

[Division Name]

[Project Name]

Project Plan

Version:
Issued:
Status:
Approved:

Author:
File name:
Created Date:
Saved Date:
Template Version: Project Plan V4_0.doc

PROJECT PLAN

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PROJECT PLAN

NOTE:- (The amount of detail required in completing this Project Initiation Document should be commensurate with size of the investment required and the degree of change proposed. (refer IT Governance Framework document, Section 3.1, Categorizing IT Investment. The Project Initiation Document is designed to provide management with suitably detailed documentation of the project in order to provide approval and authority to undertake the project. It will provide **WHAT** the project is aiming to achieve, **WHY** it is important to achieve it, **WHO** is going to be involved in managing the process and what are their responsibilities, and **HOW** and **WHEN** it is all going to happen.

Project Manager:

1. DOCUMENT CONTROL

<i>Version No.</i>	Version No	<i>Vx.x</i>
<i>Date</i>	Version Date	
<i>Approval by</i>	Approver	
<i>Approval Status</i>	Approval Status	
<i>Distributed to</i>	Receiver1	<i>Distribution Date</i>
	Receiver2	Dist1 Date
	Receiver3 etc	Dist2 Date
		Dist3 Date etc

Consulting Cloud Preview

PROJECT PLAN

2. PROJECT DEFINITION

2.1. BACKGROUND

(Explanation of the context of the project and how we arrived at the current position of requiring the project)

2.2. PROJECT OBJECTIVES

(Detail the objectives to be achieved by the project)

2.3. SCOPE

(Define the extent (coverage) of processes, products and services to be provided as the project)

Inclusions

(Define any specific inclusions in the scope of the project)

Exclusions

(Define any specific exclusions from the scope of the project)

Interfaces/Related Issues

(Define any interfaces with other projects, policies, etc, as well as issues related to those projects, policies, etc.)

Constraints

(Describe the factors that will limit the project management options, ie a predefined budget is a constraint that is highly likely to limit the team's options regarding scope, staffing and schedule.)

2.4. PRODUCT OUTLINE

(Provide an outline of the products (deliverables) of the project, which may be tangible or intangible.)

1. Product: Update System Details Data Base

(Compulsory product for all projects with an IT component – server, software, data base, application upgrade or replacement)

2. Product.....