



PROJECT PLAN FOR xxxx PROJECT

Company Reference xxx / xxx / xxx

Issue 1 dated 23rd October 2000

Project Manager: (signature) (dated) _____

Project Sponsor: (signature) (dated) _____

This is a template for producing a Project Management Plan

It should be used as a guide only, and not followed in detail. It is not our intention that every plan should conform to the same standard and look identical. Instead, it is intended only to provide an outline guide rather than prescribe a rigid format that all plans should follow

IT SHOULD CONTAIN RELEVANT AND UP TO DATE INFORMATION AT ALL TIMES, AND SHOULD NEVER BECOME OUT-OF-DATE

Please feel free to delete, amend, and tailor the content to suit your needs !!



Using NOSTRAM[®] as our guide.....

PROJECT NEED (Why does this project exist ?)

This section will explain the need(s) for why the project exists. It should consider the needs of all key stakeholders, including the business, the customer, end-users, key contractors, and the workforce

“This project exists because.....”

It is also useful to set the scene by including background information as an introduction. This should state the environment into which the project is to be introduced, any relevant history with the product or customer, and what the result of the project may be to the business and market. This section could also provide details of other related initiatives or key dependencies from other projects

“The Project background is”

PROJECT OBJECTIVES (What will this project achieve ?)

This section should define the purpose of the project ie what the project will achieve when it is complete. It should describe a picture of the future, after project completion, using carefully chosen words that capture the meaning for the key stakeholders. In effect, it defines the destination that the project is aiming for

Hard and soft criteria should be considered i.e. those things which are measurable (such as key deliverables, schedule adherence, technical performance, quality compliance, cost / budget targets, and contractor performance), and those that are less measurable (such as customer satisfaction, workforce morale)

It is also important to identify critical success factors ie those factors that are considered critical to the success of each objective

Objectives should be “SMART” i.e.

S pecific
M easurable
A chievable
R elavant / realistic
T imebound

Overall Project Purpose: the purpose of this project is to		
No	Project CSF's	Project KPI's
1	We will deliver fully functional product xyz to the customer 2 months before the Trade Show	1. All product features are fully-functional 2. Product delivered by
2	Full customer satisfaction with product xyz	1. Repeat orders are received by 2. Customer satisfaction metrics exceed
3	Project is a commercial success	1. We maintain a +ve cash flow at all times 2. Project provides 40% return on investment

PROJECT STRATEGY (How will the project be achieved ?)

The project strategy defines the planning rationale, and explains how the project will be achieved

It should define, as a series of logical steps, how the project team will get from where they are now to where they want to be. In effect, it provides a set of stepping stones to create the desired future state

The strategy should contain the top-level plan, with sufficient detail at any point in time to allow the next set of activities to take place.

It should refer to the **WBS**, which will be provided as a referenced document. Based on the **WBS**, a **Statement of Work (SoW)** can be produced to define in more detail what is required within each **Work Package (WP)**

The **WBS** ("what") should be matrixed with the **OBS** ("who") to create the structure into which we can place names / accountabilities (**Cost Account Managers**), risks, budgets etc

The strategy section should also call-up other related plans, such as:

- Commercial Plan
- Engineering Plan
- Test Plan
- Risk Management Plan
- Manufacturing/Production Plan
- Sub-Contract Management Plan
- etc

Each of these plans should have one owner, and information concerning assumptions and interdependencies should be the consistent. It is helpful to include a short précis of the plans within the body of the PM Plan

TEAM / RESOURCES

The resources section defines the physical resources that are required to make the project happen.

This should include the human resources including Organisational Breakdown Structure, the project team, and assign key roles and project responsibilities to named individuals within the project

It should also define requirements for non-human resource, such as floor-space, IT, and plant

The section should also call up the project stakeholder map as an appendix

PROJECT RISK OVERVIEW

The risk section of the project management plan provides a high-level summary of those events, which could threaten the success of the project, together with the mitigation and/or contingency plans that are proposed. It must state what recent actions have been taken to implement these plans

This Section should refer to the main Project Risk Management plan, and thus provides a summary extract only from this document

ACHIEVEMENT / CONTROL SYSTEMS

The Achievement section states how the project will measure achievement and progress against its stated objectives, and what control systems are required to provide this information

For each objective, critical success factors should be agreed, and for each of these, metrics should be created against which progress can be measured on a regular and frequent basis.

Useful measures may be:

- earned value (% complete, schedule variance, cost variance)
- schedule (milestone achievement, timeliness, critical path resources)
- resource utilisation (person days / weeks, projected shortages)
- budget adherence
- risk (top 5 risks ? factors increasing ↑ or decreasing ↓? £\$DM released ?)
- stakeholders (customers satisfaction, contractors, users, workforce 😊😐😞)
- sub-contractor performance (key deliverables, resourcing, risk)

It helps if projects can derive a mixture of verbal / numerical and graphical measures of performance, involving left and right brain. Metrics should be readily understandable, up to date and be responsive to changes of the state of the project

MAKING IT HAPPEN

Every project, every change programme requires “actionable first steps” to make it happen.

These can include project launch events, team-build workshops, and advertising new posts. The project manager should record in the Project Plan how he/she intends to get things moving