Stage Plan

[Project Name]

Stage # Plan

[Program/Branch Name]

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Document status: |  |
| Version: |  |
| Date: |  |
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# Purpose

The purpose of this stage plan is to describe in detail the current work being undertaken by the project. It describes the products this stage will produce, the controls to be put in place, and the activities and resources required. It also provides a baseline against which stage progress will be measured.

<If the project will be delivered in one stage only, the plan details can be included in the PID, or if more detail is required use the Project Plan template instead>

# Stage Description

<Provide an introduction for the project, summarising outcomes of the previous project stages and provide a brief description of this stage and include prerequisites to the stage.>

# Stage Scope

<Provide details of what is included in the scope of this particular stage. The scope of a stage should be a component of the overall project scope and may be further expanded to provide the details for the stage. If the scope includes components which are not in the Project Scope, consider amending the Project Scope (with appropriate scope change approvals). Also specify what is excluded from the scope.>

## In Scope

< Describe all components which will be delivered by this stage.>

|  |
| --- |
| In Scope Statement |
| < Example – Reporting system > |

## Out of Scope

<If relevant, indicate what is not in the scope of this stage and make a reference to the stage it will be delivered in.>

|  |  |
| --- | --- |
| Out of Scope Statement | Explain why these elements are out of scope |
| < Example – Conduct training > | < Example – This will be delivered in Stage 4. > |

# Success measure

# *List success criteria for the stage*

# Dependencies

# *List all the dependencies for the stage*

# Assumptions

# *List all the assumptions related to the stage*

# Stage Products

This stage will deliver the following products

<Provide a high-level list and description of the key stage products (e.g. deliverables). All stage products should be included in the Product Breakdown Structure >

|  |  |  |
| --- | --- | --- |
| Product breakdown structure (PBS) No  | Product title | High Level Description |
|  |  |  |

Detailed product descriptions can be found in Appendix A.

## Product Breakdown Structure

## Product Flow Diagram

<if required>

#

# Task & Resource Schedule

## *Outline the tasks, resources and the schedule for the stage*

# Risk Summary

<Outline the key risks to delivering the project. In accordance with the corporate risk standards, the project team must use the departmental Risk Management Framework. Further information is to be captured in the project risk register and maintained throughout the project.>

A summary of the major risks to the project/stage and proposed mitigation treatments are detailed below.

| Risk | Risk Rating (level) – before Treatment [AR] | Treatment | Risk Rating (Level) – after Treatment [RR] |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

# Financial Summary

*<Provide financial details of the intended investment, both capital and operational. Provide details of the intended resources that will be required to deliver the project. You may replace this table with one that is appropriate for your project>*

This Stage is expected to have the following costs:

|  |  |  |
| --- | --- | --- |
| Description | OPEX | CAPEX |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Sub Total** | $ | $ |
| **Total**  | **$** |

# Appendices

<If applicable, attach any additional appendices to support the Stage Plan. >

|  |
| --- |
| Appendix A – Product Descriptions |
| Appendix B – Detailed Stage Schedule |
| Appendix C – Risk Register Summary |