IQSS Technology Services

Project Plan Template

1. Introduction

1.1. Project Name:

1.2. Project Plan Author(s):

(The Author will typically be the responsible project lead, who doesn’t necessarily have the majority of the implementation effort. The project lead may delegate authorship of various sections of the project plan, so any contributing author should also be listed here.)

1.3. Project Plan Date:

(Use version numbers to indicate updates to the Project Plan.)

1.4. Project Summary:

(Provide a short, at most 3-4 sentence, description of the project, its goals, and its deliverables.)

1.5 Project Roles:

(Describe all roles for the project. These may include Project Lead, Designer, Implementer, Tester, Sustainer, etc., as many roles as are necessary to complete the project through deployment. Also include any Technical / Code Reviewers.)

1.6 Project Stakeholders:

(Identify any Stakeholders who have interest in the outcome of the project. Not all Stakeholders will necessarily be part of the Project team, but each Stakeholder should be identified to have input into the project requirements and how the deliverables are deployed.)

1.7. Reference Documents:

(Include any documents or links that provide context about the project or related projects. Also, include pointers to any tickets with relevant context for this project.)

1.8. Approvals

(List the approvers for this project plan.)

2. Business Aspect

2.1. Business Need:

(Describe who are the consumers of the project deliverables, including customer groups and/or internal technical groups. Describe why the project is needed and its projected business value/impact in terms of numbers of users, amount of use, cost savings, etc. If this is a service for which IQSS will charge, include the projected charge.)

2.2 User requirements

(List here specific user requirements provided by the Stakeholders. Since there is no formal Requirements document, this is where we can record Stakeholder input.)

2.3. Project Cost:

(List the cost of the project in terms of time for people resources and dollars for capital/expense items. Include costs for deployment, both up front overhead and recurring costs.)

3 Technical Aspect

3.1. Technical Description:

(Describe the deliverables of the project, including new functionality, functional changes, new API or commands, changes to an environment, changes in service.)

3.2 Design

(Describe how the new functionality will be implemented. Include any justifications for critical choices and why the choices are better than alternatives.)

3.3. Technical Dependencies / Risks:

(List any other systems or projects on which this project depends to be successful. Also, list any projects depending on deliverables from this project. Describe the impact if the dependency is not delivered. Describe any risks to the successful completion of this project.)

3.4. Test Plan:

(List all phases of testing. For each phase, list all the test cases and describe the mechanism for testing each test case.)

3.5. User Communication Plan:

(Describe how the milestones and deliverables will be communicated to key stakeholders and advertised to the consumers.)

4 Project Schedule

4.1. Key Milestones

(List all key milestones and target calendar dates for the milestones, including delivery dates for the project deliverables.)

4.2. Implementation tasks

(List all tasks required to implement the deliverables with an owner and effort estimates for each task. Break down tasks into at least one-week granularity or less.)

4.3. Deployment tasks

(List all tasks required to deploy the deliverables with an owner and effort estimates for each task. Include tasks identified in the User Communication Plan.)