

Appendix 2 – Project Plan and Review

Phase:	Activity:	Responsible person:	Start	End	Duration	Priority	Phase status			Comments
							Approved	Rejected	Other	
I										
Changes reviewed by:						Start of a new phase approved by:				
II										
Changes reviewed by:						Start of a new phase approved by:				
III										
Changes reviewed by:						Start of a new phase approved by:				

- Commented [AES8]:** Responsibility of the team leader.
- Commented [AES9]:** Changes in phase are defined by the team member.
- Commented [AES1]:** Phases are defined by a design and [redacted]
- Commented [AES2]:** Activities within the phase are defined by [redacted]
- Commented [AES4]:** Defined by the team leader.
- Commented [AES5]:** Input elements for each phase are [redacted]
- Commented [AES6]:** Deliverables for each phase are defined [redacted]
- Commented [AES7]:** Resources needed for executing phase [redacted]
- Commented [AES3]:** Defined by the team leader.
- Commented [AES10]:** Team leader; delete if there were no [redacted]
- Commented [AES11]:** Team leader; delete if there were no [redacted]
- Commented [AES12]:** Team leader; delete if there were no [redacted]

[organization name]

[job title]

[name]

[signature]

Commented [AES13]: Only necessary if the Procedure for Document and Record Control prescribes that paper documents must be signed.