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Training & Coaching IT Programme & Project Managers
This is a **FREE** "Project Plan Template" provide by
PMadvice.

Website: www.PMadvice.co.uk

This is one appendix item taken from the PMadvice book

**"PMadvice – Training & Coaching IT Programme &
Project Managers"**

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Buy Book: <http://www.trafford.com/07-2722>

We hope you find this template useful. The PMadvice book is your chance to get 20 years experience at your finger tips, you can purchase the book online from all major online book stores and the PMadvice Website.

More **FREE** guides and templates are available from
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Appendix H – Project Plan Template

**THE MUST HAVE BOOK
for IT Programme & Project Managers**

Author: Ian Tomkins, IT Programme Manager

Appendix - H: Project Plan - Template

This template is for a standard project plan. Use this template to remind yourself of the structure and tasks that need to be included as a minimum. All plans are project specific, so not all phase and task will be relevant to your project.

ID	Name
1	Start-up
2	Project Mandate
3	Create Mandate
4	Review Mandate
5	Update Mandate
6	Review & Sign-Off Mandate
7	Project Initiation Document
8	Create PID
9	Review PID
10	Update PID
11	Review & Sign-Off PID
12	Project Approved to Start Testing Phase
14	Initiation
15	Terms of Reference
16	Create ToR
17	Review ToR
18	Update ToR
19	Review & Sign-Off ToR
20	Governance
21	Agree Level of Governance to Apply
22	Select/Create Governance Procedures
23	Select/Create standard templates
24	Communicate Governance
25	Planning
26	Create Plan
27	Review Plan
28	Update Plan
29	Review & Sign-Off Plan
30	Resources
31	Review Resources
32	Review Skills
33	Plan Training
34	Review Holidays
35	Apply to Plan
36	Apply Resource Levelling
37	Budget : Ian Tomkins, IT Programme Manager
38	Review Budget Requirements
39	Forecast Budget Spend

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40	Create Budget Usage Plan
41	Review Budget Usage Plan
42	Update Budget Usage Plan
43	Review & Sign-Off Budget Usage Plan
44	Project Approved to Start Testing Phase
46	Requirements
47	Business Requirements
48	Create Business Requirements
49	Review Business Requirements
50	Update Business Requirements
51	Review & Sign-Off Business Requirements
52	Technical Requirements
53	Create Technical Requirements
54	Review Technical Requirements
55	Update Technical Requirements
56	Review & Sign-Off Technical Requirements
57	Operational Requirements
58	Create Operational Requirements
59	Review Operational Requirements
60	Update Operational Requirements
61	Review & Sign-Off Operational Requirements
62	Project Approved to Start Testing Phase
64	Design
65	Logical Design Document
66	Create Logical Design Document
67	Review Logical Design Document
68	Update Logical Design Document
69	Review & Sign-Off Logical Design Document
70	Physical Design Document
71	Create Physical Design Document
72	Review Physical Design Document
73	Update Physical Design Document
74	Review & Sign-Off Physical Design Document
75	Project Approved to Start Testing Phase
77	Development
78	Develop Code
79	Physical Requirement 1
80	Code Function 1
81	Unit Test Function 1
82	Link Test Function 1
83	Physical Requirement 2

84	Code Function 2
85	Unit Test Function 2
86	Link Test Function 2
87	Physical Requirement 3
88	Code Function 3
89	Unit Test Function 3
90	Link Test Function 3
91	etc, etc
92	Project Approved to Start Testing Phase

94	Testing
95	System Testing
96	Requirements Review
97	Review Requirements
98	Review Logical Design
99	Review Physical Design
100	Create Test Scripts
101	Create Scripts
102	Review Scripts
103	Update Scripts
104	Review & Sign-Off Scripts
	Create Test Strategy and Environment Requirements
105	Create Test Strategy
106	Create Environment Requirements
107	Review Strategy and Env Requirements
108	Update Strategy and Env Requirements
109	Review & Sign-Off Strategy and Env Requirements
110	Create Test Schedule
111	Create Schedule
112	Review Schedule
113	Update Schedule
114	Review & Sign Off Schedule
115	Create Test Data
116	Create Data
117	Review Data
118	Update Date
119	Review & Sign-Off Data
120	Shakedown
121	Carry out Environment Shakedown
122	Sign-Off Environment for Start of Testing
123	Commence
124	Testing Commence Testing
125	Cycle 1
126	Fix and Patch

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Cycle 2
Fix and Patch
Cycle 3
Fix and Patch
Cycle 4

System Testing Signed Off

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User Acceptance Testing

Requirements Review
Review Requirements
Review Logical Design
Review Physical Design

Create Test Scripts

Create Scripts
Review Scripts
Update Scripts
Review & Sign-Off Scripts

Create Test Strategy and Environment Requirements

Create Test Strategy
Create Environment Requirements
Review Strategy and Env Requirements
Update Strategy and Env Requirements
Review Sign-Off Strategy & Env Reqmts

Create Test Schedule

Create Schedule
Review Schedule
Update Schedule
Review & Sign-Off Schedule

Create Test Data

Create Data
Review Data
Update Date
Review & Sign-Off Data

Shakedown

Carry out Environment Shakedown
Sign-Off Environment for Start of Testing

Commence Testing

Cycle 1
Fix and Patch
Cycle 2
Fix and Patch
Cycle 3
Fix and Patch
Cycle 4

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User Acceptance Testing Signed-Off

172	Implementation
173	Business Readiness
174	Draft Readiness Questions
175	Draft Readiness Actions
176	Complete Readiness Spreadsheets
177	Initiate Readiness Reporting
178	Tracking Business Readiness
179	Business Readiness Sign-Off as Complete
180	Implementation Plan
181	Create Implementation Plan
182	Review Implementation Plan
183	Update Implementation Plan
184	Review & Sign-Off Implementation Plan
185	Operations Acceptance Testing
186	Review Operation Acceptance Testing Criteria
187	Agree Operation Acceptance Testing Required
188	Plan Operation Acceptance Testing
189	Perform Operation Acceptance Testing
190	Sign-Off Operation Acceptance Testing
191	Handover
192	Review Resource Requirements
193	Document Handover Plan
194	Organise Training
195	Implement Service
196	Implement Hardware
197	Implement Software
198	Activate Service
199	Implementation Completed and Sign-Off
201	Closure
202	Complete Closure Report
203	Hold Closure Workshop
204	Document Lessons Learned
205	Provide Budget Position Report
206	Project Closed

THE MUST HAVE BOOK

Note: For an explanation of each heading, purchase the PMadvice Book, which covers the entire project lifecycle, providing more valuable templates, guides, worked examples, management skills, troubleshooting and much more.