

Appendix 10: Sample project plan

<project name>

Project name: <enter project name >

Date: <enter date of last changes>

Project leader: <enter name(s) of project leader(s)>

Phase: <enter one of the following: initiation phase, definition phase, design phase, development phase, implementation phase or follow-up phase>

For approval: <name + signature of project leader>

Date:

For approval: <name + signature of client>

Date:

Introduction:

This document is a brief instruction book for compiling a project plan. The first project plan is developed after the initiation phase and serves as an approval document for the entire project. After each phase, this document must be revised. A detailed plan must be developed for the next phase. For the subsequent phases, the plan will be of a more global nature. Evaluation of this document also takes place after each phase.

General information about the project

1. Situation sketch and problem definition of the project

- Provide a brief description of the organisation in which the project will take place.
- Provide a brief description of the department(s) in which the project will take place.
- Provide a brief description of any relationships between this project and any others.
- Provide a brief description of the history of this project.
- Provide a brief description of the catalyst for this project.
- Identify the client(s) for this project.
- Identify the contractor for this project.

2. Project assignment

- Explain the rationale for this project; follow the SMART formula as closely as possible.
(SMART=specific, measurable, attainable, realistic, timely).
- Identify what will be delivered.
- Identify the most important boundaries of the project (what will not happen).

3. Risk analysis

- Identify the risks that are known in this project.
- Specify how these risks will be handled (avoiding, fighting, insuring, accepting).

4. Organisation of the project

This section of the project plan provides a description of the phases, activities in each phase and the associated control factors of the project. The plan is elaborated globally for the more remote phases and in concrete and specific terms for the next phase. This sample begins from the compilation of the initial project plan and thus with the initiation phase. This section of the project plan should be revised after *each* phase.

4.1 Explanation of the project/management model that will be applied

This project plan is based on the waterfall method/DANS method <select one of the models here>, which is described in the DANS Handbook for Project Management. The handbook is included with this project plan.

4.1.1 Initiation phase

This project plan is the result of the initiation phase. This phase requires no further detailed elaboration. A summary of the activities that have taken place in preparation may be included.

4.1.2 Definition phase

Planned starting date: <date>

Planned ending date: <date>

Description of the result of the definition phase:

A list of requirements concerning the project result will be compiled in the definition phase.

Most important milestones: <(example)>

- List of functional requirements
- Research on legal requirements
- Requirements from interviews with end users
- Requirements from end-user tests
- Report of technical requirements
- Client approval of list of requirements

<Specify when each milestone will be accomplished and who is responsible. Specify the required quality for each milestone (intermediate product).>

Activities in the definition phase:

Provide a list of the activities that must take place in order to achieve the milestones. Specify who will carry out these activities, when and by whom they will be approved (ultimate responsibility).

Timeline:

Include a chronological list of activities using a bar graph or similar visual aid. Provide a clear indication of the timing of all milestones. Do not forget to include margins.

Budget:

Provide an estimate of the costs for each activity in this phase. In addition, specify the costs for materials and supplies, as well as any other costs. Refer as necessary to external documents that specify the costs (see also the separate model for budgets).

Internal information:

Indicate how the information from this phase will be recorded and archived. Specify any resources that will be used and, if necessary, who will or will not have access to this information.

External information:

The approval of this phase by the client/customer is an important information moment. Indicate the reports that must be submitted to the client, customer or external management after this phase.

4.1.3 Design phase

Planned starting date: <date>

Planned ending date: <date>

Description of the result of the design phase:

A (number of) design(s) for the intended project result will be made in the design phase.

Most important milestones: <(example)>

One or more dummies

Screen design

Photo impressions/sketches

<Specify when each milestone will be accomplished and who is responsible. Specify the required quality for each milestone (intermediate product).>

Activities in the design phase:

Provide a list of the activities that must take place in order to achieve the milestones. Specify who will carry out these activities, when and by whom they will be approved (ultimate responsibility).

Timeline:

Include a chronological list of activities using a bar graph or similar visual aid. Provide a clear indication of the timing of all milestones. Do not forget to include margins.

Cost estimates:

Provide an estimate of the costs for each activity in this phase. In addition, specify the costs for materials and supplies, as well as any other costs. Provide an estimate of the costs for each activity in this phase. As necessary, refer to an external document that contains the costs. Do not forget to include a category of 'unexpected costs' and the costs of project management itself (also see the separate model for budgets). As necessary, refer to an external document that contains the costs (also see the separate model for budgets).

Internal information:

Indicate how the information from this phase will be recorded and archived. Specify any resources that will be used and, if necessary, who will or will not have access to this information.

External information:

The approval of this phase by the client/customer is an important information moment. Indicate the reports that must be submitted to the client, customer or external management after this phase.

After the design phase, the waterfall method continues with the development phase; the DANS method for software development continues with the cyclical section. The various possibilities are described together below. One of the two options must be chosen for the preparation of a project plan.

4.1.4 Development phase <(Waterfall only)>

Planned starting date: <date>

Planned ending date: <date>

Description of the result of the development phase:

During the development phase, an action plan will be developed in preparation for the implementation phase. <Note: This phase is not always necessary for every project. Particularly for smaller projects, this phase may be omitted.>

Most important milestones: <(example)>

Action plan, Part 1

Action plan, Part 2

etc.

