Ashford Business Services Ltd

Project Plan

The operational blueprint for an approved project: how the work will be done, by whom, by when, at what cost, and how progress, quality and change will be controlled.

Item	Detail
Project	Sarah Mitchell
Document	Project Plan
Prepared by	Sarah Mitchell
Project manager	James Patel
Sponsor	Sarah Mitchell
Date of this document	9 November 2026
Version	1.0
Charter reference	JOB-1042
Plan baseline date	9 November 2026

1. Overview and objectives

Project overview. Summary of the project, its purpose, and the outcome it must deliver as agreed at the meeting.

Objectives. 9 November 2026

Success criteria. Criteria by which the finished project will be judged a success

2. Scope

2.1 In scope

- Area of work included in this project
- Area of work included in this project

2.2 Out of scope

- Area of work explicitly excluded from this project
- Area of work explicitly excluded from this project

2.3 Assumptions and constraints

Assumptions: Assumptions this plan relies on

Constraints: Constraints limiting this project

3. Work breakdown and deliverables

Each work package is broken down until no single task runs longer than the planning unit agreed for this project. Every package names its deliverable and its owner.

Ashford Business Services Ltd

Work package reference	Work package	Deliverable	Owner
JOB-1042	Work package	Deliverable of this work package	Helen Morris
JOB-1042	Work package	Deliverable of this work package	Helen Morris
JOB-1042	Work package	Deliverable of this work package	Helen Morris
JOB-1042	Work package	Deliverable of this work package	Helen Morris

4. Schedule, milestones and dependencies

Phase or milestone	Planned start date	Planned completion date	Exit criteria
Phase or milestone	9 November 2026	9 November 2026	Criteria that must be met before this phase or milestone is closed
Phase or milestone	9 November 2026	9 November 2026	Criteria that must be met before this phase or milestone is closed
Phase or milestone	9 November 2026	9 November 2026	Criteria that must be met before this phase or milestone is closed

Critical path. 9 November 2026

Dependencies. 9 November 2026

Schedule control. How schedule slippage is detected, reported and recovered

5. Team and responsibilities

Role	Responsibility	Decision rights
Role on this project	Responsibility of this role	Decisions this role may take as agreed at the meeting.
Role on this project	Responsibility of this role	Decisions this role may take as agreed at the meeting.
Role on this project	Responsibility of this role	Decisions this role may take as agreed at the meeting.

Escalation path. 10:30 am

6. Budget and resources

Phase or cost category	Budgeted amount	Resource needed
£45.00	£45.00	£45.00
£120.00	£120.00	£120.00
£850.00	£850.00	£850.00

Total budget: £45.00

Contingency: £45.00

Spend tracking: How spend is tracked against this budget and how often it is reviewed

7. Risk summary

The full risk register is held separately. This section records only the risks that most affect this plan, so that a reader of the plan alone still sees what could derail it.

Risk	Effect	Response	Owner
Description of the risk	Effect on the project if this risk occurs	Response to this risk	Helen Morris
Description of the risk	Effect on the project if this risk occurs	Response to this risk	Helen Morris

8. Quality and acceptance

Definition of done. Standard a piece of work must meet before it counts as finished

Checking and testing. How work is checked and tested, and who performs each check

Acceptance process. How deliverables are presented, reviewed and accepted, and what happens if acceptance is withheld

9. Communication plan

Audience	Information shared	Method	Frequency	Owner
Audience for this communication	Information shared with this audience	Method of communication	Frequency of this communication	Helen Morris
Audience for this communication	Information shared with this audience	Method of communication	Frequency of this communication	Helen Morris
Audience for this communication	Information shared with this audience	Method of communication	Frequency of this communication	Helen Morris

10. Change control and closure criteria

Change control. 10:30 am

Approval thresholds. £45.00

Closure criteria. Conditions that must be met before this project may be closed

Approval of this plan

Approval of this plan sets the scope, schedule and budget baseline against which progress is measured. Later changes are recorded through change control, not by editing this baseline silently.

Sign-off	Name	Role	Date
Sponsor	Sarah Mitchell	Role of the signatory	9 November 2026
Project manager	Sarah Mitchell	Role of the signatory	9 November 2026