NEW YORK STATE DEPARTMENT OF HEALTH
PROJECT MANAGEMENT OFFICE

PROJECT PLAN

Purpose:	*This plan acts as communication vehicle of project information. It comprises the Project Charter, Scope Statement, Project Schedule, Preliminary Budget, Risk Management Worksheet and Communication Plan. The Project Pan is a "living" document which will be updated as the project progresses.*
Target Audience:	*Project Sponsor, Project Director, Project Manager, Project Team*

PROJECT IDENTIFICATION

Project Name:	
Project Sponsor:	
Project Director:	
Project Manager:	
Date:	

REVISION HISTORY

Any changes made to deliverables contained within the project plan should be documented and described in the below table. Be sure to identify the change and where it occurs (i.e. Section) in the Revision Description section.

REVISION #	REVISION DATE	DELIVERABLE NAME	REVISION DESCRIPTION

PROJECT PLAN DOCUMENT SUMMARY

Project Phase	Plan to Utilize (Yes/No)	Deliverable	Attached *(Check if Completed within Plan)*
Origination		Business Case	
		Project Management Framework	
		Phase Completion Form	
Initiation		Project Charter	
		Scope Statement	
		Project Schedule	
		Project Budget	
		Risk Management Worksheet	
		Communication Plan	
		Resource Acquisition Worksheet	
		Project Status Report	
		Project Plan	
		Phase Completion Form	
Planning		**Scope Statement**	
		Project Schedule	

PROJECT PLAN DOCUMENT SUMMARY			
Project Phase	**Plan to Utilize (Yes/No)**	**Deliverable**	**Attached** *(Check if Completed within Plan)*
		Project Budget	
		Risk Management Worksheet	
		Communication Plan	
		Project Roster	
		Quality Management Plan	
		Change Control Process	
		Acceptance Management Process	
		Organizational Change Management Process	
		Issues Management and Escalation Process	
		Project Team Development Plan	
		Project Implementation and Transition Plan	
		Project Status Reports	
		Project Plan	
		Phase Completion Form	
Execution and Control		**Project Schedule**	
		Project Budget	
		Risk Management Worksheet	
		Communication Plan	
		Project Roster	
		Quality Management Plan	
		Change Control Process	
		Acceptance Management Process	
		Organizational Change Management Process	
		Issues Management and Escalation Process	
		Project Implementation and Transition	
		Project Status Reports	
		Phase Completion Form	
Closeout		Lessons Learned	
		Project Repository	
		Post Implementation Report	
		Project Team Performance Appraisals	
Note: Bolded items represent deliverables that are revised in subsequent phases; new deliverables are not created for each phase.			