOUR PURPOSE OF THIS PLAN]. The creation of this project plan not only shows us what we will achieve in the next [INSERT PROJECT PERIOD] but also provides a guide for the project team of the company in successfully accomplishing [INSERT NAME OF PROJECT] on or before the set deadline.

* 1. **Background of the Project**

[INSERT NAME OF PROJECT] was planned due to the need of [INSERT REASON FOR THE CREATION OF THE PROJECT]. The [INSERT REASON] created the opportunity and decision of [INSERT NAME OF CLIENT] in making [INSERT NAME OF PROJECT] a reality. When this project becomes operational, [INSERT BENEFITS YOUR CLIENT WILL GAIN ON THIS PROJECT].

* 1. **Project Alternatives**

This section provides an overview of the approaches [INSERT NAME OF YOUR COMPANY] is going to undertake in the realization of [INSERT NAME OF PROJECT] for your client. These courses of action are the options that the project team would take in making the project successful.

* [INSERT FIRST APPROACH]

[INSERT IN BRIEF DETAIL THE CONTEXT OF THIS APPROACH]

* [INSERT SECOND APPROACH]

[INSERT IN BRIEF DETAIL THE CONTEXT OF THIS APPROACH]

* [INSERT THIRD APPROACH]

[INSERT IN BRIEF DETAIL THE CONTEXT OF THIS APPROACH]

* 1. **Project Maintenance and Information Update**

Recording information for this project plan should be indicated on [INSERT NAME OF DOCUMENT]. Application of changes or amendments on the project plan may vary as it depends on how major or minor the change is. Minor changes may be [INSERT YOUR STRATEGY FOR MINOR CHANGES]. On the other hand, major changes requires [INSERT REQUIREMENT] before it is applied to the project plan. Other plans may be added to the project plan at a later time such as the following:

* [INSERT PLAN 1 IN BRIEF DETAIL]
* [INSERT PLAN 2 IN BRIEF DETAIL]
* [INSERT PLAN 3 IN BRIEF DETAIL]

1. **Scope of Project Plan**

This section of the project plan presents what our client and our company aims to achieve on this project plan in each of their respective point of view. A statement shows a summary in statement form on what the coverage is of this project plan for the realization of [INSERT NAME OF PROJECT].

* 1. **Detailed Goals of the Client**
     1. **Objectives**

[INSERT NAME OF CLIENT] aims to attain the following in the realization of this project plan:

* To be able to [INSERT OBJECTIVE 1 IN A BRIEF STATEMENT].
* To achieve [INSERT OBJECTIVE 2 IN A BRIEF STATEMENT].
* To gain [INSERT OBJECTIVE 3 IN A BRIEF STATEMENT].
  + 1. **Criteria for Success**

For this project’s progress to be deemed successful for [INSERT NAME OF CLIENT], the following criteria forms as basis in the measurement of this project plan’s success in the client’s perspective.

[INSERT THE CLIENT’S CRITERIA OF THE PROJECT PLAN’S SUCCESS]

To meet this criteria, these strategies must be taken into account as per the specifications of the client such as [INSERT YOUR CLIENT’S SPECIFICATIONS].

* + 1. **Risks to be Faced**

[INSERT NAME OF CLIENT] considers these risks to be present in the duration of the project plan. Mitigation procedures on these risks are provided as you go through the list.

* [INSERT RISK 1]

[INSERT YOUR STRATEGY TO MITIGATE RISK]

* [INSERT RISK 2]

[INSERT YOUR STRATEGY TO MITIGATE RISK]

* [INSERT RISK 3]

[INSERT YOUR STRATEGY TO MITIGATE RISK]

* 1. **Detailed** **Goals of the Company**
     1. **Objectives**

[INSERT NAME OF YOUR COMPANY] seeks to gain the following in the course of the actualization of this project plan:

* To get to [INSERT OBJECTIVE 1 IN A BRIEF STATEMENT].
* To attain [INSERT OBJECTIVE 2 IN A BRIEF STATEMENT].
* To reach [INSERT OBJECTIVE 3 IN A BRIEF STATEMENT].
  + 1. **Criteria for Success**

Success on this project plan in the perspective of [INSERT NAME OF YOUR COMPANY] is measured through a fixed criteria set forth to obtain a definitive result on each progress made by the company on the project plan. Take a look at the criteria following the standards of the company as well as the desires of the client as follows:

[INSERT YOUR COMPANY’S CRITERIA FOR THE PROJECT PLAN’S SUCCESS]

The project team, which plays a great factor for the company to achieve the project plan’s success, should be able to carry out the competent strategies as specified for the definite completion of the project.

