

## **Project Plan Outline**

Project Name:	Control Number:	Preparer's Name:	Preparer's Signature:
Customer:	Customer Contact:	Customer Contact Phone:	Date Prepared:

**I. Executive Summary**

**II. Management Summary**

- a. Project Charter
- b. Project Scope
- c. Project Objective
- d. Narrative of Technical Solution
- e. Acceptance Criteria
- f. Contract Terms and Conditions
  - i. Special Contract Requirements
  - ii. Third Party Contract Conditions
- g. Budget and Other Financial Requirements

**III. Project Requirements**

- a. Statement of Work
- b. Work Breakdown Structure

**IV. Deliverables**

- a. Narrative Description
- b. Services
- c. Training/Operating Documents Required

**V. Resource Requirements**

- a. Internal
- b. Customer furnished equipment
- c. Teaming/Vendor requirements
- d. Project Team Skill Sets and Numbers

**VI. Potential Project Risks**

- a. Risk Assessment
- b. Mitigation Strategies

**VII. Schedules**

- a. Milestones
- b. Master Schedule
- c. Phase Schedule
- d. Data Delivery Schedule
- e. Meetings Schedule

**VIII. Reporting Requirements**

- a. Internal
- b. External

**IX. Standards/Regulatory Requirements**

**X. Ancillary Plans**

- a. Risk Plan
- b. Implementation Plan
- c. Communication Plan
- d. Hardware Development Plan
- e. Software Development Plan
- f. Configuration/Change Management Plan
- g. Logistics Plan
- h. Service and Maintenance Plan
- i. Quality Plan
- j. Subcontractor Management Plan
- k. Documentation/Training Plans