

15.568 S05

PROJECT PLAN OUTLINE

Begin with project title, sponsor organization name, name and contact address (email and phone) for organization contact, names and contact information for team members.

I. Context for the Project

A narrative of the relevant environment (economic, technological, political, etc.), industry context, and business (MIT) strategy, objectives, issues or problems, and history of efforts that have led to the MIT IS project of interest here and to this particular 15.568 project.

II. Purpose, Objectives and Approach of the Project

Purpose: Overall, one-to three sentence statement of why the project is being done and what the project will do for the organization. (Similar to project "Goal" in Randolph & Posner)

Objectives: Three to five statements of the things that will be done to achieve the Purpose. The objectives set the scope of the project: make clear what is and is not included.

III. Tasks, Milestones, and Deliverables

A list of specific tasks, who is to do them and be contacted for them, the hours required for all individuals involved, key milestone dates for accomplishment of tasks or parts thereof, and concrete deliverables, where applicable.

Typical tasks are:

- 1) Plan development and approval
- 2) Literature or document search and review,
- 3) Field data gathering (such as interviews in person or by phone, survey by phone or questionnaire, etc.)
- 4) Analysis and preliminary conclusions
- 5) Presentation by team (must include the representative from the organization, either in person or via video or teleconference)
- 6) Final report (include outline of report)

IV. Uncertainties, Risks and Opportunities, and Planned Responses

List the degree and nature of events that have some likelihood of occurring that would have significant negative or positive impact on completion of the project. (See DeMeyer et al, and also the Project Management Body of Knowledge manual.) State what is to be done prior to and if the events occur.

V. Critical Success Factors

Three (minimum) to six or more things which must go right for the project to succeed, and a statement of how it will be assured that they do go right.

(eg, "It is critical for the success of this project that the team gain access for interviews with the administrators targeted in task x, and that the data from these interviews be completed no later than March 21. Should this appear not to be happening, the team would ask the professor, TA, or MIT IS&T sponsor for assistance in getting access or substituting interviewees.")

VI. GANTT Chart of tasks, milestones and deliverables; include scheduled status reports and meetings with TA and/or professor.