

# PRINCE2® Poster Series #18

## The Three Levels of Plans

In this poster we examine the three levels of plans in PRINCE2: The Project Plan, Stage Plan, and Team Plan. We also look at the Exception Plan which is used when a tolerance is breached.

### The Three Levels of Plans

In PRINCE2 a plan is much more than a Gantt chart. It is a document that describes how, when and by whom a specific target is to be achieved.

PRINCE2 recommends three levels of plans:

- 1**

- Level 1 -  
Project Plan
- 2**

- Level 2 -  
Stage Plan
- 3**

- Level 3 -  
Team Plan

In addition there are also Exception Plans, which are used as a "replacement plan" when a tolerance is breached.



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The Project Plan is a high-level plan for the whole project. It is created during the Initiating a Project Stage by the project manager and is a major control document for the Project Board. It contains the business case and describes how and when the project's time, cost, scope and quality targets are to be achieved. The Project Plan also shows the major products, activities and resources required for the project.

Stage Plans are created at the start of a Project Stage. They focus on a day-to-day basis. The Project Plan also includes focuses on one stage. Each Stage Plan is produced near the end of the

Team Plans are created by the team manager in the Managing Product Delivery process. They focus on the execution of one or more Work Packages and are optional, depending on the project's size and complexity.

Another plan is the Exception Plan, which is used to recover from the effects of tolerance deviation. Exception Plans can be used to replace Stage Plans and Project Plans, but not Team Plans.

