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| Company Name |
| Programme Plan |
| [Type name of programme] |

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**Revision History**

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**Approvals and Sign-Off**

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# Programme ID

*Insert the unique identifier for this programme*

# Programme Description

*Insert a brief description of the programme (this can been taken from the Programme Brief)*

# Programme Plan

* 1. **Sequencing**

*Insert explanation of assumptions and criteria used to determine the relative sequencing of the projects included in the programme (listed in the Projects Dossier). Include the detailed schedule (e.g. in the form of a GANTT chart) as an Appendix.*

* 1. **Dependencies**

*Insert explanation of assumptions and criteria used to determine the relative dependencies of the projects included in the programme, including the specific relationships (inputs and outputs). Include the detailed dependencies (e.g. in the form of a dependency network diagram) as an Appendix.*

* 1. **Tranches**

*Insert explanation of assumptions and criteria used to group projects and related activities of the programme, including explanation of criteria used selection and for defining programme work streams (which may extend across one or more tranche of the programme). Include the detailed breakdown of the tranches (e.g. in the form of an overlay on the main programme schedule) in the relevant Appendix.*

* 1. **Review**

*Insert explanation of assumptions and criteria used to monitor programme progress and achievement of key milestones (cross-reference to the Quality Management Strategy and Monitoring and Control Strategy as appropriate). Explain the selection of key review points, including end of tranche reviews.*

# Risks and Issues

*Describe the relevant risk factors and any issues arising relevant to the programme plan, the underpinning assumptions and decisions on dependencies, scheduling and grouping into work streams and tranches. Cross-reference risks and issues noted to the Risk Register and Issues Log as appropriate.*

# Transition Plan

*Describe the relevant assumptions and criteria used to plan for transition and determine the relative sequencing of the transition activities at the end of each tranche of the programme (this will evolve with the plan as each tranche unfolds). Update the detailed programme schedule with transition activities. Cross reference to the (more detailed) Transition Plan.*

# Monitoring and Control

*Describe the activities that will be undertaken to manage and control the programme (i.e. against the Plan). Cross reference to the Monitoring and Control Strategy.*

# Resources

*Describe the estimate of resources, costs and effort required to deliver the programme and any assumptions or criteria applied to how programme resources will be deployed to deliver the Plan. Cross reference to the Resource Management Strategy and the Business Case.*

# Benefits Realization

*Insert relevant information, assumptions and criteria about the key programme/project milestones at which benefits realization will be reviewed and assessed. Cross reference to the Benefit Realization Strategy, Benefit Realization Plan and Transition Plan.*

# Communications

*Insert relevant information, assumptions and criteria about the key programme/project milestones at which stakeholder communications events will be held and/or reviewed and assessed. Cross reference to the Stakeholder Management Strategy and Communications Plan.*

# Quality Management

*Insert relevant information, assumptions and criteria about the key programme/project milestones at which programme quality review and assurance activities will be undertaken. Cross reference to the Quality Management Strategy.*

# APPENDIX: Programme Plan (Schedule)

# APPENDIX: Project Dependency Network