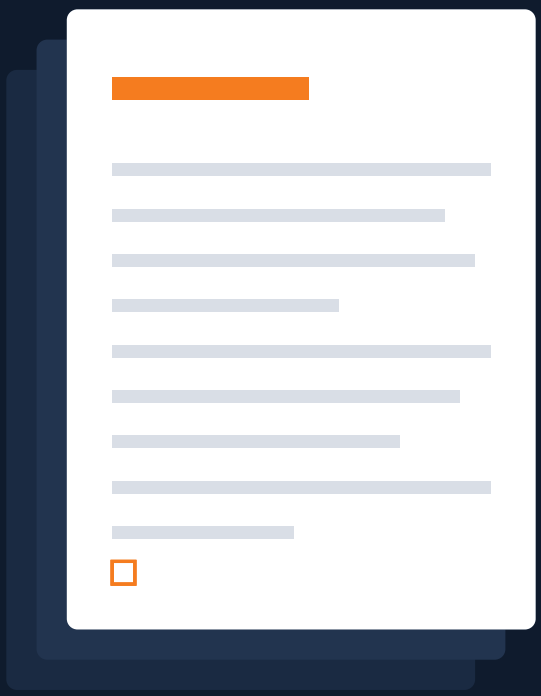
Documentation
Services Lab



FREE TEMPLATE

PROJECT MANAGEMENT

Project Plan

The roadmap for delivering the project: schedule, resources, budget, communication and controls.

PHASE

Planning

PRIMARY USERS

Project Managers, Team Leads

About this template

The Project Plan turns the charter into an executable plan. It breaks work into phases and tasks, assigns owners and dates, sets the budget and defines how the project will be communicated, monitored and controlled.

Detail	
Phase	Planning
Primary users	Project Managers, Team Leads

How to use it

- Replace every *[grey bracketed placeholder]* with your own details.
- Delete the orange **Guidance** boxes and green **Example** boxes before you publish or circulate it.
- Add or remove table rows as needed; keep the section order so readers can find things quickly.

Document Control

Project name		**Project ID**	
Project manager		**Sponsor**	
Version		**Date**	

Version	Date	Author	Summary of changes
[1.0]	*[DD/MM/YYYY]*	*[Name]*	*[Initial release]*

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01 Project Summary

Objective		**Start date**	
End date		**Budget**	
Methodology			

02 Work Breakdown Structure

GUIDANCE *Break deliverables into manageable work packages.*

WBS ID	Deliverable / work package	Owner
1.0		
1.1		
2.0		

03 Schedule & Milestones

Phase / task	Start	End	Owner	Depends on

04 Team & RACI

Deliverable	[PM]	[Lead]	[Team]	[Sponsor]

05 Budget

Category	Estimate	Actual	Variance
Labour			
Software / licences			
Hardware			
Contingency			
Total			

06 Communication Plan

Audience	Information	Frequency	Channel	Owner
[Sponsor]	*[Status report]*	*[Weekly]*		

07 Quality Plan

Quality standards	
Review / acceptance process	
Tools	

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08 Monitoring & Control

Status reporting	
Change control process	
Risk review cadence	
Issue escalation path	

09 Plan Approval

Role	Name	Signature	Date
Project Manager			
Sponsor			

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