

## Project Plan

Project documentation to be approved prior to commencing project work

Project overview	Details
<b>Project name</b> <i>What the project is called</i>	
<b>Project benefit description</b> <i>Short summary of the state before the project and the anticipated state after project completion. How will things be different and better?</i>	
Staff	Person
<b>Project sponsor</b> <i>Prioritises work and approves funding and resources.</i>	
<b>Project or product owner</b> <i>Guides the project and is presented with the project work. Usually, the person with BAU responsibility for the product, service or process the project is focused on.</i>	
<b>Project manager</b> <i>Manages the process for completing the project.</i>	
<b>Project lead</b> <i>The subject matter expert responsible for leading the work to complete the project.</i>	
Subject Matter Experts	

External Stakeholder Group			
Organisation	Name	Email	Position

Background

## Project Goals

## Project Details

## Assumptions

## Roadmap and Deliverables

Stage 1 – [Dates]

Stage 2 – [Dates]

Stage 3 – [Dates]

Stage 4 – [Dates]

Stage 5 – [Dates]

Stage 6 – [Dates]

Final Stage – [Dates]

## Budget Considerations

The budget for this project is \$

## Risk Register

	Risk	Likelihood	Control
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			