

Project plan may be as straightforward as a single page summary, or multiple pages document that has detailed information regarding the project. According to PMI, the subsidiary management plans are integrated into the project management plan. A PMI project plan sample normally includes the following:

- Project Synopsis
- Summary Project Charter
- Recommendations and directives by management
- Scope, including deployment, Work breakdown, change control, training
- Subsidiary Plans
- Schedule, assignment of responsibility, management of time directions
- Cost Analysis, project estimates, and factors that may seriously affect the estimates
- Management of Cost
- Management of Risk, including risk log
- Resources required for budget, human, and vendors

- Change Management
- Issue Management, describing the supervision and documentation of issues, use of issue log, or other techniques
- Communication Plan, internal and external communications with the stakeholders
- Quality Control, methodology that will ensure the maintenance of quality
- Procurement

### **Development Of a Project Plan**

Project plan development involves adequate expertise on project management, including the important process groups as defined by the PMI Project Management Institute methodologies. The details of PMI knowledge areas, and project management, are mentioned at [www.pmi.org](http://www.pmi.org). As recommended by PMI, a project plan describes the execution of project to attain the project deliverables, defined in the project charter and the scope definition. The project plan basically explains the implementation, monitoring, and control activities in a project. All the project plan elements are designed for the successful completion of the project. Any project plan sample or project plan template may be used for the development of a project plan.

### **Purpose Project Plan**

The Project Plan offers a description of how the goals of the project will be attained, by indicating the key products, activities, milestones, and resources necessary for the project. The project plan is considered as the baseline against which the cost, progress, and project technical performance is measured. It identifies the general project parameters to determine the environment necessary for the project completion. Development of the project plan is a crucial preparatory project phase that functions as the basis for all forthcoming actions. A written document assists to ensure devotion among the project management team and project stakeholders. The project plan also identifies the project risks, and assists to mitigate them. A project plan sample or a project plan template may be applied to develop the project plan according to the particular requirement.

