



# Creating a project plan

Session 3

Course ICT Entrepreneurship

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# Project Plan

- A standard template is available for you
- Take the template as a starting point
- Add sections or leave empty if desired
- **Update** after project **modifications**



# Ch. 1 Introduction

## 1. Purpose

## 2. Objective

## 3. Scope

- Product scope: what are we going to produce
- Work scope: what steps are we going to perform

## 4. References

- Product Definition
- Books
- Websites with general information

## 5. Definitions and abbreviations

# Ch. 2 Project Organization



1. Project Team
2. Project Responsibilities
3. Organization boundaries and interfaces

# Ch. 3 Work Breakdown, Resources and Schedule



1. Work breakdown structure and Workload estimates
2. Other Facilities and Resources
3. Milestones and Deliverables
  - 22 December: Mid review
  - 2 February: End review and presentations to Board of Governors
  - Product Definition
  - Product Architecture
  - Business Model
  - Business Plan
  - Prototype
  - Website

# Ch. 3 Work Breakdown, Resources and Schedule



4. Task Dependencies
5. Schedule
6. Methods, tools and techniques
7. Project Support functions

# Ch. 4 Project Management



1. Assumptions, dependencies and constraints
2. Risk Management
  - Problem Analysis
  - Potential Fallback options
3. Quality assurance