Client Project Deployment Plan

Date	Version #	Summary of updates
mm/dd/yyyy	Initial version	

How to Use This Template

This project management template is broken into three segments:

- Project Plan & Analysis
- Project Status
- Project Analysis

Each section has *italicized instructions or examples* that should be deleted before completing the sections, alongside a [Bracketed Prompt] to note where the section starts.

Project Plan & Outline

Overview

Introduce the key components of the project. Think about what's needed and why you need to complete the project. What is the problem that you need to solve? Who are the main stakeholders?

Where? Client-1 wants the "product" installed at their training center at the following address.

By when? The first cohort was fully trained using "product" by Date (MM/DD/YYYY).

Key stakeholders:

- The Client-1 signatory is delegated to sign that the "product" has been accepted. This person's name is:........... , and their contact details are:............
- If different, Client-1's point of contact is:......, and their contact details are..........

This SOW's "Deliverables" section lists the Deliverables that must be met for acceptance.

"Product" will be operated and maintained only by qualified Client-1 staff. Local instructors can participate in training and assist in operations, but they will not operate the "product". Therefore, Client-1 will not offer training on how to use "product". It will be locked when a Client-1 staff member is not on-site.

Client-1 is responsible for the provision of:

- An area of 20 feet by 30 feet in a controlled, secure environment
- 120V power
- Reliable internet connection
- Access by Client-1 staff when needed

Scope

This section sets the foundation for your project and is important for gaining consensus from all stakeholders on its scope. Include a broad description of all the deliverables you will provide and every activity that will occur.

In this section, it is essential to delineate what is required in the project and explain what will not be included. Include a summary of your scope and a list of what the project will and will not entail. You can add more rows here by right-clicking on one of the rows and selecting "Insert row below."

[Insert Scope Overview]

The Project ***Will*** Entail…	The Project ***Will Not*** Entail…
Can operate offline	"Product" will not allow any simulation of any restricted airspace.
The coordinates of the DZs required in VR are:	"Product" will not be used unless a Client-1 staff member is present.
The ability to attach Client-1's parachute harness and use it in "Product".	

Objectives

List the objectives in more detail, quantifying the expected results with as much specificity as possible. Consider organizing the objectives in a table, as shown below. You can add more rows here by right-clicking on one of the rows and selecting "Insert row below."

Objective	Measurable Impact
First cohort of parachute operative trainees to be fully trained using "product" by: MM/DD/YYYY	Training completion schedule adherence improved to 98%.

Roles and Responsibilities

When establishing a new team, it is essential that every member understands their role and responsibilities at the project's outset. Use a table like the one below to organize the necessary information about all team members. You can add more rows by right-clicking on one of the rows and selecting "Insert row below."

Team Member	Role	Responsibilities
Hank Johnson	Client-1 signatory	Signing for final acceptance of the "Product".
Don Clarke	Client-1 point of contact	All matters related to "Product" installation and operation.
Ronnie Hughan	VRTES software point of contact	All issues about "Product" software acceptance

Project Deliverables/Schedule

List the specific deliverables that will be completed by the end of this project. From a project management perspective, a Deliverable can be printed and holds the details of what has been delivered, on what date, and who is signing and accepting delivery.

Provide a brief description of each and note who from the project team will provide it. Arrange this information in a table like the one below. You can add more rows here by right-clicking on one of the rows and selecting "Insert row below."

Phase	Task/Deliverable	Owner	Start Date	End Date
Initiation	SOW draft provided	Don Clarke		
Initiation	List of Client-1 staff requiring site access and when they are scheduled to need access	Don Clarke		
Planning	Signed SOW	Don Clarke and Hank Johnson		
Planning	Initial invoice sent	Don Clarke		
Execution	Weekly status report	Don Clarke		
Execution	Change Request managed (if needed)	Don Clarke		
Execution	Acceptance Testing	Hank Johnson		
Execution	Signed Acceptance	Hank Johnson		
Closure	Final invoice sent	Don Clarke		
Closure	Receipt provided	Don Clarke		

Budget

Calculate the cost of each item using the set of deliverables and tasks you outlined in previous sections. Your budget structure will vary based on the type of work you do, but the table below can be used as a starting point. You can add more rows here by right-clicking on one of the rows and selecting "Insert row below."

