# Plan Description

(Covering a brief description of what the plan encompasses (i.e. project, stage, team, exception) and the planning approach)

# Plan Prerequisites

(Containing any fundamental aspects that must be in place, and remain in place, for the plan to succeed)

# External Dependencies

(That may influence the plan)

# Planning Assumptions

(Upon which the plan is based)

# Lessons Incorporated

(Details of relevant lessons from previous similar projects, which have been reviewed and accommodated within this plan)

# Monitoring and Control

(Details of how the plan will be monitored and controlled)

# Budgets

(Covering time and cost, including provisions for risks and changes)

# Tolerances

(Time, cost and scope tolerances for the level of plan (which may also include more specific stage- or team-level risk tolerances))

# Product Descriptions

(Covering the products within the scope of the plan (for the Project Plan this will include the project’s product; for the Stage Plan this will be the stage products; and for a Team Plan this should be a reference to the Work Package assigned). Quality tolerances will be defined in each Product Description)

**A16- Plan**

# Schedule

This may include or reference graphical representations of the following:

|  |  |
| --- | --- |
| * Gantt or bar chart
 | * Activity Network
 |
| * Product breakdown structure
 | * Table of resource requirements – by resource type (e.g. four engineers, one test manager, one business analyst)
 |
| * Product flow diagram
 | * Table of requested/assigned specific resources –by name (e.g. Nikki, Jay, Francesca)
 |

The Schedule may also be in the form of a Product Checklist as shown below

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Product Identifier** | **Product Title** | **Product****Description approved** | **Draft Ready** | **Final Quality****Check completed** | **Approved** | **Handed Over (if****applicable)** |
| **Plan** | **Actual** | **Plan** | **Actual** | **Plan** | **Actual** | **Plan** | **Actual** | **Plan** | **Actual** |
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