

As of:

# Project Work Plan Template

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*Note - This template covers the minimum elements needed to describe your project work plan. Feel free to use your own format and provide additional details.*

## General

- Project Title:
- FAIN#:
- Project POCs<sup>1</sup>

Name	Title	Email	Phone	Project Role

## Scope/Statement of Work

- Statement of Work: Provide 3 or 4 sentences on the scope of project work

Project Name	Project Status

- List of Advisors (Planned or already Procured)

Advisor	Date RFP Reviewed by Bureau

## Milestones, Schedule, and Budget

- Identify and provide a schedule for the major milestones and associated tasks for the project
- Include the cost estimate (budget) for each milestone

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<sup>1</sup> Project POCs should include at minimum a project manager and two financial POCs for Delphi Invoicing. Changes to these POCs should be communicated as soon as possible with the Program Manager. Additional POCs may be added to the list.

## Risks

- Create a risk registry which identifies project risks. For each risk, please include information on:
  - Assessment (how could the risk impact the project, the probability of that impact, and the response strategy)
  - Monitoring Process
  - Assignment of Risk Roles and Responsibilities

## Change Log

Change Date	Version	Changed By	Summary of Updates	Approved By