Date

Author

Project plan– Project name

Project manager

Click here to enter the name of the project manager.

Responsible department or division

Click or tap here to enter text.

Project time

Planned start: Enter the date. Planned closure: Enter the date.

Approval of the description of ideas

Date of approval: Enter the date.

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1. Project description and background

Describe the project and the background of the project and how it supports Mid Sweden University’s vision, strategy and objectives. The project description can be retrieved from the submitted idea description**.   
Remove blue instruction text from the final document**.

Click or tap here to enter text.

1. Objectives and results
   1. Project objectives

Describe the project’s objectives in terms of time and content. The overall project objective should describe what the project will deliver as final goal, in addition to the final goal, a number of milestones can be set.

Click or tap here to enter text.

1. Target group/stakeholders

Specify target groups and stakeholders, can be retrieved from submitted idea description.

Click or tap here to enter text.

1. Organisation

Describe the organisation of the project, for example steering group, project owner, project manager, project group and reference group. If other departments and divisions or units are affected by the project, ensure that they are given the opportunity to participate in the project. Contact the student unions about their possible participation in the project.

Click or tap here to enter text.

1. Implementation
   1. Practical implementation of the project

The table for project activities is expected to include information on:   
**Activity**: Specify tasks within the project. The project activity list shall show when and how the status report, final report and communication take place, as well as activities that can be linked to the risk assessment.  
**Responsible**: Specify the person responsible, function, department, division, etc. for the activity   
**Delivery**: What should be handed over in form of objects, results or otherwise.   
**Date**: Specify the time when the task should be completed.   
Rows can be added or deleted to the table.

Enter here any initial text.

|  |  |  |  |
| --- | --- | --- | --- |
| Project activities  Description of the activities included in the project, what to deliver and to whom | | | |
| Activity | Responsible | Delivery | Date |
| Text/speech | Text/speech | Text/speech | Text/speech |
| Text/speech | Text/speech | Text/speech | Text/speech |
| Text/speech | Text/speech | Text/speech | Text/speech |
| Text/speech | Sum | Sum | Sum |

1. Resource estimation and costs

Enter here any initial text.

|  |  |  |
| --- | --- | --- |
| Type of Cost | Cost SEK | Financed by:  (e.g. ALP, faculty, department, etc.) |
| Personnel costs | Text/speech | Text/speech |
| Material costs | Text/speech | Text/speech |
| Travel and accommodation costs  (no travel between camus) | Text/speech | Text/speech |
| Other costs |  |  |
| Indirect costs (OH) | Text/speech | Text/speech |
|  | Sum | Sum |

1. Benefits and Utilisation

Start from the idea description and complete below how the benefits of the project are to be realised and who is responsible. Add more tables if needed.

Enter here any initial text.

|  |  |
| --- | --- |
| What is the utility: | Click or tap here to enter text. |
| Concretising the benefits: | Click or tap here to enter text. |
| For whom is the benefit: | Click or tap here to enter text. |
| How does the utility count at home: | Click or tap here to enter text. |
| How and when will the benefits be followed up: | Click or tap here to enter text. |
| Who is responsible for follow-up: | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Concretising the benefits: | Click or tap here to enter text. |
| For whom is the benefit: | Click or tap here to enter text. |
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|  |  |
| --- | --- |
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| How does the utility count at home: | Click or tap here to enter text. |
| How and when will the benefits be followed up: | Click or tap here to enter text. |
| Who is responsible for follow-up: | Click or tap here to enter text. |

1. Risk assessment

Please describe whether there are any risks associated with the implementation of the project. If there are more risks in addition to listed, list them as well. If the risk level is medium, high and very high, risk minimisation measures should also be described.

|  |  |  |
| --- | --- | --- |
| Risk | Level of risk | Risk minimisation measures |
| **Activities** – Risk of not being able to realise planned activities. | was low means  high very high |  |
| **Project results** – Risk that the project will not be able to deliver the project goal. | was low means  high very high |  |
| **Timetable** – Risk that the project cannot be carried out within the estimated time period. | was low means  high very high |  |
| **Personnel** – Risk of human resources affecting project implementation. | was low means  high very high |  |
| **Cost** – Risk of budget not being kept. | was low means  high very high |  |
|  | was low means  high very high |  |
|  | was low means  high very high |  |

1. Other

Click or tap here to enter text.