**Project Plan  
PROJECT TITLE**

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| 1. **A CLEAR VISION FOR YOUR PROJECT** |
| **What does success look like?** What is the problem you are trying to solve? What will be positively different as a result of this project? *Articulate your vision here in a way that everyone can understand.* |
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| 1. **A CLEAR RATIONALE FOR YOUR PROJECT** |
| **Why does this project need to be undertaken now?** How does this project fit within the wider vision and strategy of the organisation at this time? *Articulate here the reason your project is being undertaken, who has commissioned it and what are their expectations of it?.* |
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| 1. **EXPECTED IMPACT OF YOUR PROJECT** |
| **What will the impact, outcomes and benefits of the project be?** What benefit will be felt by people not part of the project as a result of the project? *Articulate here what impact your project will have and what benefits will be felt by the Users.* |
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| 1. **PROJECT DELIVERY PLAN** |
| **How do you intend to achieve your expected impact and vision?** What will your project do, what steps will be taken to achieve the expected benefits? *Detail here the key elements of the delivery of your project and their associated milestones with timeframe. This is the core basis of your project plan. There may have been 3 or 4 different options for how you could achieve your benefits, having assessed the different options, here you should detail the plan for delivering the preferred option.* |
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| 1. **MEASURABLES** |
| **What will you measure to chart progress (LEAD measures) and evaluate success (LAG measures)?** How will you know if you are on track to achieve your impact and how will you know if your intended impact has been made at the end of the project? *Detail here the measures, the targets and the method of data collection you will use.* |
| **LEAD MEASURES** Used for monitoring progress through the projects delivery  **LAG MEASURES** Used for measuring the success of the projects outputs |
| 1. **WHAT RESOURCES WILL YOUR PROJECT NEED?** |
| **What will you require in order to delivery your project and the achieve the expected impact?** Financial : People : Support : Tools : External : Other *Detail here the resources that will be needed for your project to succeed.* |
| **What are the budget headlines for your project? What will it cost and how is it being funded?**  **What time will the people involved need to commit to the project?**  **What support will the project need from others?**  **Who will you partner with you to support the delivery of the project?**  **What advice, support or input will you need from external partners, consultants or advisers?**  **What tools, templates or training will you need to support the delivery of the project?** |
| 1. **ACCOUNTABILITY, RESPONSIBILITY AND GOVERNANCE** |
| **Who will lead the project and what governance structures will they operate within?** Refer the ‘Projects Guide’ for an explanation of roles within a project. *Detail here the governance structure for the project.* |
| **The Project Manager is:**  **The Sponsor is:**  **The Project Board will be:**  **The frequency of project reporting will be:**  **Additional governance information:** |