

ASSIGNMENT 1 Part 2

GUIDANCE FOR PROJECT MANAGEMENT PLAN CONTENT

The Project Charter + 5 core plans (Scope, Cost, Time, Stakeholder, Risk) are mandatory for all groups.

1. Project Charter

- 1.1 Purpose Statement
- 1.2 Objectives and Success Criteria
- 1.3 Requirements
- 1.4 Project Boundaries
- 1.5 High Level Risks
- 1.6 Summary of schedule and milestones
- 1.7 Summary of preliminary budget
- 1.8 Stakeholder List
- 1.9 PM Nomination
- 1.10 Definition of Success
- 1.11 *PMBOK Referenced PM Methods Used in Project Charter Aim – Discussion*

2. Scope Plan

- 2.1 Deliverables
- 2.2 Constraints
- 2.3 Exclusions
- 2.4 Work Breakdown Structure (WBS)
- 2.5 Scope Statement
- 2.6 *PMBOK Referenced PM Methods Used in Scope – Discussion*

3. Budget

- 3.1 Cost Estimation Strategy
- 3.2 Activity List - Cost & Time Estimation Table
- 3.3 Project Budget
- 3.4 Time based Budget
- 3.5 *PMBOK Referenced PM Methods Used in Cost – Discussion*

4. Schedule

- 4.1 Network Diagram
- 4.2 Gantt Chart
- 4.3 *PMBOK Referenced PM Methods Used in Schedule – Discussion*

5. Stakeholder Management Plan

- 5.1 Stakeholder Assessment
 - 5.1.1 Stakeholder Engagement Matrix
 - 5.1.2 Power Influence Grid

- 5.1.3 Power Interest Grid
- 5.2 Detailed Stakeholder Management Strategy
- 5.3 *PMBOK Referenced PM Methods Used in Stakeholder Management – Discussion*

6. Risk Management Plan

- 8.1 Risk Breakdown Strategy
- 8.2 Risk Severity Matrix
- 8.3 Risk Register (Table)
- 8.4 Feedback of Response Cost and Time back into Budget / Schedule
- 8.5 *PMBOK Referenced PM Methods Used in Risk Plan - Discussion*

As per the rubric, your group needs to include up to two additional plans out of PMBOK that are not covered in the lectures.

You should refer to PMBOK for more information on how to complete this and select the plan(s) based on what is appropriate for your project. For example, the Procurement Management Plan may be appropriate if you are procuring physical materials.

Groups of 6 or 5 should include 2 additional plans, and groups of 4 do not need any additional plans.

A few examples are below:

7. Communications Management Plan

- 7.1 Project Information System Table - Information/Sender/Recipient Stakeholder/Frequency/Method/Owner
- 7.2 *PMBOK Referenced PM Methods Used in Communications – Discussion*

8. Human Resources (HR) Management Plan

- 8.1 Project Organisation Chart
- 8.2 Roles and Responsibilities Table
- 8.3 Position Descriptions
- 8.4 Project Staffing Strategy
- 8.5 *PMBOK Referenced PM Methods Used in HR Plan – Discussion*

9. Procurement Management Plan (PMBOK Chapter 12)

10. Quality Management Plan (PMBOK Chapter 8)