

Center for Innovation Project Plan

Project Name:

Date:

Proponent:

Project Manager:

Designer:

Introduction:

- *See Engagement Document*
- *See Executive Summary (if applicable)*
- *If more detail necessary, add here*

Scope:

- Project Deliverables:
- Assumptions:
- Services Out of Scope:
 - *See Engagement Document for 3 topics above*
 - *If more detail necessary, add here*
- Requirements:

Schedule:

- *See Project Schedule*

Resources: *(include who is providing these)*

- *People*
 - *Team members:*
 - *Names*
 - *Roles*
 - *Reporting Group*
 - *Is there a charge & who is paying/providing?*
 - *Stakeholders:*

- *Who is impacted?*
- *Who is interested?*
- *Money*
 - *Are there cost constraints?*
- *Space*
- *Technical*

Research Plan:

Communication Plan:

Change Management Plan:

Closure Plan:

- *Operational Home*
- *Transition Plan*
- *Lessons Learned*

Approvals:

CFI:

Project Champion:

Signature Date:

Signature Date:

Revision History: