

HOW TO USE THIS TEMPLATE:

Introduction

The template reflects the steps set out in the PRINCE2 Method and is designed to prompt the Project Manager and help in the creation of the Stage Plan. The information for the Stage Plan will be found within the CS and SB Processes of the PRINCE2 Manual. There is also a Product Description for the Stage Plan at Appendix A of the PRINCE2 Manual.

Loading the file

This template has been produced using Microsoft Word 97. To use it, load up the file directly from the directory and starting from page 1 follow the prompts (in [...] brackets).

Deleting the [...] text

When the template is complete, the whole Stage Plan document can be printed and approved.

Prior to printing, you should delete all [...] prompt text.

Saving the Stage Plan document under its own name

Save the Stage Plan document by selecting the "SAVE-AS" command; this will avoid overwriting the standard template. You must specify your own Project Directory.

Once your Stage Plan Document is completed check the document against the following Quality Criteria:

- Is the plan achievable?
- Do all Team Managers involved in the plan's operation believe that their portion is achievable?
- Does the Stage Plan support the Project Plan?
- Does it take into account any constraints of time, resources and budget?

- Has it been taken down to the level of detail necessary to ensure that any deviations will be recognised in time to react appropriately – e.g. within the stage tolerances and within the activity 'floats'?
- Has the Stage Plan been developed according to the planning standard?
- Does the Stage Plan contain activities and resource effort to review the Issue Log?

PROJECT DOCUMENTATION

STAGE PLAN

Project:

Release:

Date:

PRINCE2

Author:

Owner:

Client:

Insert Project Name

Stage Plan

Date: 22 March 2010

Document Ref:

Version No:

1 Stage Plan History

1.1 Document Location

This document is only valid on the day it was printed.

The source of the document will be found on the project's PC in location

1.2 Revision History

Date of this revision:

Date of Next revision:

Revision date	Previous revision date	Summary of Changes	Changes marked
		First issue	

1.3 Approvals

This document requires the following approvals.

Signed approval forms are filed in the Management section of the project files.

Name	Signature	Title	Date of Issue	Version

1.4 Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

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Stage Plan

3 Purpose

- [Used as the basis for project management control throughout the stage.
-]Identifies all the products that the stage must produce.
- Provides a statement of how and when a stage's objectives are to be achieved, by showing the deliverables, activities and resources required.
- Identifies the stage's control and reporting points and frequencies.
- Provides a baseline against which stage progress will be measured.
- Records the stage tolerances.
- Specifies the quality controls for the stage and identifies the resources needed for them.]

4 Plan Description

[Give brief descriptions of what the plan covers and the planned approach]

5 Quality Plan

[Describe the quality control methods to be used for each major product and which resources are to be used in each quality test or check]

6 Plan Prerequisites

[State any fundamental aspects that must be in place for the plan to succeed]

7 External Dependencies

[Describe any external factors, products or processes that the progress and the success of the project depends upon]

8 Tolerances

[e.g. time and budget]

9 Monitoring and Control

[Describe the methods to be used and any particular tool or software to be used]

10 Reporting

[Reporting points and frequencies for the Stage]

11 Planning Assumptions

[Refer to Project Plan]

12 Graphical Plan

12.1 Gantt or Bar Chart

[Show identified resources, activities, start and end dates]

12.2 Product Breakdown Structure

12.3 Product Flow Diagram

12.4 Activity Network

12.5 Financial Budget

12.6 Resource Requirement Table

12.7 Risk Assessment

13 Product Descriptions

[For all the major products]