

[Company Name]
[Project Name]

[Document Name]
[Version Number]

1 Introduction

The Project Plan is the top level controlling document in the software development lifecycle. The Project Plan is a contract between the Project Manager, Executive Sponsor, Project Team and other management associated with and/or affected by the project. The introduction describes the difference (gap) between the current state and future state in terms of the business need. The content structure order is the introduction, which provides background, the current state, the future state, and the need.

1.1 Purpose of this document

Describe the purpose of the project, its scope, and main objective(s). Include critical background information, including project planning details, and other contextual material where appropriate.

The Project Plan is used to formalize the following:

- Agreement between the Executive Sponsor and Project Manager
- Project purpose
- Business and project goals and objectives
- Scope and expectations
- Roles and responsibilities
- Assumptions and constraints
- Quality Management approach
- Project Management approach

1.2 Background Information

Describe the project history. Include information such as previous initiatives, business environment changes and the rationale for the project.

1.3 Objectives

Identify the goals and objectives that the project intends to achieve and how they will be measured. Examples of typical business objectives include:

- Comply with regulatory requirements
- Decrease costs, errors, reworks by a specific percentage
- Decrease processing by a specific percentage
- Eliminate backlogs by a specific percentage

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