Project Name

Project Management Plan

Version 2.0.0

AUTHOR1, AUTHOR2, AUTHOR3, AUTHOR4

TEAM XXX

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# Introduction and Purpose

*Introduce and summarise the app. Give an overview of the purpose and content of this document.*

# Project Information

## Background and intended use

*You should discuss the context of the project, e.g., why is it needed, what is it about, who is it being developed for. You should also discuss how the project is supposed to be used and who will be using it. List any relevant assumptions being made.*

## Scope

*What are the limits of what’s covered by your app? What’s excluded and why? List any assumptions you are making*

## Deliverables/due dates

*Outline what will be produced at the end of the project and when. You* ***must*** *produce a timeline (using a diagram or table). This timeline should include dependencies (i.e. which tasks depend on which).*

# Personnel/HR Management

*List the team members’ contact details and responsibilities within the project. Please be explicit with responsibilities.*

# Decision on Processes

*Explain how the work is being facilitated; for instance, where things are stored, how often they are reviewed, as well as any tools that your team is using to do this (i.e., Git, Google Docs, Asana, etc.) as well as how these are being used.*

# Communications Management

*Describe how communication is handled within your team, as well as which methods of communication are used for which purpose and why. You should also include expected response times and what to do when this response time is exceeded.*

**Risk Management**

*List* *any possibly* *factors which could jeopardize your team’s efforts. You should include what the risk is, how likely it is and how your team intends to resolve or avoid this risk factor.*