Budget Item	Rate	Quantity	Total Cost
Example: Website Design	*Example: $200/hr*	*Example: 20 Hours*	*Example: $4,000*
Total			*Example: $4,000*

Project Status

The sections below could be used as a template for reporting on project status.

Status Overview

Provide a status project update summary for the reader. Overall, has the project timeline, scope, or budget changed? Are you still on track? If not, why?

[Insert Status Overview]

Status Tracker

Provide a concise summary of the status update for the reader. Overall, has the project timeline, scope, or budget changed? Are you still on track? If not, why? You can add more rows here by right-clicking on one of the rows and selecting "Insert row below."

Task/Deliverable	Due Date	Status	Notes
Example: DZ in VR.	*Example: 10/15*	*Example: Complete*	*Example: Link to outline here*
Example: Design	*Example: 11/30*	*Example: On Track*	*Example: V1 delivered on 10/30*
Example: Animation Codes	*Example: 12/30*	*Example: Blocked*	*Example: Delayed due to a lost vendor. Investigating a new path and will update.*

Budget Status

Provide a status update on the budget. Are you still on track? If not, why? You can add more rows here by right-clicking on one of the rows and selecting "Insert row below."

Line Item	Planned Cost	Current Cost	Under/Overage
Example: Cost #1	*Example: $10,000*	*Example: $10,000*	*Example: $0*

Example: Cost #2	*Example: $20,000*	*Example: $10,000*	*Example: -$10,000*
Example: Cost #3	*Example: $10,000*	*Example: $12,000*	*Example: $2,000*
Total			*Example: $8,000 Under Budget*

Change Management

Change happens because something is discovered. This section covers how a change in the scope will be managed in this project because a change impacts the budget and/or schedule.

Successful change management involves the following process:

1. *Document the proposed change so all relevant stakeholders can read, understand, and refer to it if needed. The Change Request can be an email, so it has a trail.*
2. *Assessing the impact of this proposed change on the budget and schedule.*
3. *Discuss, agree, and document the agreed impact on budget and schedule. This includes how the functionality provided by the Change Request will be delivered and accepted.*
4. *The relevant stakeholders approve or disapprove the Change Request.*
5. *If approved, the Change Request is added to the project scope.*

Project Analysis

Summarize the project process. Explain the wins, losses, and learnings from this project that should be noted for future assignments.

[Insert Summary]

Project Successes

Provide a concise summary of the status update for the reader. Overall, has the project timeline, scope, or budget changed? Are you still on track? If not, why? You can add more rows here by right-clicking on one of the rows and selecting "Insert row below."

Success	Explanation
Example: Coming in Under Budget	*Example: We came in 6% under budget on this project, which will be reallocated to new team projects for the end of the year.*

Project Failures

Provide a status update on the budget. Are you still on track? If not, why? You can add more rows here by right-clicking on one of the rows and selecting "Insert row below."

Failure	Explanation
Example: Missing Deadline	*Example: We missed the deadline by two weeks, which hindered our ability to meet our annual goal for website views.*

Project Lessons Learned

Provide a status update on the budget. Are you still on track? If not, why? You can add more rows here by right-clicking on one of the rows and selecting "Insert row below."

Learning	Explanation
Example: Communicate More	*Example: If we had communicated more effectively with vendors and stakeholders, we likely would have stayed on track to meet our deadlines.*

Appendix

The appendix is a good place to include any vital information, such as price quotes and contracts. You can reference them in the project plan and attach them here so that they do not interrupt the narrative flow.

[Insert Appendices]