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| **Identification** | | | |
| **Project ID:** |  | **Phase:** | Planning |
| **Version:** |  | **Date:** |  |
| **Project Sponsor:** |  | | |
| **Project Manager:** |  | | |

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| **Milestone Schedule** |
| *Create a high-level project schedule outlining the major milestones of the project. More specifically, the main events* |

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| **Date** | **Event** | **Priority (Low, Medium, High)** |
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| **Budget** |
| *Detail the budget by describing costs related to labor, purchasing materials, and any other costs* |

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| **Labor** | | | | |
| *List any incurred expenses as a result of labor. Note that in house labor does not need to be calculated and is not considered part of the budget. Only labor that requires additional payment beyond already existing labor costs is needed (i.e. outsourcing, additional help, designers, etc.)* | | | | |
| **Name** | **Position** | **Hours** | **Wages** | **Total** |
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| **Purchasing Materials** | | | |
| *List any major purchases of materials that the project will need.* | | | |
| **Item** | **Quantity** | **Cost** | **Total** |
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| **Other Costs** | | | |
| *List any other costs the project will need to incur. This includes permits, rights, and anything else not included in the first two categories.* | | | |
| **Item** | **Quantity** | **Cost** | **Total** |
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| **Work Breakdown Structure** |
| *Create a work breakdown structure (WBS) using the Work Breakdown Structure template or using Microsoft Project.* |

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| **Communications Plan** |
| *Identify a communications plan by describing the type of information being relayed to the appropriate stakeholder, the form of delivery, and the frequency of communication* |

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| **Stakeholder** | **Information** | **Delivery Mode** | **Frequency** |
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| **Quality Assurance Planning** |
| *Describe the Quality Assurance Plan and list any documents (QA Plan, Test Scenarios, Test Scripts, etc.) that comprise the overall Quality Assurance Plan.* |

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| **Change Control Procedures** |
| *Define and any and all procedures for instances of change within the project. More specifically changes that effect scope, schedule, budget, deliverables, resources, etc. Changes should be made in the* ***CHANGE LOG*** *document in the project management folder.* |

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| **Acceptance Management** |
| *Define how user acceptance will be ensured. Specifically, what procedures will be put into place to verify each deliverable meets user & sponsor specifications* |

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| **Activity-Responsibility Matrix**  *Participation Codes: E = Execution; A = Approval Authority; C = Consult; I = Inform* |

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| **Activity** | **Name(s) Involved** | **Participation**  **Code** |
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| **Risk Assessment** | | | |
| *Identify areas that pose a potential risk toward the success and completion of the project. These events should be identified as those that threaten the goals, budget, and timetables of a project. Actual risks encountered should be logged in the* ***RISK LOG*** *in the project management folder.* | | | |
| **Risk Event** | **Possible Factors Effected**  **(i.e. budget, time, scope)** | **Potential Impact (Low, Medium, High)** | **Probability (Low, Medium, High)** |
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| **Issue Management** |
| *Define the methodology regarding issues during the project. How will issues be prioritized (low, medium, or high) and what characterizes each level or priority. Also, define issue escalation procedures. More specifically, when would an issue be escalated and to whom are they escalated to. Actual encountered issues should be logged in the* ***ISSUE LOG*** *in the project management folder.* |

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| **Organizational Chart** |
| *Define the project’s organizational structure.* |

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| **Stakeholder Training Plan** |
| *Define the training plan(s) for any stakeholders involved in the project. If multiple training plans have to be created then define which stakeholders apply to each plan.* |

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| **Implementation Transition Plan** |
| *Define a transition plan for the implementation of the project. Items that should be included are how the transition is going to be handled, what steps are required and what further action is needed once the implementation is complete.* |

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| **Sponsor Approval** |

By signing this you are approving the project plan based upon the information contained within the document

**Project Sponsor**

**Date**