* + 1. **Risks to be Faced**

[INSERT NAME OF YOUR COMPANY] points out these risks to be present in the making of this project. Thus, each point below is incorporated with steps to minimize the occurrence of the risk as respectively indicated.

* [INSERT RISK 1]

[INSERT STRATEGY TO MITIGATE RISK]

* [INSERT RISK 2]

[INSERT STRATEGY TO MITIGATE RISK]

* [INSERT RISK 3]

[INSERT STRATEGY TO MITIGATE RISK]

* 1. **Scope Statement**

Based on the data and the documents referred to in drafting this project plan, [INSERT THE STATEMENT OF THIS PROJECT PLAN’S SCOPE].

1. **To Be Delivered**

There are certain items or information that is necessary to be transferred between our client, [INSERT NAME OF CLIENT], and our company. Specifications of these transfers is defined below in brief detail which will serve as the guide for each party.

* 1. **From [INSERT NAME OF CLIENT] to the Company**

|  |  |
| --- | --- |
| **From Client** | **Date** |
| [INSERT LIST OF THE ITEMS/INFORMATION THE CLIENT MUST PROVIDE FOR THE ACTUALIZATION OF THE PROJECT PLAN] | [INSERT THE RESPECTIVE DATES EACH ITEM/INFORMATION IS NEEDED TO BE DELIVERED] |

* 1. **From the Company to [INSERT NAME OF CLIENT]**

|  |  |
| --- | --- |
| **To Client** | **Date** |
| [INSERT LIST OF THE ITEMS/INFORMATION YOUR COMPANY MUST PROVIDE TO YOUR CLIENT RELEVANT TO THE ACTUALIZATION OF THE PROJECT PLAN] | [INSERT THE RESPECTIVE DATES EACH/ITEM INFORMATION IS DUE TO BE DELIVERED TO YOUR CLIENT] |

1. **Project Processes**

A detailed information of the project plan is laid out on this part of the document. This is the section where the overall project is provided in concrete detail for the client, the company, and the project team to know what the project is and how it is realized.

* 1. **Lifecycle of the Project**

[INSERT NAME OF PROJECT] is composed of [INSERT NUMBER OF PHASES] phases which will be slowly done within the set [INSERT PROJECT PERIOD] period. Details on this project is laid by phase on this section of the plan which will also serve as the guide for the parties involved.

[INSERT DETAILED INFORMATION OF THE PROJECT PLAN ON THIS PART OF THE DOCUMENT RELEVANT TO THE LIFECYCLE OF THE PROJECT]

*(You can add these information in tabular form or in any type of medium in presenting detailed information on this project plan)*

* 1. **Management of the Project**

[INSERT NAME OF PROJECT] becomes effectively done especially with the proper control and management on what needs to be done for this project as detailed in the previous section of this project plan. Each procedure must be diligently executed in order to achieve what is needed to be done on the project.

[INSERT DETAILED CONTROL AND MANAGEMENT PROCEDURES IN ORDER FOR THE PROJECT PLAN TO BE APPLIED AND TO BE REALIZED AS IT SHOULD BE]

*(You can add these information in tabular form or in any type of medium in presenting detailed information on this project plan)*

* 1. **Organization Mapping**

There are various people involved in the success of this project plan. Distribution of the work written on this project plan for [INSERT NAME OF PROJECT] adds greatly to the accuracy as well as the effectivity of each method applied to each phase of the project. This section determines each party’s role in the actualization of the project being planned out.

