Project Plan

The project plan is the strategic plan for how you will organize and realize the project. By reading the project plan, a person outside the project should get a clear image of what you will deliver in your project and how you have planned to do this. The key is to be very clear, specific and concise.

This assignment connects to the following course objective:

- ***Plan, carry out and present a project work that applies theoretical knowledge and contributes to a sustainable development***

(Please finish a first draft of 1-4 before 12:00 October 8, focus on the Goals, Stakeholders and Strategies. You will be able to make changes to the plan as the project proceeds. OBS! Final plan is handed in on October 15.)

1) Background (1 page)

What is the issue/problem that this project aims to improve? For who is this problem a problem? Make a short description of the project's focus area and explain how your area relates to sustainable development. How could this project be motivated, scientifically or socially? Add a list of reference documents (if any).

2) The project's arena (maximum 2 pages)

2.1 Desired end effects (answers the question WHY)

Explain what changes you want to see in the long run as a result of your project. Try to explain using system thinking, and be as S.M.A.R.T (specific, measurable, accepted, realistic and time-framed) as possible. Include your desired end effects for the long-long run, intermediate time horizon as well as right after the end of the course.

2.2. Project Goals (answers the question WHAT)

The project goals can be defined into three categories: main goal, sub targets and exclusions. The main goal should be possible to explain in one or two sentences, e.g. "I will produce a movie about consumption patterns". The sub targets help make your goals S.M.A.R.T (specific, measurable, accepted, realistic and time-framed), i.e. you should specify the content more in detail, preferably in a bullet list. If there are certain elements of your project that you will not do as a part of this project course you should describe these exclusions here.

2.2.1 Main goal

2.2.2 Sub targets (if needed)

2.2.3 Exclusions (if needed)

2.3 Allocated limits

2.3.1 Time limit (calendar time)

2.3.2 Limit for working hours and other resources

2.3.3 Cost-limit (financial resources, if needed)

2.4 Project Focus Triangle

A triangle with the three legs "Quality", "Resources" (working hours), and "Time" (calendar time). In your project group you discuss where your focus will be in case something unexpected occurs. When you have agreed on a focus, put your mark there.
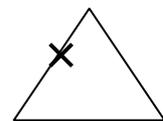
3) Management of outcomes (maximum 2 pages)

3.1 Stakeholders and target group(s)

Name key stakeholders/actors and their roles and influence. Define the specific group(s) you want to target in your project and explain why they are important.

3.2 Strategies

Explain the strategy/-ies you will use to make sure that your project will lead to the desired end effects. (How do your project goals make it possible for the end effects to be achieved?) Explain how your strategy/-ies also relate(s) to the target group(s) identified in 3.1.

4) Project organization

Project members and other resources connected to the project (such as reference network) should be mentioned here. Name, address, responsibilities, etc.

5) *Tollgate and Milestone Plan (Project Model)*

(Tollgates: Events and deliveries where you need approval from project sponsors before you can continue, e.g. tollgate and project meetings. External and Internal Milestones: Events and deliveries that is important for the project group.

In the time plan you show how you have planned your time sure you meet your goals within the time frame. Show weekly what plans/deadlines you have made for your selves. Include all milestones, tollgates and responsibilities and *a written explanation/comment* if/when that is needed. You should update this time plan continuously and also hand in an updated version in each status report.

Milestones	Tollgates	Deadline	Responsible
Project plan done		2012-10-10	Per
	Project plan approved	2012-10-15	Per
Cake		2012-12-10	Per

6) Commentary on the time plan (0, 5)

Here you can make comments on things that are uncertain or things that have not yet been planned.

7) Risk analysis (0, 5-1 page)

A short analysis of potential risks that can delay the project, and an action list on how to avoid these risks. Clearly define how you rank these risks in relation to one another.

7.1 Internal risks

(things like procrastination, a project member getting ill, etc.)

7.2 External risks

(external factors that may influence the project, for example stakeholders, political processes, etc.)

8) Document rules and communication (0,5 page)

How you are going to communicate within the group and take care of documentation.

9) Appendixes

A) Time Plan

B) Resource plan

C) Group Contract