How to use:

Note: This template was created with Microsoft Word. Follow the prompts (in [...] brackets).

Instructions

1. When the template is complete, the document can be printed and approved.
2. Prior to printing, you should delete all [....] prompt text.
3. Save the document by selecting the "Save As" command. You must specify your own directory for your project.

Quality criteria

Once the document is complete check it against the quality criteria below. (Note: these quality criteria are taken from *Managing Successful Projects with PRINCE2 (Axelos Limited. (2017). Managing Successful Projects with PRINCE2 (6th Edition). London: The Stationery Office Ltd.)*.

- The plan is achievable.

- Estimates are based on consultation with those responsible for the people who will undertake the work, and/or historical data.

- Team managers agree that their part of the plan is achievable.

- It is planned to an appropriate level of detail (not too much, not too little).

- The plan conforms to required corporate, programme management or customer standards.

- The plan incorporates lessons from previous projects.

- The plan incorporates any legal requirements.

- The plan covers management and control activities (such as quality) as well as the activities to create the products in scope.

- The plan supports the quality management approach, change control approach, risk management approach, communication management approach and project approach.

- The plan supports the management controls defined in the PID.

Plan

Project:

Release:

Date:

Author:

Owner:

Client:

Document Ref:

Version No:

2   Plan description

[A brief description of what the plan encompasses (i.e. project, stage, team, exception) and the planning approach.]

3   Plan prerequisites

[Any fundamental aspects which must be in place, and remain in place, for the plan to succeed.]

4   External dependencies

[Dependencies which may influence the plan.]

5   Planning assumptions

[Assumptions upon which the plan is based.]

6   Delivery approaches

[A description of the approaches to be used.]

7   Lessons incorporated

[Details of relevant lessons from previous similar projects which have been reviewed and accommodated within this plan.]

8   Monitoring and control

[Details of how the plan will be monitored and controlled.]

9   Budgets

[Time and cost budgets, including provisions for risks and changes.]

10   Tolerances

[Time, cost and scope tolerances for the level of plan (it may also include more specific management stage or team level risk tolerances.)]

11   Product descriptions

[Descriptions of the products within the scope of the plan (for the project plan this will include the project's products; for the stage plan this will be the management stage products; and for a team plan this should be a reference to the work package assigned).]

12   Schedule

[This may include graphical representations as:

- A Gantt or bar chart

- A product breakdown structure

- A product flow diagram

- An activity network

- A table of resource requirements, by resource type (e.g. four engineers, one business analyst)

- A table of requested/assigned specific resources, by name (e.g. Nikki, Jay, Francesca).]