Applicable Yes, No, Comment?	Project Plan Deliverable	Key questions or issues to consider
Required	Charter	The charter provides an overview of the project objectives, scope, main stakeholders roles and responsibilities, and risks and assumptions.
Recommended	Project Plan	If you plan to create any of the previous project plan components, then you will want a place to publish and maintain them. The project plan template is a place to compile the set of documents used by the project manager and stakeholders to define, execute, monitor and control the project and its deliverables.
Recommended	Work Breakdown Structure (WBS)	The WBS organizes and defines the scope of the project, breaking it into manageable tasks. If the project involves multiple people or organizations, doing tasks that total at least one month of effort, then a WBS is recommended.
Recommended	Staffing and Organization Planning	Depict the project staff structure and organizations with a chart. This is recommended whenever a project involves multiple people or organizations.
Optional	Project Budget	The budget identifies all costs associated with the project, including contributed labor and non-labor expenses.
Optional	Roles and Responsibilities	For more complex projects involving many people and/or organizations, further define the project staff and their respective roles.
Optional	Communication Plan	Develop a plan to communicate with all interested parties (stakeholders, sponsors, users, developers) for the duration of the project. This planning ensures that everyone who needs to be informed about project activities and results gets the needed information in a timely manner.
Optional	Risk Management Plan	Plan for what to do when the project encounters known risks (both good and bad).