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## Template Guide

### **What is a Project Plan document?**

*A Project Plan document provides a roadmap for the management of a project from the planning phase through project closure phase. The plan provides the following details about the project:*

- *A description of the project scope*
- *A description of the project assumptions and project constraints*
- *A description of the project structure and project stakeholders*
- *A description of the project life cycle*
- *A description of the project tools, work activities, resources and budget*
- *A description of the processes for project monitoring and control*

### **When do I use a Project Plan document?**

*The Project Plan is an essential document for any project, which is developed by the Project Manager, at the start of the Project Planning Phase.*

### **How to use this template**

*This template incorporates all of the key elements typically included in a Project Plan document. Sections may be added, removed or redefined at your leisure to meet your particular business circumstance. Example tables, diagrams and charts have been added (where suitable) to provide further guidance on how to complete each relevant section.*

## 1 Project Overview

### 1.1 Project Description

[Describe the approach the project will use to address the business problem, including summarizing how the project will deliver the expected business outcomes and performance objectives.]

### 1.2 Project Scope

[Describe the project scope by defining what the project will and will not accomplish. Provide a list of deliverables, services, and/or solutions expected as outcomes of the project. Note: Sample scope items have been included for illustrative purposes only:]

Project Scope Description	Project Phase
<i>Reporting and Analytics</i>	
Business Intelligence/Reporting from new Service Management Application.	[Enter Project Phase]
[Enter Description of Scope Item]	[Enter Project Phase]
<i>System Process Integration</i>	
Integration of Service Management Application customer account data into Oracle Accounting Application.	[Enter Project Phase]
[Enter Description of Scope Item]	[Enter Project Phase]
<i>System Administration</i>	
System Security/Authentication	[Enter Project Phase]
[Enter Description of Scope Item]	[Enter Project Phase]
<i>[Enter Name of Functional Area]</i>	
[Enter Description of Scope Item]	[Enter Project Phase]
[Enter Description of Scope Item]	[Enter Project Phase]
[Enter Description of Scope Item]	[Enter Project Phase]
<i>[Enter Name of Functional Area]</i>	
[Enter Description of Scope Item]	[Enter Project Phase]
[Enter Description of Scope Item]	[Enter Project Phase]
[Enter Description of Scope Item]	[Enter Project Phase]

[Provide a brief description of items that were included in the Project Proposal, Business Case or were discussed/documentated during any project activity that will not be included in the scope of the project:]

Project Components Out of Scope
[Enter Description of Out of Scope Item]
[Enter Description of Out of Scope Item]
[Enter Description of Out of Scope Item]