**Project Plan Template**

1. **Introduction**
   1. Name of project
   2. Purpose of project plan
   3. Project overview
   4. The project’s key players
   5. The relationship between the project plan and the business case
2. **Project Governance**
3. **Managing the External Project Environment**
   1. Stakeholders
   2. Risk
   3. Issues
4. **Project Analysis**
   1. WBS/Gantt chart
   2. Schedule of milestones
   3. Internal resource deployment plan
   4. External resource acquisition plan
   5. Project budget
5. **An overview of execution**

For detailed instructions on how to use this template and an example, please see Chapter 10 (Section 10.6.1) in:

Zwikael, O., Smyrk, J. R. (2019). *Project Management: A Benefit Realisation Approach*. Springer-Verlag, London, UK. ISBN: 978-3-030-03173-2 (print book); ISBN 978-3-030-03174-9 (eBook).