

Outline for Project Plans

Each Project Plan should be no more than **10 pages**, in 12 point typeface and with margins no smaller than 1 inch. The Plan should not overly emphasize scientific or engineering justification but should instead focus on how the project will be conducted. Each Plan should include the following components, and it will facilitate comparison of plans if each follows this outline to the extent appropriate for the individual project::

- I. Project Goal and Objectives (expanded from the Statement of Opportunity)**
 - A. Goal
 - B. Objectives with specific milestones for each objective
 - C. Functional specifications for the final product (where appropriate)
 - D. *Brief* justification (following that in the Statement of Opportunity)
- II. Statement of Scope**
 - A. What event(s) will determine when the project is complete?
 - B. What criteria will be used to judge if the project is successful?
 - C. Specify any other limits that help define what is included and what is excluded
- III. Overview of tasks (WBS): A table or listing that includes, for each task:**
 - A. The result or product of the task
 - B. Other tasks that must be accomplished before the task can start
 - C. The duration of the task
 - D. The resources needed (non-labor [\$] and labor [person-months])
- IV. Project Network Diagram**

[A graphic representation of the sequence of tasks and their interdependences – see the explanatory file (URL given below)]
- V. Project Schedule**
 - A. Project duration, justified by analysis of the network diagram
 - B. Gantt chart or other graphic or tabular depiction of the task schedule
 - C. Identification of any schedule contingencies included
- VI. Resource Needs**
 - A. Estimate total resources required for the project, justified by the WBS
 - B. Identify key positions
 - C. Identify when they are required for success of the project
 - D. Budget details as appropriate
- VII. Management Plan**
 - A. Who will assume overall responsibility?
 - B. What assistance will that person need?
 - C. How will progress be monitored?
 - D. Who will track the budget and resources?
- VIII. Risk Analysis**
 - A. What are the primary risks?
 - B. How has planning anticipated them?
 - C. What management steps will be needed to control them?

For more information and instructions on these components, please see <http://www.atd.ucar.edu/generalinfo/ProjectPlanInstructions.pdf>