Project Plan (Excel) [Compatibility Mode] - Excel (Product Activation Failed)

SERVICE ACQUISITION PROJECT PLAN

	Responsible	Duration	Target Due	Accountable	Consulte
1.0 Form the Team					
1.1 Ensure senior management involvement and support					
1.2 Build the Team					
1.2.1 Appoint core team members (Program Manager or Project team lead, CO, COR, EN, JA, FM, etc.)					
1.2.2 Empower Team					
1.2.2.1 Vision statement, charter, MOU, etc.					
1.2.2.2 Develop rules of conduct					
1.2.2.3 Develop a preliminary project plan/projected timeline, and update regularly					
1.2.2.4 Document key tasks, action items, and schedule constraints, and update regularly					
1.2.3 Align workload to team members					
1.2.3.1 Tap multi-disciplinary expertise					
1.2.3.2 Define roles and responsibilities					
1.2.4 Identify gaps between workload and resources					
1.2.4.1 Obtain additional civilian personnel					
1.2.4.2 Obtain additional military personnel					
1.2.4.3 Obtain contractor support to augment sourcing team (if needed)					
1.2.4.3.1 Estimate cost					

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