

Agile Project Plan Template



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Agile Project Plan Template

Project Name

Agile Project Plan

Company Name
Street Address
City, State and Zip

webaddress.com

Version 0.0.0
00/00/0000

Prepared By	Title	Date
Approved By	Title	Date

Version History

Version	Approved By	Revision Date	Description of Change	Author

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1. Executive Summary

Summarize the project vision, goals, and objectives. Highlight the agile approach and expected outcomes.

2. Agile Project Approach and Governance

Describe the agile methodologies being used (e.g., Scrum, Kanban, or Hybrid) and the governance structure.

2.1 Project Vision

Define the overall vision for the project, including the problem being solved and the value to be delivered.

2.2 Product Roadmap

Outline the high-level features and functionality to be developed over time. Include major milestones and releases.

2.3 Release Plan

Detail the planned releases, including tentative dates and key features for each release.

2.4 Sprint Planning

Describe the sprint length, planning process, and how work will be prioritized and selected for each sprint.

2.5 Stakeholder Analysis

Identify key stakeholders and their roles in the agile process. Include how they will be involved in review and decision-making.

2.6 Change Management Approach

Detail how changes will be managed within the agile framework, including the process for updating the product backlog.

3. Communication Management Plan

Detail the communication strategy, including daily stand-ups, sprint reviews, and stakeholder updates.

Name	Title	Email	Office Phone

Communication Item	Description	Frequency	Ownership	Deliverable	Deliverable Owner

4. Resource Management Plan

Outline how resources will be allocated and managed throughout the project.

5. Team Structure And Roles

Describe the agile team structure, including roles such as Product Owner, Scrum Master, and team members.

5.1 Scrum Team Members

Name	Role	Email

5.2 Resource Calendar

Provide a calendar showing resource availability for upcoming sprints.

Role	Hours Per Month											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC

6. Sprint Management Plan

Detail how sprints will be managed, including sprint planning, daily stand-ups, sprint reviews, and retrospectives.

7. Quality Management Plan

Describe quality assurance practices, including continuous integration, automated testing, and code reviews.

8. Risk Management Plan

Outline the approach for identifying, assessing, and mitigating risks throughout the project.

8.1 Risk Log

Maintain an ongoing log of identified risks, their potential impact, and mitigation strategies.

Risk ID	Risk Name / Description	Category	Assessed Probability	Impact	Analysis / Score	Priority	Mitigation / Response Plan	Owner	Res. Status

9. Budget And Cost Management

Explain how the budget will be managed in an agile context, including sprint-by-sprint cost tracking.

9.1 Sprint-By-Sprint Cost Tracking

Sprint	Estimated Cost	Actual Cost	Variance	Cumulative Cost	Notes

10. Definition of Done

Clearly define the criteria that must be met for a user story or feature to be considered complete.

Criteria	Description	Responsible Party	Verification Method

11. Appendices

Attach or link to relevant documents such as the product backlog, sprint backlog templates, or team working agreements.

Attachment Name	Location / Link

12. Authorization Signatures

Prepared By

Name and Title

Recommended By

Name and Title

Agile Project Plan

Prepared By	Title	Date

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1. Executive Summary

2. Agile Project Approach and Governance

2.1 Project Vision

2.2 Product Roadmap

2.3 Release Plan

2.4 Sprint Planning

2.5 Stakeholder Analysis

2.6 Change Management Approach

Communication Type	Description	Frequency	Message Distribution	Deliverable	Deliverable Owner

4. Resource Management Plan

5. Team Structure And Roles

5.1 Scrum Team Members

Name	Role	Email	Phone

5.2 Resource Calendar

Hours Per Month

Role													

6. Sprint Management Plan

7. Quality Management Plan

8. Risk Management Plan

8.1 Risk Log

Risk ID	Risk Name / Description	Category	Likelihood / Probability	Impact	Analysis / Score	Priority	Mitigation / Response Plan	Owner	Risk Status	Date Identified

9. Budget And Cost Management

9.1 Sprint-By-Sprint Cost Tracking

Sprint	Estimated Cost	Actual Cost	Variance	Cumulative Cost	Notes

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Prepared By

Name and Title	Signature	Date

Recommended By

Name and Title	Signature	Date

Approved By

Name and Title	Signature	Date

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