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## The content of a project plan

### 1. Background

The aim of this chapter is to inform the reader

- Why the project has started
- What has been done prior to the project (pre-study, standardization work, other projects etc.)
- List of reference documents (For instance course-PM, contract, specifications, etc.)

### 2. Goals

The project group has to agree in a measurable goal for the project

- Business and project goals
- What are the ambition of the team members
- When should the work be delivered

### 3. Organization

Project members and other resources connected to the project should be mentioned here

- Name, address, responsibilities, etc.

### 4. Project model (the method you use)

The project model refers to which way the project phases have been divided in the planning process

- A table of all phases, milestones, tollgates and responsibilities

*Do not forget that you might need to explain the project model in text as well!*

### 5. Commentary on time and resource plan

Explaining text between the diagrams and the project model

### 6. Risk analysis

A short analysis of potential risks that can delay the project, and an action list on how to avoid these risks

### 7. Document rules

How are you going to communicate and take care of documentation

- Naming,
- Reference numbers,
- Saving,
- Backup etc.

### Appendix

- Time plan
- Resource plan

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## **Example of the content of a status report**

**1. General description of status**

- What has happened since last report?
- What is status?

**2. Resource status**

- Comment how much of the project resources that has been used and how much that has been delivered.
- (In industrial projects, the economical status is reported as well)

**3. Problems / Action plan**

- Problems the sponsor and steering committee need to be aware of

**4. Risks / Action plan**

- Update of the risk analysis
- Risks the sponsor and steering committee need to be aware of, and suggestion on how to minimize them

**5. Project changes from the project plan**

- This is where changes are documented so that they become visual. Changes are typically: new requirements, changed requirements, changed organization, changed prerequisites, new documents, etc.

**Appendix**

- Updated time plan
- Updated resource plan
- Earned Value chart

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## The content of the final report

### 1. General summary

The aim of this paragraph is to describe to the reader how the project was performed

- Which results were reached
- Differences between the plan (time, budget, result) and the outcome
- Discuss the problems that occurred and their effect on the project

### 2. Goals

- Discuss which goals were reached, which were not reached, and explain if there is any work left within the frame of this or sub-sequential project
- List of obtained goals
- Table of missed requirements and an action plan

### 3. Experiences and suggested improvements

The most important part of the final report. The aim with this paragraph is to analyze and reflect upon the experiences you had during the project and document them thoroughly

- 5 "positive" experiences with the project
- 5 "negative" experiences with the project
- What went well and why?
- What could have been done better?

This paragraph should also consider the experiences that affected the project, such as seminars, tools, sub-contractors, reference groups etc.

### 4. Summary of time and resource plans

Comments to the plans and their milestones and tollgates

- Which moments were managed on time?
- Which moments were delayed or forgotten in the planning process?
- The final versions of the time and resource plan should be attached as appendix

### 5. Final comment

This paragraph can be used by the project manager or project members to provide there own comments or suggestions about the project work.

### Appendix

- Final resource plan
- Final time plan
- Final Earned Value Chart