|  |  |  |  |
| --- | --- | --- | --- |
| **Version Control** | | | |
| **Version** | **Date** | **Author** | **Change Description** |
|  |  |  |  |
|  |  |  |  |

# Document purpose

Describe how the project team will execute, manage, monitor and close the project.

In addition to serving as a guide for the team throughout the project.

# Current situation

[Past, where you are. Describe the current situation and why the project is necessary.]

See Project Scope Statement attached.

# SMART goals and project success criteria

[Future, where you are going. Describe the expected benefits detailing clearly SMART objectives and related success criteria.

SMART: Specific, Measurable, Assignable, Realistic & Time-related]

See Project Scope Statement attached.

# Scope baseline

[Detailed description of the scope of the project]

See Project Scope Statement attached which contains the statement of scope of the project, the work breakdown structure and its dictionary.

# Schedule baseline

[Based on WBS, set tasks, duration, start, finish, and **Responsible**. This section will be created automatically from MS Project]

See schedule attached.

# Cost baseline

[Set resources for all activities of the timeline. This section will be created automatically from MS Project]

See schedule attached (vision-PMO-costs).

# Project organization (Governance)

[Set names and responsibilities of the following stakeholders]

See Stakeholder Register attached.

# Risk management

[List the risks and associated strategies, considering Severity items, Probability, impact, action.]

See Risk Register attached.

# Communication strategy

[Set as the communication of critical activities and/or in progress will take place during the project implementation phase. The following items should be identified: what; When; How; For Whom]

The communication strategy is detailed in the Communication Matrix attached.

# How is measured the Progress of the project

[Set as project progress will be measured in accordance with the methodology of the PMO]

Through earned value analysis and its term and cost indicators (SPI & CPI) and traffic lights to indicate the progress of the project.

The criteria will be:

|  |  |  |  |
| --- | --- | --- | --- |
| Bookmark | Green | Yellow | Red |
| SPI | > = 1.0 | > = < 0.9 1.0 | < 0.9 |
| CPI | > = 1.0 | > = < 0.9 1.0 | < 0.9 |

To this end, the schedule and cost baselines are saved after completion of planning.

After that, weekly monitoring will be made between planned (baseline saves) with the accomplished.

The communication of the indicators be done through the Status Report on the topic Executive summary.

# Integrated Change Control

[Set the criteria and approval flow to changes in scope]

Every change must be requested through the form and sent to the project manager, the project manager will make its evaluation, will include in the Change Log and forwards for approval of the project sponsor. The Change Log will be in the project folder and will contain all requests with your updated status, even if it is rejected.

|  |  |  |
| --- | --- | --- |
| **Approvals** | | |
| **Participant** | **Signature** | **Date** |
| Project Sponsor |  |  |
| Project Manager |  |  |