**Business Name**

**Project Schedule and Review**

**Project Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Prepared BY:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Executive Summary**

*Information in the project summary areas was started during the project concept phase and should be included here. Information includes the project name, original estimates, plan revision numbers, points of contact, etc.*

**Business Need/Problem**

*Identify business need/problem that needs to be solved*

**Statement of Work**

*This statement should be short and to the point. It should not contain language or terminology that might not be understood.*

**Project Objectives**

*Provide a brief, concise list of what the project is to accomplish.*

**Project Approach**

*Describe the strategy to deliver the project. For example, it may describe a phased strategy, contracting approach, reference to implementation, etc. Subsections may be created to present the strategy.*

**Additional Project Requirements**

**Budget Overview**

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| **Position** | **Name** | **Phone** | **Email** |
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**Agency Points of Contact**

**Contractor’s Information**

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| Position | Name | Phone | Email |
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**Technical Project Components**

*Provide a detailed listing of the Requirements Definition, Specifications, Design, and Implementation and Training Plans for inclusion into the project activities.*

**Project Schedule**

*Check the box for each document included in the project plan.*

**Agency Points of Contact**

**Critical Success Factors**

**Project Scope Statement**

*Provide a documented description of the project as to its output, approach and content.*

*Provide the project team, and management, with project critical success factors (objectives) that all members of the team understand, accept, and are committed to.*

**Work Breakdown Structure**

*Describe a deliverable-oriented grouping of project elements which organize and define the total scope of the project.*

**Organizational Breakdown Structure**

*Describe a deliverable-oriented grouping of project elements which organize and define the total scope of the project.*

**Cost Benefit Analysis**

*Provide the project team with information to make a balanced decision about the costs and benefits, or value, of various economic choices.*

**Resource Plan**

*Describe the major resources needed to proceed with the execution of the project.*

*Provide the project schedule using a Gantt chart. The schedule must include milestones, task dependencies, task duration, work product delivery dates, quality milestones, configuration management milestones, and action items.*

**Risk Plan**

*Provide a description of all risks identified for the project and a plan to integrate risk management throughout the project.*

**Quality Plan**

*Provide a Quality Plan that defines the person(s) responsible for project quality assurance, procedures used and resources required to conduct quality assurance.*

**Communication Plan**

*Defines the information needs of the project stakeholder, and the project team by documenting what, when, and how the information will be distributed.*

*Describe cost and budget considerations including an overview, additional resource requirements, and estimated cost at completion.*

**Project Budget Estimate**

**Signatures**

*The signatures of the people below relay an understanding in the purpose and content of this document by those signing it. By signing this document you agree to this as the formal Project Plan.*

|  |  |  |
| --- | --- | --- |
| Name/Title | Signature | Date |
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