



Project Plan

1. Background

What is the background to the plan?

- Analysis. What are the most important features of the current situation?
- Drivers/Obstacles. What is helpful? What are the problems?
- Options. What are the possible options? Which am I choosing? Which am I ignoring?

2. Purpose

What is the purpose of the plan?

- Vision. What am I hoping things will look like in future? When?
- Outputs. What will be the physical outputs (report, plan, policy, person, building, equipment, business etc.) of implementing the plan?
- Benefits. What are my intended outcomes, benefits and results?

3. Approach

How am I going to implement the plan?

- Responsibilities, Timetable, Costs. Who will do what? When will they do it? How much will it cost?
- Communication. How will I handle communications and potential conflicts?
- Assumptions, Dependencies, Risks. What are my assumptions? What are the important dependencies and risks? How will I manage the most important dependencies and risks?