SAMPLE PROJECT PLANS

These are sample plans to give you some guidance on how to construct a project plan, with timelines attached. Constructing such a plan is the first step in the management of a project, and will help you to monitor the project in order to make any changes you will have to make to meet the goals of the project by a particular date. These samples have been borrowed or adapted from project plans submitted by students who have completed projects.

SAMPLE 1

This is a good example of a general plan in a tabular form, which sets a definite completion date for the various activities, but allows for flexibility within each activity. It might be accompanied by a more detailed breakdown of the activities to be carried out under each general heading, but this would be optional, at least at the start of the project.

General Activity	Estimated Time (hours)	Completion Date
Background research on studies done on this topic, and methods used	10	September 20
Construction and testing of a survey/ interview instrument and cover letter	10	September 27
Interviews with archivists/librarians	40	October 30
Analysis of survey/interview results and formulation of findings	30	November 20
Writing of report and presentation to staff	30	December 15

SAMPLE 2:

This is also a fairly simple plan, but with less well-defined completion dates. This plan would be a good beginning, and more specific projected completion dates could be assigned later.

Timeframe	Activity	Completion Date
Weeks 1-4	Detailed survey of the Internet and relevant information on adding sound and video clips to descriptive records in Archives' homepage.	Early February
Weeks 5-7	Draft a comprehensive report, taking into account all relevant issues and practical information gathered; include guidelines for implementation.	Late February

| Weeks 8-10 | Carry out a pilot project to test the recommendations of the feasibility study | Approx. March 20 |
| Week 11 | Write and review final report. | March 27 |

SAMPLE 3:

> *Here is an even more detailed plan, with very definite timelines The Nature of this project is to design guidelines and training programs for searching the B.C. and Canadian statutes, and possibly other databases for the lawyers in a law firm. Note that the student plans to devote more time to the project at the beginning of the term.*

Activity	**Completion Date**
Learn searching techniques of the RSBC, predict potential problems and possible solutions, learn shortcuts, apply examples, etc.	September 12
Create rough draft of RSBC search and cheat sheets.	September 16
Create trouble-shooting questions and answers for RSBC.	September 19
Plan training manual for RSBC including possible searching strategies, printing options, shortcuts, potential problems and solutions, with examples.	September 19
Write rough draft of training manual for RSBC.	September 23
Run training program with lawyer, process feedback and any problems, revise manual if necessary.	September 26
Submit revised training manual and cheat sheets to supervisor for approval.	September 30
Same as above steps for Canadian statutes.	October 3-31
Consult with supervisor about which remaining databases are most important for training, create a priority list, and follow steps for each as above, in priority order.	November 1-25
Hand in final version of training manual and cheat sheets for all databases.	November 28