# Document Information

|  |  |
| --- | --- |
| **Project name:** | The name of your project |
| **Date:** | Date of the last approved version of this document |
| **Author:** | Normally, the PM for Project and Stage Plan, and Team Manager for Team Plan |
| **Approver:** | Normally, the Project Board for Project and Stage Plan and PM for Team Plan |
| **Document code:** | Configuration item record number for this document |
| **Version:** | Version of the document (e.g. v2.12) |

Note: this document may not be valid anymore. Please check the configuration management system for the latest approved version of the document.

# Approval

|  |  |
| --- | --- |
| **Date** | **Name and Signature** |
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# Notes

Any extra information or concerns, or even an executive summary can go here. Leave empty if not needed.

# Objectives

|  |  |  |
| --- | --- | --- |
|  | **Target** | **Tolerance** |
| **Scope** |  |  |
| **Time** |  |  |
| **Cost** |  |  |
| **Quality** |  |  |
| **Risks** |  |  |
| **Benefits** |  |  |

# Products

|  |  |
| --- | --- |
| **Product Name** | **Product Description** |
| Name of the product that is the subject of this plan | Link to external Product Description |
|  |  |
|  |  |

# Monitoring and Control

Explanation (or reference to external document) of how you’re going to monitor and control the subject of the plan (project, stage, or Work Package).

# Prerequisites, Assumptions, and External Dependencies

Explain any prerequisites, assumptions, and external dependencies that can impact the success of this plan.

# Schedule

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **Start** | **Finish** | **Budget** | **Resources** | **Gantt Chart** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Lessons Incorporated

|  |
| --- |
| **Lesson Learned** |
| Describe one lesson per row. |
|  |
|  |

**- - - - PRINCE2® Templates - - - -**

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