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# Project Management Plan (Consolidated)

Project Name	
Project Code	
Customer Name	
Customer Location	
Project Manager Name	
Project Sponsor Name	
Approval Date	
Draft Date	

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**Document Creation/Revision History**

Srl. No.	Version No.	Activity	Name of Person	Date	Purpose of Change
1.		Drafting			
2.		Review			
3.		Changing			
4.					
5.					

**Document Approval Details**

Your Company Name		Your Client	
<b>Name</b>		<b>Name</b>	
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## 1. Introduction

### 1.1 Purpose

Purpose of this plan document

### 1.2 Scope

Scope of this plan document

### 1.3 Reference Materials

S. No.	Reference Material	Version #	Location	Owner

### 1.4 Definitions and Acronyms

S. No.	Acronym	Description
1.		
2.		
3.		

### 1.5 Project Description

It is a development project for automation of internal systems.

### 1.6 Project Contact Information

Client Contact Details	
Vendor1 Contact Details	
Vendor1 Contact Details	
Consultant1 Contact Details	
Security Contact Details	
Safety Contact Details	
Compliance Contact Details	
Procurement Contact Details	

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## 2. Project Itegration Management

### 2.1 Project Lifecycle

This project will use RUP Methodology with following phases:

- SRS
- Detail Architecture
- Construction and Unit Testing
- Integration, System
- UAT
- Packaging

### 2.2 Process Tailoring (I)

S. No.	Description of Tailoring	Reason	Impact	Location of Tailored Process
1.				
2.				
3.				
4.				
5.				

### 2.3 Project Closure (I)

Date	Team Details	Best Practices	Learning

*Note: The document path for Phase end questionnaire is available in section 2.2*

### 2.4 Updation of SPP

- Whenever there are major changes in MS Project Plan, OR
- Monthly – First Week of every month

### 2.5 Reusable Components (I)

S. No.	Reusable Component	Description	Efforts	Tentative Date of Completion	Benefits	Additional Reference	Tech. used	Dependency
1.								
2.								

---

## 2.6 Externally Acquired Work products

S. No	Tool Name	Description	Version	License Details – Development (cost, no, of licenses, validity etc)	License Details – Deployment (cost, no, of licenses, validity etc)	Benefits
1.						
2.						

## 2.7 New Technology Identification

Life Cycle Phases (if any)	Requirements (New Technology)	Expected Benefits	Expected Date when required	Status

---

### **3. Scope Mangement**

#### **3.1 Scope Management Plan**

Either define this subsidiary plan here or refer to some separate document.

#### **3.2 Requirement Management Plan**

Either define this subsidiary plan here or refer to some separate document.

#### **3.3 Scope of Work**

Either define the scope here or refer it to some some document or document section. For better configuration management maintain a seprate scope document.

#### **3.4 Acceptance Criteria**

Document your acceptance process and criteria here.

#### **3.5 Project Schedule (Work Breakdown Structure)**

#### **3.6 UAT Process**

Either define this process here or refer to some separate document.

#### **3.7 UA Test Cases**

Either define this here or refer to some separate document.



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## 4. Schedule Management

### 4.1 Milestones

Milestone	Planned End Date	Owner

**Note:** Pl. refer to MS project plan for revised end dates for milestones. The document path is available in section 2.2

### 4.2 Project Deliverables

S. No.	Deliverable Name	External/Internal	Planned Delivery Date	Delivery Mechanism	Re-planned Delivery Date	Responsibility
1.	Project Plan	External				
2						
3						
4.						
5						
6						

**Note:** Pl. refer to MS project plan for revised dates for project deliverables. The document path is available in section 2.2

### 4.3 Project Estimates (I)

Project Details	Planned
Project Start Date	
Project End Date	
Project Size	
Project Effort (person-months)	

**Note:** Pl. refer to MS project plan for revised dates for project and efforts estimation sheet for project size and efforts. The document path is available in section 2.2

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## 5. Cost Management

### 5.1 Project Cost and Budget (I)

Heads	Value	Remarks
Person months		
Hardware		
Software		
Travel		

---

## 6. Human Resource Management

### 6.1 Organization Chart

Put your organization chart which show reporting relationship and escalation path.

### 6.2 Roles and Responsibilities

Phases	Roles	Resource Name	Backup Resource

### 6.3 Human Resources

Role	Number	Total Experience	Skill Set	Rating (Below Avg. Average Above Avg.)	Location (Onsite/ Offshore)	Start Date *	End Date *

Specify either the start/end dates or the applicable phases

**Note:** Pl. refer to MS project plan for revised dates for project. The document path is available in section 2.2

### 6.4 Other Resources (I)

They may be different department people or service provider which are not part of your project

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## 6.5 Training Plan (I)

All the project team members joining the project will go through on the job training for

- Understanding ABC and Feature/Scope
- Architecture and Framework of ABC
- Coding Standards
- Communication Etiquettes

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## **7. Procurement Management**

### **7.1 Hardware (I)**

Either define this here or refer to some separate document.

