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| **Project Name:**   |
| **Project Manager:**   **Date Approved:**   |
| **Work Breakdown Structure:** | Spelling out the breakdown of the project into phases, activities, tasks, and sub-tasks. |
| **Project Schedule Development:** | Listing the entire schedule of the activities and detailing their sequence of implementation. |
| **Resource Planning:** | Indicating who will do what work, at which time, and if any special skills are needed to accomplish the project tasks. |
| **Budget Planning:** | Specifying the budgeted cost to be incurred during the project and at the completion of the project. |
| **Procurement Planning:** | Focusing on vendors outside the association and subcontracting. |
| **Risk Management:** | Planning for possible risks and considering optional contingency plans and mitigation strategies. |
| **Quality Planning:** | Assessing quality criteria to be used for the project and final inspection requirements. |
| **Communication Planning:** | Designing the communication strategy with all project stakeholders. |