<Specify when each milestone will be accomplished and who is responsible. Specify the required quality for each milestone (intermediate product).>

Activities in the development phase:

Provide a list of the activities that must take place in order to achieve the milestones. Specify who will carry out these activities, when and by whom they will be approved (ultimate responsibility).

Timeline:

Include a chronological list of activities using a bar graph or similar visual aid. Provide a clear indication of the timing of all milestones. Do not forget to include margins.

Cost estimates:

Provide an estimate of the costs for each activity in this phase. As necessary, refer to an external document that contains the costs. Do not forget to include a

category of 'unexpected costs' and the costs of project management itself (also see the separate model for budgets).

Internal information:

Indicate how the information from this phase will be recorded and archived. Specify any resources that will be used and, if necessary, who will or will not have access to this information.

External information:

The approval of this phase by the client/customer is an important information moment. Indicate the reports that must be submitted to the client, customer or external management after this phase.

4.1.5 Implementation phase <(waterfall only)>

Planned starting date: <date>

Planned ending date: <date>

Description of the result of the implementation phase:

The project result will be built in the implementation phase.

Most important milestones: <(example)>

Element 1 of the implementation

Element 2 of the implementation

etc.

<Specify when each milestone will be accomplished and who is responsible. Specify the required quality for each milestone (intermediate product).>

Activities in the implementation phase:

Provide a list of the activities that must take place in order to achieve the milestones. Specify who will carry out these activities, when and by whom they will be approved (ultimate responsibility).

Timeline:

Include a chronological list of activities using a bar graph or similar visual aid.

Provide a clear indication of the timing of all milestones. Do not forget to include margins.

Cost estimates:

Provide an estimate of the costs for each activity in this phase. In addition, specify the costs for materials and supplies, as well as any other costs. As necessary, refer to an external document that contains the costs (also see the separate model for budgets).

Internal information:

Indicate how the information from this phase will be recorded and archived. Specify any resources that will be used and, if necessary, who will or will not have access to this information.

External information:

The approval of this phase by the client/customer is an important information moment. Indicate the reports that must be submitted to the client, customer or external management after this phase.

4.1.6 Cyclical phase <(only the DANS method for software development)>

Planned starting date: <date>

Planned ending date: <date>

Description of the result of the implementation phase:

During the cyclical phase, the project result will be further examined, specified and built.

Number of hours available for the cyclical phase:

Indicate how many hours are available for the cyclical phase, possibly distributed over the various team members, if the distribution is not equal.

Preliminary estimate of the number of cycles and their products <(example)>

Cycle 1: basic architecture

Cycle 2: interaction between servers

Cycle 3: interaction with customer

etc.

This section is important primarily for compiling the initial project plan. As the cyclical phase approaches, the planning system shifts to the use of story cards (see DANS Handbook for Project Management).

Participants in the cyclical phase:

Provide a list of participants in the cyclical phase and their responsibilities:

<example>

Jan Jansen: Programmer

Piet Pietersen: Programmer

Marie Pedro Del Mar: Programmer

Kees Keeszoon: Designer (interaction and graphics)

Client: Process information and testing

etc.

Cost estimates:

Provide an estimate of the costs for each activity in this phase. In addition, specify the costs for materials and supplies, as well as any other costs. As necessary, refer to an external document that contains the costs (also see the separate model for budgets).

Internal information:

Indicate how the information from this phase will be recorded and archived. Specify any resources that will be used and, if necessary, who will or will not have access to this information. <Story cards will be used, possibly supplemented with a project log, CVS system, bug tracker and tools (e.g. Xplanner)>.

External information:

The approval of this phase by the client/customer is an important information moment. Indicate the reports that must be submitted to the client, customer or external management after this phase.

4.1.7 Follow-up phase<(waterfall and DANS method for software development)>

Planned starting date: <date>

Planned ending date: <date>

Note: Provide a clear indication of when evaluation will end in the project team.

Description of the result of the evaluation phase:

The project will be completed during the follow-up phase. Indicate what is and is not included in completion.

Most important milestones: <(example)>

Project report

Transfer document for administrative organisation

Project website with user information

etc.

<Specify when each milestone will be accomplished and who is responsible. Specify the required quality for each milestone (intermediate product).>

Activities in the follow-up phase:

Provide a list of the activities that must take place in order to achieve the milestones. Specify who will carry out these activities, when and by whom they will be approved (ultimate responsibility).

Timeline:

Include a chronological list of activities using a bar graph or similar visual aid.

Provide a clear indication of the timing of all milestones. Do not forget to include margins.

Cost estimates:

Provide an estimate of the costs for each activity in this phase. In addition, specify the costs for materials and supplies, as well as any other costs. Refer as necessary to external documents that specify the costs (also see the separate model for budgets).

Internal information:

Indicate how the information from this phase will be recorded and archived. Specify any resources that will be used and, if necessary, who will or will not have access to this information.

External information:

The approval of this phase by the client/customer is an important information moment. Indicate the reports that must be submitted to the client, customer or external management after this phase.

Overview

The final section of the project plan provides an overview of the costs and the timeline for the entire project.

Phase	Expected starting date	Expected date of completion	Total cost estimate
Definition			
Design			
Preparation			
Implementation			
Follow-up			
		<i>Total:</i>	