Section	Description	Responsible	Sources
Introduction	Purpose, Background, Scope and Application, Related Documents		SOW, Project Charter, Business Case, Corporate History
Scope	Scope, Assumptions and Constraints, Risks. Scope Control		SOW, Project Charter, Business Case, Corporate History
Objectives	Mission statement, Critical Success Factors, Project Objectives		SOW, Project Charter, Business Case, Corporate History
Approach	Project Methods, Strategy, Plans, Client Organization, Locations and Network, Acceptance, Project Administration, Stakeholder Identification		Methods affected by corporate standards, policies.
Project Tasks, Deliverables, Milestones	Planning Approach, Key Deliverables, Milestones		Stakeholders, business strategy
Control and Reporting	Control and Reporting Standards and Procedures, Risk and Issue Management (includes escalation standards), Change Control, Problem Management, Status Monotoring and reporting, Reviews, Progress Reporting		Methods affected by corporate standards, policies.
Communication Plan	Communication paths and procedures to be used for formal communication with project staff, stakeholders, users.		Corporate Intra-net, email, newsletters, meetings
Work Management	Work Management Standards and Procedures , Workplan Control, Financial Control		Methods affected by corporate standards, policies.
Resource Management	Staff Resources, Project team, project roles and responsibilities, education and training. Hardware and Software tools, project environment. Software backup		Methods affected by corporate standards, policies.
Quality Management	Quality Management Standards, Review and Auditing. Test Management, Test Strategy, Test Levels, Test Execution. Measurement		Methods affected by corporate standards, policies.

Section	Description	Responsible	Sources
Configuration Management	Configuration Management Standards, Configuration Definition, Document and Configuration Control. Knowledge Management, Release Management. Configuration Status Accounting, Configuration Audit		Methods affected by corporate standards, policies.
Appendices			
Work Plan	Also called work breakdown structure. Will be maintained and updated throughout the project		SMEs, Project Leads, based on SOW, project scope
Roles and Responsibilities	Initial RACI chart establishes responsibility and accountablity. In particular, Stakeholds must be seen to accept and strongly support individual accountabilies.		Staffing plan, WBS, corporate roles and accountability.
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