

Project Plan: *Project Name*

Version: 1.0

Date:

**Author:**

Revision Chart

| Version | Primary Author(s) | Description of Version | Date Completed |
| --- | --- | --- | --- |
| Initial –  |  | This is the original project plan developed.  |  |
|  |  |  |  |
|  |  |  |  |

Contents

1. Project Description 3

1.1 Project Overview 3

1.1.1 Background 3

1.2 Project Scope 3

1.2.1 Objective(s) 3

1.2.2 Description of Scope 3

1.2.3 Project Major Activities (For detail schedule see Section 5.1) 3

1.2.4 Project Major Deliverables 3

1.3 Budget 4

1.4 Other Related Projects 4

2. Project Organization 5

2.1 Staffing Plan/Project Team 5

2.2 Project Roles and Responsibilities 5

3. Project Management Processes 6

3.1 Project Communications 6

3.2 Quality Management 6

3.3 Change Control Process 6

3.4 Risk Management 6

3.5 Configuration Management 6

3.6 Deliverable Acceptance 6

4. Project Plan Sign off 7

5. Appendices 8

5.1 Project Schedule 8

5.2 Definitions and Acronyms 8

5.3 Change Request Form 9

5.4 Project Status Report 9

# Project Description

## Project Overview

|  |  |
| --- | --- |
| Project Name | Project name |
| Project Sponsor | Name of project sponsor |
| Requestor/Customer | Name of person requesting project |
| Proposed Manager | Name of project manager |
| Projected Dates |  |

### Background

* *Briefly describe the current environment and any background information that will help understand the project.*

## Project Scope

### Objective(s)

The objectives of this project are:

### Description of Scope

* *Describe the boundaries of this project. What is included in this project? Useful questions: What business area is targeted? What function within the business area is included? Are the following included: conversion, training, interfaces, transition, maintenance and operations?*

#### Exclusions from Scope

* *Describe what is NOT included in this project.*

### Project Major Activities (For detail schedule see Section 5.1.)

The project involves the following major activities:

### Project Major Deliverables

Listed below are the planned deliverables and the acceptance criteria for each deliverable.

* *Determine the acceptance criteria for the deliverables. If details are unknown at plan time, specify when these criteria will be finalized and the form they will take.*
* *Example:*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Deliverable*** | ***Responsibility*** | ***Acceptance Criteria*** | ***Approval*** |
| *Statement of Work (example)* | *John Doe, DHHS workgroup project manager* | *Must use the standard SOW format and content defined for the PKI program*  | *Workgroup SponsorProject Sponsor* |
| Project Charter | Project Manager | * The team agrees that it defines the project scope appropriately
* It is in the appropriate format
* There are no spelling or grammar errors
 | Sponsor  |
| Project Plan | Project Manager | * The team agrees that it details how the project will deliver the scope defined
* It is in the appropriate format
* There are no spelling or grammar errors
 | Sponsor |

## Budget

* *Determine the budget for the project. Include all expense planned including salaries for staff and contractors, hardware or software and other items that are purchased.*

## Other Related Projects

# Project Organization

## Staffing Plan/Project Team

## Project Roles and Responsibilities

Add or delete roles as necessary for this project.

| Responsibility | Persons responsible |
| --- | --- |
| Customer Contact/Project Manager |  |
| Programmers – Technical Staff |  |
| Quality Assurance Manager |  |
| Documentation Manager |  |
| Requirements Development |  |
| Testing |  |
|  |  |
| Project Plan Signoff |  |
| Project Acceptance |  |

# Project Management Processes

This section describes the process that will be used to control the execution of the project by the project team.

## Project Communications

* *Identify the key stakeholder(s) of the project. Include not only the key customers but also the other ITS groups that may be impacted. Describe what information they will get, when they will get it, and how they will get it during this project. Use the Communication Plan template for large projects. Attach it in the appendices or insert it in this section when complete.*

## Quality Management

* *Describe what steps will be taken to ensure the quality of the deliverables*. *Use the Quality Management plan template for large projects to outline. Attach it in the appendices or insert it in this section when complete.*

## Change Control Process

* *Describe the change control process that will be used on the project*. *Make sure to review with the project team and key stakeholders.*

## Risk Management

* *Describe the risk management process that will be used on the project. Make sure to review with the project team and key stakeholders.*

## Configuration Management

* *Describe the configuration management process that will be used on the project. Use the Configuration Management plan template for large projects to document. Attach it in the appendices or insert it in this section when complete.*

## Deliverable Acceptance

* *The focus of this section is to define the process for submitting, approving and rejecting deliverables.*

# Project Plan Sign off

Signing below indicates approval of the project plan for [project name].

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Sponsor Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CCIT Representative Date

# Appendices

## Project Schedule

###### Insert MS Project schedule here.

## Definitions and Acronyms

Project Team – Includes the assigned CDHS OITS and OBHH staff, and other resources that may be deemed necessary and are assigned to work together on this project.

For example:

CMS – Centers for Medicare and Medicaid Services

CDHS – Colorado Department of Human Services

OITS – Office of Information Technology Services

OBHH – Office of Behavioral Health and Housing

MHS – Mental Health Services

## Change Request Form

*Insert change request form here.*

## Project Status Report

Insert status report from here.