[INSERT DETAILED INFORMATION ON THE RESPONSIBILITIES OF THE PARTIES INVOLVED ON THIS PROJECT PLAN]

*(You can add these information in tabular form or in any type of medium in presenting detailed information on this project plan)*

1. **Communication System**

Information of records and updates regarding the execution of the project plan is necessary in order to inform not only your client but also other people who has interest over the success of [INSERT NAME OF PROJECT]. Proper documentation and delivery of the project’s essential information is important. Thus, we have laid out the schedule of what information is needed and when it is needed for the stakeholders to see your progress on the project plan.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WHO** | **WHAT** | **WHY** | **WHEN** | **HOW** |
| PROJECT MANAGER | [INSERT A LIST OF WHAT INFORMATION IS NEEDED TO BE PREPARED] | [INSERT A LIST OF THE REASON FOR THE NEED OF THE INFORMATION] | [INSERT A LIST OF WHEN THE INFORMATION SHOULD BE SUBMITTED/PROCURED] | [INSERT A LIST OF HOW THE INFORMATION IS TO BE DELIVERED TO THE STAKEHOLDER INDICATED] |
| CLIENT | [INSERT A LIST OF WHAT INFORMATION IS NEEDED TO BE PREPARED] | [INSERT A LIST OF THE REASON FOR THE NEED OF THE INFORMATION] | [INSERT A LIST OF WHEN THE INFORMATION SHOULD BE SUBMITTED/PROCURED] | [INSERT A LIST OF HOW THE INFORMATION IS TO BE DELIVERED TO THE STAKEHOLDER INDICATED] |

1. **Work Arrangement**

Realizing [INSERT NAME OF PROJECT] entails the need of laying out definitive tasks for each person involved. Even vital tasks which do not involve people needs to be laid out for proper documentation and execution of the project plan.

* 1. **Breakdown of Work**

From the hardest to the simplest type of task relevant to the project, a breakdown of the work is needed for the project tasks to be accomplished accurately and effectively for the person each task is assigned to. This also aids in the control management the parties look into and monitor. Take a look at how the project’s tasks is delegated for each person of the project team.

[INSERT A DETAILED INFORMATION OF THE DELEGATED TASKS ASSOCIATED WITH THE REALIZATION OF THE PROJECT WITHIN THE SET PERIOD]

* 1. **Work Resources**

This section holds information of the resources which is required to be used for [INSERT NAME OF PROJECT] to be completed. Various equipment, materials, and expenses is indicated on the timeline as prepared for this project plan. We provide you with this informative schedule of the resources essential for the completion of the project.

[INSERT DETAILED INFORMATION RELEVANT TO THE WORK RESOURCES NEEDED FOR EACH PHASE OR STAGE ON THE PROJECT TIMELINE]

1. **Project Plan Projected Progress**

Since this project plan for [INSERT NAME OF PROJECT] is divided into phases, we also present our milestones in phases which in turn, determines our progress in the completion of the project. Based on the capabilities of the project team, we set these projections of the project plan’s progress taking into consideration all the factors involved in the actualization of this project.

|  |  |  |
| --- | --- | --- |
| **PHASE NUMBER** | **DESCRIPTION** | **DATE OF COMPLETION** |
| 1 | [INSERT PROJECT PLAN PHASE DESCRIPTION] | [INSERT DATE PHASE IS COMPLETED] |
| 2 | [INSERT PROJECT PLAN PHASE DESCRIPTION] | [INSERT DATE PHASE IS COMPLETED] |
| 3 | [INSERT PROJECT PLAN PHASE DESCRIPTION] | [INSERT DATE PHASE IS COMPLETED] |

Within these phases are relevant payments to be remitted by [INSERT NAME OF CLIENT] for each phase completed. This is shown on a different table as seen below.

|  |  |  |
| --- | --- | --- |
| **PHASE NUMBER** | **DATE OF COMPLETION** | **PAYMENT MILESTONE** |
| 1 | [INSERT DATE PHASE IS COMPLETED] | [INSERT AMOUNT OF PAYMENT TO BE RECEIVED FOR THE COMPLETION] |
| 2 | [INSERT DATE PHASE IS COMPLETED] | [INSERT AMOUNT OF PAYMENT TO BE RECEIVED FOR THE COMPLETION] |

1. **Assumptions, Risks, Constraints**

When it comes to project plans, it is but normal to take into consideration different unexpected and unforeseen factors the project team may face in the course of the completion of [INSERT NAME OF PROJECT]. To be prepared, we lay out the following assumptions, risks and constraints which allows us to think beforehand what we need to when we face these situations.

