Project Plan

Template

Project Name

Managing Operations and Projects

LSBM204

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| **Project Manager** |
| Name:  | ID Number: |
| Expected Project Start Date:  | Expected Project Close Date: |

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***Please note:*** *guidance is given in italics and highlighted in blue.*

*Sections marked as* ***[ Optional ]*** *must be completed in order to attain B grade and above and carry approximately 20% of marks in this assignment.*

*Please delete/amend any text in blue (including this!).*

# Section 1. Scope Management Plan

## 1.1 Project Description

*Describe briefly what this project is about by providing details about the project and its background.*

* + 1. Project Objectives

*Define key project objectives of undertaking the project.
It’s crucial to be specific for setting up effective goals. Follow SMART method to create your project goals and make them specific, measurable, achievable, realistic and time-bound where applicable. The more specific you would be in your objectives, the stronger the understanding of your entire project team will be.*

## 1.2 Project Scope

*Describe the project scope by defining what the project will accomplish. Provide an outline or bulleted list of deliverables, services, and/or solutions expected as outcomes of the project.*

***Hint:*** *do not confuse with objectives. Think about what areas are within scope for the project. You may want to state a few areas that are out of scope.*

## 1.3 Assumptions

*Describe any project assumptions related to the planning, resources, scope, expectations, activities or schedules etc. This could simply be done as bullet points. Assumptions are events that are expected to occur during a project’s life cycle, often without any proof. They are accepted as truths and are the events that you are expecting to happen for usual proceedings.*

## 1.4 Constraints

*Describe the limiting factors, or constraints, that restrict the project team’s options regarding planning, budget, time, scope, activities, scheduling, management of the project etc. This could be done as bullet points or in a tabular format, if applicable. It is important to be clear and complete in every bullet point but concise.
Hint: Constraints are clearly known limitations at the beginning of the project. For example, the limited time, budget, resources, skills you have for the project.*

## 1.5 Project Roles and Responsibilities

*List key members of the project team to be involved from initiating to closing of the project with their corresponding roles and responsibilities. This should preferably be done in as a table.*

## 1.6 Responsibility Assignment Matrix (RAM) – [ Optional ]

*Identify team personnel who will be directly responsible for each task in projects development. RAM is often developed in conjunction with the WBS of a project.*

***Hint:*** *do not confuse with roles and responsibilities. E.g. project manager is a role and ensuring project runs within time, scope, budget are responsibilities (both in previous section). Undertaking research, is an example of a task that you could consider (in this section).*

## 1.7 Project Work-breakdown Structure (WBS)

*Include a work breakdown structure defining all the things a project needs to accomplish, organised into multiple levels, and displayed as a list as well as graphically.*

*To create a good WBS, you need a thorough understanding of the project’s scope, your team’s capabilities, and your stakeholders’ requirements.*

***Note:*** *One of the fundamental features of a WBS is: it describes deliverables, not the activities necessary to get there. Every item in the WBS must correspond to an end-product (real or virtual). If there are any verbs in your WBS, then you might be doing something wrong.*

*Also, it is important to keep a clear distinction between deliverables and work-packages. Don’t forget that a work-package is a deliverable at the lowest level of your WBS.*

## 1.8 WBS Dictionary – [ Optional ]

*Preferably in a table format, the WBS dictionary should outline the definition and scope of key elements/terms contained in your WBS. It is a supporting document meant to help incoming project teams understand each work package better.*

*You don't necessarily need a WBS dictionary, especially if the project is simple or limited in scope. For complex projects however, the dictionary can greatly improve clarity.*

***Hint:*** *Although, it could be done for each element in your WBS, you only need to demonstrate your understanding of having a WBS dictionary in your project plans. Consider doing this for only a few key elements/terms from your WBS.*

# Section 2. Time Management Plan

## 2.1 Project Milestones – [ Optional ]

*Setting milestones help you to keep track of major events and pending decisions. Some examples of typical milestones could be: project/task started or ended, documents signed-off, budget checks completed, external or internal reviews occurred, tests or inspections done etc.*

*Without milestones, project managers will end up only monitoring a multitude of individual tasks. Although, the completion of tasks is clearly important, but a bigger picture is required to keep projects on track and to ensure successful, timely completion of all deliverables.*

## 2.2 Project Activity/Time/Dependency base table

*Provide a schedule of all the anticipated project activities, time duration and dependencies. This should be done in a table, following the format of examples discussed in lectures, seminars and workshops.*

## 2.3 Project Network Diagram

*Include Network diagram of your project with the application of forward and backward pass as well as the critical path.*

*Ensure to include only the work-packages (activities at the lowest level of WBS) in your network diagram, and not the main deliverables.*

*This can be done using a project management software as suggested during lectures, seminars and workshops as well as on Canvas.*

*if there are any issues creating a Network diagram with a project management software, then you can also do it in MS-Word. A sample node has been provided on Canvas that can be used to create your network diagram in MS-Word.*

## 2.4 Project Gantt Chart

*Include Gantt chart of your project here. Unlike your network diagram, ensure to include each element in your WBS that includes, all deliverables, sub-deliverables and work-packages.*

*A Gantt chart is a very useful tool that can help you see the start and finish date of the project, the project tasks, people working on each task, the task start and finish date, duration of each task, task groupings, overlaps and links with each other.*

*Your Gantt chart should be created using a project management software as suggested during classes and on Canvas (for example Project-Libre or MS-Project). You can also do it in Excel if there are any issues creating a Gantt chart with a project management software.*

# Section 3. Cost Management Plan

## 3.1 Cost Breakdown and Budget

*Identify the resources required (e.g., personnel, equipment, facilities etc) that will be needed for the project.*

*Specify all the project requirements that have implications on the budget and their* ***specific costs****. (e.g., personnel, marketing, food, drinks, entertainment, sales, promotions printing, etc). A detailed breakdown of all possible costs of the project would be expected to determine project budget. List of identified resources and work breakdown structure (WBS) can be vital for project cost breakdown. Also, ensure to consider contingency / management reserves for the unexpected.*

*This should be done as a table following the sample discussed in lectures, seminars and workshops. Include as many elements as possible in your costing estimate for a more accurate estimate.*

## 3.2 Project Cost Baseline

*Determine the project cost baseline and specify where and when the budget will be spent. This should preferably be done as a table following the format of examples discussed in relevant lecture, seminars and workshops.*

# Section 4. Communication Management Plan

## 4.1 Project Stakeholders

*Identify potential stakeholders and their interests in the project.*

## 4.2 Stakeholder Communication Plan

*Describe the different ways that will be used for communication with project teams and external stakeholders for the project and specify communication time and frequency where possible.*

# Section 5. Risk Management Plan

## 5.1 Risk Identification, Analysis and Action Plan

*Identify the possible risks to the project. Risks can be identified by using various methods and techniques like brainstorming, interviews, risk factor tables, checklists, past experiences, group discussions etc. A Risk Register or its equivalent is developed as part of this section.*

*Analyse risks to determine severity (that is to determine, which risks are the most important ones to address). This can be done by considering the probability of the risk happening and potential impact it may have on the project. This will lead to making an action plan for each risk. That is, how the risk will be addressed or what will be done to eliminate each risk or minimize its probability and/or impact. A table format is highly recommended.*

*Hint: Risks are unknown until they happen. For example, “bad weather” could be a potential risk for an outdoor event but would stay unknown until the day/time of the event.*

## 5.2 Project Risk Matrix – [ Optional ]

*A risk matrix of your project can be included here. Examples are also available in module materials.*