



Project Management Plan Template Summary

Project Name:

Department:

Last Updated:

Author:

Project Manager(s):

Executive Sponsor:

Project Department Owner:

Project Business Case

Project Overview

Include a description of what is involved in executing the project. Use list items if appropriate.

Business Issue/Opportunity

Include a description of the background context of the project and why it is necessary.

Project Business Goal

Include a description of the business value expected to be gained through this project implementation and how the business environment will be improved.

Primary Project Objectives

Include a list of the key project elements that further define and support the project business goal and are in scope for the overall project.

Project Benefits

Project Benefits

Describe the key benefits from implementing this project.

Primary Project Deliverables

Milestone 1

Milestone 2

Milestone 3

Project Interdependencies and Inputs

Project Interdependencies and Inputs

Include an outline of any other projects in process or planned that have a relationship to this proposed project. Include a list of what inputs those projects may have to this project development.

Project Conditions

Project Assumptions

Include a outline of all known assumptions that apply to this project.

Project Issues

Include an outline of all known issues that apply to this project.

Project Risks

Include an outline of all known risks that apply to this project.

Project Constraints

Include an outline of all known constraints that apply to this project.

Project Critical Success Factors (Key Performance Indicators)

Project Critical Success Factors

Include an outline of all known critical success indicators that apply to this project.

Project Duration Estimates

Project Milestone	Date Estimate	Confidence Level
Project Start Date	[mm/dd/yy]	[High/Medium/Low]
Milestone 1	[mm/dd/yy]	[High/Medium/Low]
Milestone 2	[mm/dd/yy]	[High/Medium/Low]
Milestone <i>n</i>	[mm/dd/yy]	[High/Medium/Low]
Project End Date	[mm/dd/yy]	[High/Medium/Low]

APPROVALS

PREPARED BY:

Project Manager

Approved By:

Project Sponsor

Executive Sponsor

Client Sponsor