



## **Project Plan Template**

## Using the Project Plan Template and/or the Detail Task Worksheets

<b>Completed by:</b>	FACTS Implementation Consultant
<b>Purpose:</b>	<p>The template (reference Project Plan Template fs-start.mpp) is helpful if you decide to lay out the project in Microsoft Project, an automated project management tool. By providing a pre-configured plan based on Partnership in Action, it serves as a guide to the methodology and saves you the time required to enter the individual project tasks.</p> <p>The Detail Task Worksheets (reference Project Plan Detail Task Worksheet document) provide the same pre-configured project tasks in more detail. These worksheets can be used by the Implementation Consultant and by the Customer to manage the project on a daily basis. These worksheets are developed in MS Word, thus they do not offer the automated tracking and updating that MS Project provides.</p>
<b>How it is used:</b>	<p>Use the template as a guide to the individual tasks that are required to complete the implementation project. Edit the steps to tailor them to your specific project. Then enter the start date and the expected duration for each task. The program will create a Gantt Chart of the project showing you a projected completion date for each milestone and for the project as a whole.</p> <p>As changes occur, they can be entered into the Project Plan Template. The software will automatically update the schedule. For more information on how to modify the template, refer to your MS Project Reference Manual or on-line help.</p> <p>You may want to use the Project Plan template to plan and track the project at a high level, while using the Detail Task Worksheets to track the project on a day-to-day basis. Use the Detail Task Worksheet to create a more detailed plan listing of all tasks required to complete each step, including prerequisites and follow-up tasks.</p>
<b>When it is used:</b>	The template and/or worksheets are used during the Project Plan step to establish a plan and timeline for the project. They are used throughout the project to keep members of the project team informed of tasks accomplished and upcoming tasks.
<b>Who uses it:</b>	Local Facts Office and Customer
<b>File under:</b>	Planning/Project Plan
<b>Last revised:</b>	05/01
<b>File Location:</b>	<p>Project Plan Template.exe</p> <p>This is a self-extracting zipped MS Word document and must be printed/viewed through MS Word. This file is located at <a href="http://www.sofsol.com">www.sofsol.com</a>, in the Nexus, under Information Centers – Facts Technical.</p> <p>Note: The Software Solutions Nexus is a private extranet and is available for local Facts personnel only.</p>

