Author name

[Email address]

Abstract

In a few sentences, give a high level overview of the aim of this document and the overall initiative plan and approach.

Cost reduction initiative

Initiative project plan

|  |
| --- |
| **Initiative brief**  |

Populate this section with a couple of lines, giving a high level overview of the initiative. This should include the reason, the purpose and the proposed outcomes.

|  |
| --- |
| **Objectives**  |

List out the main objectives of the initiative. What do you want the outcome to be? How will you know this initiative has been a success?

|  |
| --- |
| **Scope**  |

Confirm which departments, areas of spending and products are in scope. Also, highlight any key players that are *not* in scope, to avoid any confusion.

|  |
| --- |
| **Business case**  |

Try and win your team and leaders around by setting out the case for the initiative. Highlight why this is important, what would happen if nothing was done and identify any risks in doing and not doing anything. You want people to leave this section with 100% certainty in this initiative.

|  |
| --- |
| **Approach**  |

Detail how you plan to conduct this initiative. What are the high level steps you plan to take? What methodology (if any) are you planning to use? What timeframe are you planning to do this over?

|  |
| --- |
| **Timeframe**  |

Show, at a high level, the key deliverables for the initiative and when they are going to be realised.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Week 1** | **Week 2** | **Week 3** | **Week 4** | **Week 5** | **Week 6** | **Week 7** | **Week 8** |
| **Review** |  |  |  |  |  |  |  |  |
| **Analyse** |  |  |  |  |  |  |  |  |
| **Plan** |  |  |  |  |  |  |  |  |
| **Solution** |  |  |  |  |  |  |  |  |
| **Deliver** |  |  |  |  |  |  |  |  |
| **Control** |  |  |  |  |  |  |  |  |
| **Review** |  |  |  |  |  |  |  |  |

|  |
| --- |
| **Stakeholders** |

Highlight the *key* individuals involved in this work. This will include those involved in the project team, those who will be working in the workshops, running the project and providing information and insight. Also highlight those people who will be “engaged” with, “informed” and “consulted”.

|  |  |  |
| --- | --- | --- |
| **Who?** | **Role in initiative** | **Engagement level** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Communication plan**  |

Identify clearly who you will be communicating with, when and how to ensure people are clear when they will receive certain communications and be updated on the progress of the initiative.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What?** | **How?** | **When?** | **To whom?** | **Frequency** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Final thoughts / appendices**  |

Write down any final thoughts you want to flag to the reader. Attach any additional documents or supporting material to this section.