### **7.2 Software/ Licences**

Either define this here or refer to some separate document.

### **7.3 Services Required**

- Logistic
- Insurance
- Security
- Safety
- Training
- Testing

### **7.4 Material Requirement**

Either define this here or refer to some separate document.

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## 8. Communication Management

### 8.1 Coordination between Onsite and Offshore Teams

As there is no onsite team so this plan is not required.

### 8.2 Organizational Boundaries and Interfaces (I)

Interface	Responsibility
HR	
Systems Administration Group	
QR	
Client	

### 8.3 Escalation Mechanism

Role	1st Level Escalation	2nd Level Escalation

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## 9. Risk Management

### 9.1 Assumptions, Dependencies and Constraints

#	Description	Type
1		Assumption
2		Dependency
3		Constraint

### 9.2 Risk Management Plan

Either define this subsidiary plan here or refer to some separate document.

### 9.3 Risk Register

The risks associated with this project are defined in “Risk Tracking Sheet”.

### 9.4 Risk Reponse Strategies

The risks associated with this project are defined in “Risk Tracking Sheet”.

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## **10. Procurement Management**

### **10.1 Travel Plan**

On need basis to collect the data from different government bodies within India travel will happen. SPP will be updated whenever any travel is needed and planned.

### **10.2 Procurement Needs**

Either define this here or refer to some separate document.

### **10.3 Procurement Product/Services Specs**

List all the products & services specs which need to be procured

### **10.4 Sources Selection Criteria for each procurement need**

### **10.5 Procurement management plan**

What, who, when, from where, how, how to measure of each procurement need

### **10.6 Tender Document**

List all the tender documents & prepare them separately.



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## 11. Project Governance

### 11.1 Project Monitoring and Control

List all the different kind of reviews and reporting structures required.

### 11.2 Steering / Project Committee

Define structure of each committee

### 11.3 Project Status Reporting

From	To	Frequency	Format

**Note:** *The document path for status reports is available in section 2.2*

---

## 12. Quality Management

### 12.1 List all type of test, inspections and reviews required

Either define this here or refer to some separate document.

### 12.2 Describe every quality process

Either define this here or refer to some separate document.

### 12.3 Test infrastructure & test plan

Either define this here or refer to some separate document.

### 12.4 Phase-end Review

Phase-end	Review Details	Best Practices	Learning

Note: The document path for Phase end questionnaire is available in section 2.2

### 12.5 Project Metrics Plan

Data collection, analysis plan with roles & responsibilities

### 12.6 Project Metrics

Metrics	Data Source	Frequency	Formula	Data Collection Responsibility
Effort Variance				
Schedule Variance				
Defects Density				
EV				
TCPI				
CV				
ETC				
EAC				
RSI (Requirement Stability Index)				
SPI				
CPI				
Customer Satisfaction Index				

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## 12.7 Project Goals (I)

Metric	Unit of Measure	Phase	Organization Level Goal			Project Level Goal ##			
			Goal	UCL	LCL	Goal	UCL	LCL	
Effort Variance									
Schedule Variance									
Defects Density									

## 12.8 Defect Prevention Plan

1. Coding standards will be defined by management team and will be followed for coding by development team
2. At least one informal walk through of the code will be done by senior developer
3. Team members will not be allowed to have more than one copy of any kind of code or document on his machine

## 12.9 Quality Assurance Activities

Either define this here or refer to some separate document.

## 12.10 Review Plan

Work Product	Review Team		
	Author	Reviewer	Client

## 12.11 Process and Product Quality (PPQ) Audit Plan

S. No.	Audit Area	Audit Focus	Planned Date

## 12.12 Problem Reporting and Corrective Action

Either define this here or refer to some separate document.

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### **12.13 Release & Delivery Procedures**

Either define this here or refer to some separate document.

### **12.14 Technical Processes**

Either define this here or refer to some separate document.

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## 13. Configuration Management Plan

### 13.1 Configuration Management Process

Either define this here or refer to some separate document.

### 13.2 Configuration Management Tool

Either define this here or refer to some separate document.

### 13.3 Configuration Item Identification

Either define this here or refer to some separate document.

### 13.4 Naming Conventions and Version Numbering

Either define this here or refer to some separate document.

### 13.5 Project Receivables from Client

Document the whole list of receivables and their status.

### 13.6 Project Documents

S. No.	Description of Document	Server Location	Access Permission	Status
1.	S/W Project Plan			
2.	Project Schedule Plan			
3.	Project Closure Report			

### 13.7 Data Management Plan

#### 13.7.1 Directory Structure

Either define this here or refer to some separate document.

#### 13.7.2 Access Control Mechanism

Directory Path	Contents	Access Rights	Accessible to

---

### 13.7.3 Security and Privacy Policy

Either define this here or refer to some separate document.

### 13.7.4 Change Control Mechanism

Either define this here or refer to some separate document.

### 13.7.5 Backup and Archival Mechanism

S. No.	Backup Nature	Backup Frequency	Media	Backup Location	Retention Period	Responsibility