Project Plan template

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1. Document Control

1.1. Customer Sign Off

Functional Area	Responsible Officer	Signature
	Insert Customer Contact	
	Insert Customer Sponsor	

1.2. Document and Functional Sign Off

Functional Area	Responsible Officer	Signature
Security		
Service Improvement and QA		
Architecture & Systems Operations		
Customer Engagement		
Finance		
PMO (Mandatory)		

1.3. Version History

1.3.1. Template Version

Version	Date	Author

1.3.2. Document Version

Version	Date	Summary of Changes	Author
1.0			

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Version	Date	Summary of Changes	Author

2. Contact Details

2.1. Customer Contact Details

Customer Contact:	
Customer Department / Division:	
Address:	
Phone:	
Customer Sponsor:	

2.2. ICT Contact Details:

Project Manager:	
Account Manager	

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3. Executive Summary

3.1. Purpose of Project

3.2. Project Deliverables

3.3. Summary of Project Costs, Resource Commitment and Timeframes

3.4. Summary of Benefits and Outcomes

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