**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12302&utm_source=template-word&utm_medium=content&utm_campaign=Agile+Project+Plan-word-12302&lpa=Agile+Project+Plan+word+12302)Agile Project Plan  
Template**

A ladder and a flag on top of a bar chart

Description automatically generatedProject Name

Agile   
Project   
Plan

Company Name

Street Address

City, State and Zip

webaddress.com

Version 0.0.0

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| Prepared By | Title | Date |
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| Approved By | Title | Date |
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## Version History

| Version | Approved By | Revision Date | Description of Change | Author |
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# Executive Summary

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

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# Agile Project Approach and Governance

Describe the Agile methodology being used (e.g., Scrum, Kanban, or hybrid) and the governance structure.

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## 2.1 Project Vision

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

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## 2.2 Product Roadmap

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

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## 2.3 Release Plan

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

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## 2.4 Sprint Planning

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

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## 2.5 Stakeholder Analysis

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

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## 2.6 Change Management Approach

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

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# Communication Management Plan

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

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Title | Email | Office Phone |
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| --- | --- | --- | --- | --- | --- |
| Communication Type | Description | Frequency | Message Distribution | Deliverable | Deliverable Owner |
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# Resource Management Plan

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

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# Team Structure And Roles

Describe the Agile team structure, including roles such as Product Owner, Scrum Master, and Development Team.

## Scrum Team Members

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| --- | --- | --- | --- |
| Name | Role | Email | Phone |
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## Resource Calendar

Provide a calendar showing resource availability for upcoming sprints.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Hours Per Month | | | | | | | | | | | |
| Role | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEPT | OCT | NOV | DEC |
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# Sprint Management Plan

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

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# Quality Management Plan

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

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# Risk Management Plan

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

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## Risk Log

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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Risk ID | Risk Name / Description | Category | Likelihood / Probability | Impact | Analysis / Score | Priority | Mitigation / Response Plan | Owner | Risk Status | Date Identified |
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# Budget And Cost Management

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

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## Sprint-By-Sprint Cost Tracking

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| Sprint | Estimated Cost | Actual  Cost | Variance | Cumulative Cost | Notes |
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# Definition of Done

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

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| Criteria | Description | Responsible Party | Verification Method |
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# Appendices

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

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| --- | --- |
| Attachment Name | Location / Link |
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# Authorization Signatures

Prepared By

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| --- | --- | --- |
| Name and Title | Signature | Date |
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Recommended By

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Approved By

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