PROJECT DETAILS

Project Name: Click here to enter text.

Project Lead: Click here to enter text.

Project Manager: Click here to enter text.

Sponsor: Click here to enter text.

**Project Type:**  Service Support

**Related Projects:** Click here to enter text.

|  |  |
| --- | --- |
| Project Plan Approval Date | MM/DD/YY |

WHAT ARE WE DOING

PROJECT SCOPE

In Scope:

Out of scope:

PROJECT REQUIREMENTS / DELIVERABLES

PROJECT SCHEDULE (When will the work be started / completed)

|  |  |
| --- | --- |
| Task | Timeframe |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

PROJECT STAFFING (Who will perform the work)

|  |  |  |
| --- | --- | --- |
| Who | Skillset / Team | Estimated Time Commitment |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

PROJECT STAKEHOLDERS (Who will the team need to engage with)

|  |  |  |
| --- | --- | --- |
| Name | Department | Purpose of Engagement |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

PROJECT BUDGET (What will this cost)

*<The project budget outlined the costs needed to complete the project. The budget should include best estimates of labor hours, hardware, software, and licensing costs from the next three to five years>*

The actual project budget for the implementation is:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| Hardware |  |  |  |  |  |
| Software & Licensing |  |  |  |  |  |
| Labor |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\*ITS Labor=$95/hour

**Estimated ITS Labor Hours**

|  |  |  |
| --- | --- | --- |
| Team | Project Labor Estimate | Ongoing Annual Support Hours |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

COMMUNICATIONS PLAN

*<Defines the various individuals or groups that will need to be communicated with and the methods used for those communications>*

|  |  |  |  |
| --- | --- | --- | --- |
| **Target Audience** | **Primary Contact** | **Purpose/Description of Communication** | **Communication Method  (Push, Pull, Interactive)** |
|  |  |  |  |

RISK MANAGEMENT PLAN - Optional

*<Identify and document potential risks to your project. Asses each risk, the likelihood of occurrence, and impact the risk has on the project. Develop risk mitigation strategies>*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Number** | **Risk Description** | **Likelihood (H,M,L)** | **Impact (H,M,L)** | **Mitigation Strategy** |
|  |  |  |  |  |

ISSUE TRACKING AND RESOLUTION – Optional

*<Define how issues are identified, evaluated, assigned and track for resolution>*

CHANGE CONTROL PLAN – Optional

*<Provide a change management process for changes to project scope, schedule, budget, and quality. Define how changes will be identified, evaluated, assigned, and tracked for resolutions>*

METRICS / KEY PERFORMANCE INDICATORS – Optional

<List important metrics and/or key performance indicators that you will be gathering/tracking as the project is implemented>