

Project plan (Max 5 pages)

1. Mission of the project (the higher goal: not too concrete, nor too abstract)
2. Scope (what will you and what will you not do)
3. Analysis of the problem (what is the problem and how will your solution contribute to the mission of the project?)
4. Project structure/activities (what will you do, how will you do it, how much time does each activity take, overlap in activities, when and with which milestones and deliverables)
5. Project organisation (stakeholders, project team (internal and external), collaboration and division of tasks between team members)
6. Management of risk and contingencies, alternative scenario's, what if ...
7. Deliverables: e.g. report (but why does it make a difference?), prototype?, knowledge transfer?, Etc.
8. Continuation of the project after you leave

