Action plan

Version	Date	Author	Remarks
0.8	<date>	<Name>	Concept
0.9	<date>	<name>	Example: feedback has been processed

1   Justification

Why is your project of value to the organisation?

Summary of project background/reasons. Explicitly state what problem or risk or opportunity this project addresses. Quantify the costs of the problem or risk and/or the revenue generated by the opportunity: Does the solution to the problem/risk/opportunity generate additional revenue for the organisation and/or reduce costs? If yes, please indicate how much per year and why. Finally, take the expected value from the first year and divide it by 365 working days to calculate the 'daily value' after delivery.

1.1 System boundaries and possible phasing

One-off project or phased roll-out?

Briefly indicate which part of the organisation you want to improve with your solution; which department(s), process, etc. If you want to do a phased roll-out (e.g. pilot and roll-out), indicate where you want to start with the implementation and whether you describe only the first phase or the first phase plus the full roll-out in this PoA.

2 Goal (max 25 words)

What will your project deliver?

What is the most important deliverable (concrete end product) of the project? What goal do you realise with this deliverable (e.g. X% more students or higher employer satisfaction with graduates). When will your project be completed at the latest? How many third party and internal man hours do you think you will need?

3 Scope

What are the components of the solution?

List all Deliverables (concrete semi-products) that will jointly realise the project objective. For each Deliverable, give a brief description of the desired end state in the present tense. Indicate per Deliverable which Obstacles this Deliverable must at least overcome. Under Actions, write down the actions that logically lead to overcoming all obstacles and achieving the desired state as described under Deliverable.

Deliverables	Obstacles	Actions

3.1 Out of scope

If the boundaries of your project are not entirely clear, please state specifically below what you will not deliver, so that no misunderstandings can arise.

Example:
- Initial students are not included in this project

4 Project organisation

For whom and with whom do you want to carry out the project?
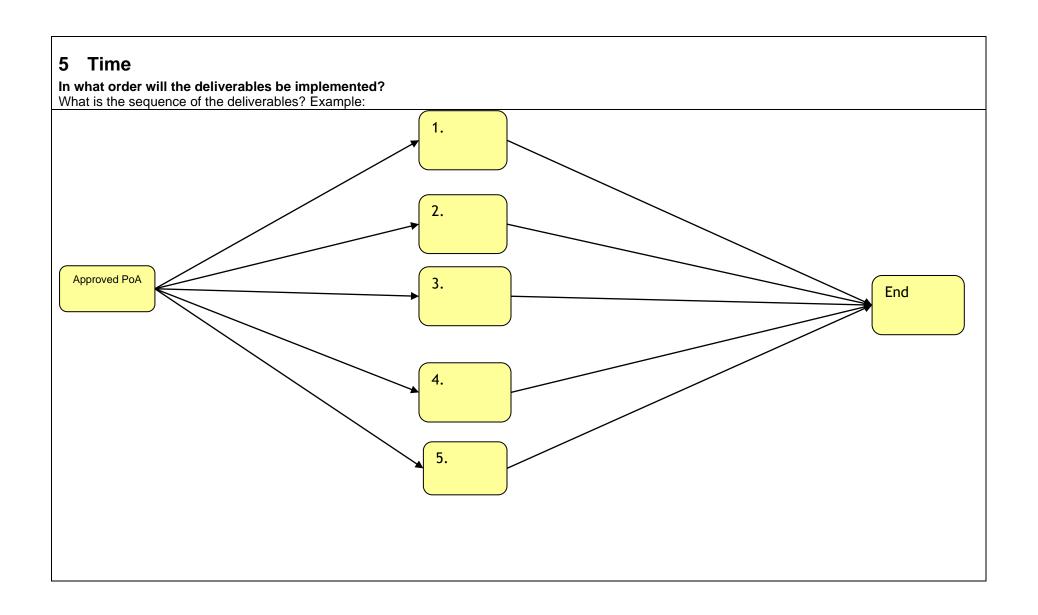
Commissioning party

The commissioning party is responsible for approving deviations in scope, time and budget and for making substantive adjustments to the project where necessary on the part of the programme or organisation. The commissioning party appoints the project manager. Fill in the name and position of the principal. Discuss with your commissioning party whether your project is part of a programme. If so, the programme manager of that programme will be your commissioning party.

Project leader

The project leader is responsible for delivering the desired scope, within budget and on time. Fill in the name and function/department of the project leader.

Project team

The project group actually carries out the activities. Fill in the names and departments of the project team members.

5 Time

In what order will the deliverables be implemented?
What is the sequence of the deliverables? Example:

6 Info per deliverable

Who will deliver which deliverable in how much time and at what cost to third parties?
For each deliverable, indicate...
1. Which of the project group members is responsible ("V") for the successful completion of the deliverable. If necessary, add 1 or max. 2 stakeholders ("B"), on the condition that they contribute significantly (>20%) in hours to the realisation of the deliverable.
2. The lead time (DLT) in weeks that the deliverable manager expects to be required for the successful completion of the deliverable; and
3. The third party costs (in € incl. VAT) that the deliverable manager expects to incur to realise the deliverable. Do not buffer this estimate: Preferably set an explicit 10-20% estimate.

	Lead time (in wk)	Budget	PL	Team member	Team member	Team member	Team member	Team member	Team member	Team member	Team
Role											
Deliverable											
		€									
		€									
		€									
		€									
		€									

7 Risks

What could go wrong?

What are the risks that threaten the successful implementation of your project? Name them. Describe them briefly. Give the impact of the risk (large, medium or small) by multiplying its size by its probability. Finally, describe how you will eliminate or control/mitigate the risk.

Risk	Description	Impact	Mitigation

8 Management and control

Consultation and status reporting
The project is monitored by the project leader in terms of time, scope, budget and the resulting "daily value". The project leader will send a status report to the client at least once a month. The template status report is used for this.

Problem mitigation
When the Project Leader foresees that he will not be able to realise Time, Scope, Budget and/or Value due to problems, he reports this to the commissioning party. An escalation form is used to promote progress in solving the problem. The escalation form discusses the problem, a number of alternative solutions with their consequences for time, scope and budget, as well as a recommendation and a requested decision for the client. The template escalation form is used for this.

Changelog
A change report will be kept. Changes (if any) are discussed at least once a month in the consultation between the client and the project leader. The same working method is used for a change as for a problem: there is a brief description of the change, a number of alternatives as solutions with their consequences for time, scope and budget, a recommendation and a requested decision for the client. The template escalation form is used for this.