* 1. **Assumptions**

Making this project plan for [INSERT NAME OF PROJECT] requires the procurement of assumptions. This is due to the fact that the project plan is yet to be started. The assessment of the viability of this project plan involves different assumptions to be considered as enumerated in the following:

* [INSERT ASSUMPTION 1 IN STATEMENT/SENTENCE FORM]
* [INSERT ASSUMPTION 1 IN STATEMENT/SENTENCE FORM]
* [INSERT ASSUMPTION 1 IN STATEMENT/SENTENCE FORM]
* [INSERT ASSUMPTION 1 IN STATEMENT/SENTENCE FORM]
* [INSERT ASSUMPTION 1 IN STATEMENT/SENTENCE FORM]

These assumptions helped greatly in completing the data as presented on this project plan. Note that these assumptions are based on [INSERT THE BASES OF THE ASSUMPTIONS YOU ENUMERATED].

* 1. **Risks**

Risks are always present on any kind of project. For [INSERT NAME OF PROJECT], the project team determined the following as the risks to be faced relevant to the construction of the project plan. Take a closer look at these risks on the table presented as follows.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Description** | **Mitigation Plan/Strategy** | **Contingency Plan/Strategy** | **Impact of Risk on Project** | **Likelihood of the Risk occurring** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* 1. **Constraints**

Other than risks, constraints also add to the factors needed to be taken cared of when planning for projects such as [INSERT NAME OF PROJECT]. There are different avenues where constraints may take place and for our project team, these constraints are indicated on the table provided below.

|  |  |  |
| --- | --- | --- |
| **CONSTRAINT** | **DESCRIPTION** | **STRATEGY** |
| [INSERT LIST OF THE TECHNICAL CONSTRAINTS YOU ARE FACED WITH RELEVANT TO THE PROJECT] | [INSERT A DESCRIPTION OF EACH CONSTRAINT YOU LIST DOWN] | [INSERT THE STRATEGY YOU APPLY TO ALLEVIATE THE CONSTRAINT] |
| [INSERT LIST OF THE FUNCTIONAL CONSTRAINTS YOU ARE FACED WITH RELEVANT TO THE PROJECT] | [INSERT A DESCRIPTION OF EACH CONSTRAINT YOU LIST DOWN] | [INSERT THE STRATEGY YOU APPLY TO ALLEVIATE THE CONSTRAINT] |
| [INSERT LIST OF THE MANAGERIAL CONSTRAINTS YOU ARE FACED WITH RELEVANT TO THE PROJECT] | [INSERT A DESCRIPTION OF EACH CONSTRAINT YOU LIST DOWN] | [INSERT THE STRATEGY YOU APPLY TO ALLEVIATE THE CONSTRAINT] |

1. **Projected Financial Plan**

Vital for any project is the financial aspect of the project plan. As for [INSERT NAME OF PROJECT], various finances are taken cared of especially with the budget already set for the completion of this project. This projected financial plan will serve as a guide to monitor and to control expenses as is fit.

[INSERT YOUR PROJECT’S COMPREHENSIVE FINANCIAL PLAN ON THIS SECTION]

1. **Other Concerns**

There are other concerns which are not categorized on this project plan but is still important to be recorded or to be indicated to create this project plan for [INSERT NAME OF PROJECT] as concise as possible. These issues are indicated on this part of the project plan as defined below.

* 1. **Issues**

[INSERT IN BRIEF DETAIL ALL THE ISSUES YOU HAVE ENCOUNTERED IN THE COURSE OF THE CREATION OF THIS PROJECT PLAN]

* 1. **Others**

[INSERT OTHER CONCERNS WHICH MAY HAVE BEEN LEFT OUT ON THIS PROJECT PLAN SUCH AS RISKS, CONSTRAINTS, ASSUMPTIONS]

1. **Appendices**

[INSERT ALL THE DOCUMENTS YOU HAVE REFERRED TO OR YOU HAVE USED IN MAKING THIS DETAILED PROJECT PLAN FOR YOUR CLIENT’S PROJECT]