

**[Project Name]**

Small Project Plan

Information Technology Services (ITS)  
Version .00   
[Date]

# VERSION HISTORY

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Version# | Author | Revision Date | Approved By | Approval Date | Reason |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Scope

## Objectives

[Replace this section of text with what the project intends to achieve in both business and technical terms]

## Requirements

[Replace this section of text with a description of the functions that must be in place when the project is complete.]

## Assumptions

[Replace this section with a state any assumption(s) that would have significant impact on the project if proven incorrect. Assumptions are circumstances and events that need to occur for the project to be successful but are outside the total control of the project team.]

## Constraints

[Replace this section with a list of any constraints that must be taken into consideration prior to the initiation of the project. A constraint is anything that might restrict, limit, or regulate the project. Generally, constraints are outside the total control of the project team.]

## In Scope

[Replace this section with items that are in scope. The In Scope section of the Project Charter can be added here but may require refinement based on current scope of the project]

## Out of Scope

[Replace this section with items that are out of scope. These are items that the project is prevented from addressing.]

## Major Deliverables and Milestones

[For small projects, this may simply be a restatement of the goal as the milestone may be singular. If there is more than one item to be completed, briefly list them here.]

# Schedule

[A project schedule is the agreed upon set of tasks and due dates used to guide and monitor the project to completion. For Jira projects, just reference the relevant Epic. ].

# Project Organization

## Roles and Responsibilities

|  |  |  |
| --- | --- | --- |
| Name and Department | Project Role | Project Responsibilities |
|  |  |  |
|  |  |  |
|  |  |  |

## Stakeholders

[A stakeholder is a person or organization that is actively involved in the project, and/or that could be positively or negatively impacted by the achievement of the project objectives, and/or whose interests may be positively or negatively affected by the execution or completion of the project. Replace this section with a list of all identified project stakeholders, both internal and external to the project].

# Test Plan

[Replace this section with a description of the approach that will be followed to manage product quality during the project. If a separate test plan is used, reference it here.]

# Deployment Plan

[Replace this section with a description of the approach that will be used to transition the project into service. This section should include any necessary training plans as well as documentation, help guides, and service design documents]

# Appendix A:

# Small Project Plan Approvals

The undersigned acknowledge they have reviewed the Small Project Plan and agree with the approach it presents. Changes to this plan will be coordinated with and approved by the undersigned or their designated representatives.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name:

Title:

Role: Project Sponsor / Customer

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name:

Title:

Role: Project Manager / Product Owner