Project work plan

Client and project _____ Actuals through _____

Scope _____

Client inputs _____

Allowance _____

ID	Work package	Owner	Depends on	Start	Due	Estimate (h)	Actual (h)	Status
Totals to date								

Current allowance (h) _____ Entered from your estimate and approved changes.

Allowance less actuals (h) _____ Negative = over allowance. This is not a forecast of work left.

Project work plan

Client and project	Example client: reporting pack setup	Actuals through	16 Oct 2026
Scope	One entity, three views, independent review, one revision round and handover.		
Client inputs	One dataset on 5 Oct. Morgan returns consolidated feedback by 14 Oct.		
Allowance	24 base + 4 risk hours = 28. Approved Change 01 adds 3 hours; current allowance 31.		

ID	Work package	Owner	Depends on	Start	Due	Estimate (h)	Actual (h)	Status
P1	Scope and kickoff	Alex and Priya	Agreed scope	5 Oct 2026	5 Oct 2026	2.00	2.00	Complete
C1	Client dataset received	Morgan	P1	5 Oct 2026	5 Oct 2026	0.00	0.00	Complete
P2	Prepare source data	Alex	C1	6 Oct 2026	7 Oct 2026	4.00	6.00	Complete
P3	Build and check three reports	Alex	P2	8 Oct 2026	9 Oct 2026	8.00	10.00	Complete
P4	Independent review	Priya	P3	12 Oct 2026	12 Oct 2026	3.00	3.00	Complete
C2	Consolidated feedback received	Morgan	P4	13 Oct 2026	14 Oct 2026	0.00	0.00	Complete
P5	Client review and amendments	Alex	C2	15 Oct 2026	15 Oct 2026	4.00	4.00	Complete
A1	Build fourth report view (Change 01)	Alex	Change 01	15 Oct 2026	15 Oct 2026	2.00	2.00	Complete
A2	Review fourth report view	Priya	A1	16 Oct 2026	16 Oct 2026	1.00	1.00	Complete
P6	Documentation and handover	Alex	P5, A2	16 Oct 2026	16 Oct 2026	3.00	3.00	Complete
	Totals to date					**27.00**	**31.00**	

Current allowance (h)	31.00	Entered from your estimate and approved changes.
Allowance less actuals (h)	0.00	Negative = over allowance. This is not a forecast of work left.