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| --- | --- | --- | --- |
| Document ID | Document Name | Version | Date |
| PMP-01 | Project Management Plan (Consolidated) | V 1.6 | 15-Sep-16 |

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** | |
| **Name** |  | **Name** |  |
| **Title** |  | **Title** |  |
| **Version** |  | **Version** |  |
| **Date** |  | **Date** |  |

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Table of Contents

[1. Introduction 5](#_Toc462430793)

[1.1 Purpose 5](#_Toc462430794)

[1.2 Scope 5](#_Toc462430795)

[1.3 Reference Materials 5](#_Toc462430796)

[1.4 Definitions and Acronyms 5](#_Toc462430797)

[1.5 Project Description 5](#_Toc462430798)

[1.6 Project Contact Information 5](#_Toc462430799)

[2. Project Itegration Management 6](#_Toc462430800)

[2.1 Project Lifecycle 6](#_Toc462430801)

[2.2 Process Tailoring (I) 6](#_Toc462430802)

[2.3 Project Closure (I) 6](#_Toc462430803)

[2.4 Updation of SPP 6](#_Toc462430804)

[2.5 Reusable Components (I) 6](#_Toc462430805)

[2.6 Externally Acquired Work products 7](#_Toc462430806)

[2.7 New Technology Identification 7](#_Toc462430807)

[3. Scope Mangement 8](#_Toc462430808)

[3.1 Scope Management Plan 8](#_Toc462430809)

[3.2 Requirement Management Plan 8](#_Toc462430810)

[3.3 Scope of Work 8](#_Toc462430811)

[3.4 Acceptance Criteria 8](#_Toc462430812)

[3.5 Project Schedule (Work Breakdown Structure) 8](#_Toc462430813)

[3.6 UAT Process 8](#_Toc462430814)

[3.7 UA Test Cases 8](#_Toc462430815)

[4. Schedule Management 9](#_Toc462430816)

[4.1 Milestones 9](#_Toc462430817)

[4.2 Project Deliverables 9](#_Toc462430818)

[4.3 Project Estimates (I) 9](#_Toc462430819)

[5. Cost Management 10](#_Toc462430820)

[5.1 Project Cost and Budget (I) 10](#_Toc462430821)

[6. Human Resource Management 11](#_Toc462430822)

[6.1 Organization Chart 11](#_Toc462430823)

[6.2 Roles and Responsibilities 11](#_Toc462430824)

[6.3 Human Resources 11](#_Toc462430825)

[6.4 Other Resources (I) 11](#_Toc462430826)

[6.5 Training Plan (I) 12](#_Toc462430827)

[7. Procurment Management 13](#_Toc462430828)

[7.1 Hardware (I) 13](#_Toc462430829)

[7.2 Software/ Licences 13](#_Toc462430830)

[7.3 Services Required 13](#_Toc462430831)

[7.4 Material Requirement 13](#_Toc462430832)

[8. Communication Management 14](#_Toc462430833)

[8.1 Coordination between Onsite and Offshore Teams 14](#_Toc462430834)

[8.2 Organizational Boundaries and Interfaces (I) 14](#_Toc462430835)

[8.3 Escalation Mechanism 14](#_Toc462430836)

[9. Risk Management 15](#_Toc462430837)

[9.1 Assumptions, Dependencies and Constraints 15](#_Toc462430838)

[9.2 Risk Management Plan 15](#_Toc462430839)

[9.3 Risk Register 15](#_Toc462430840)

[9.4 Risk Reponse Strategies 15](#_Toc462430841)

[10. Procurment Management 16](#_Toc462430842)

[10.1 Travel Plan 16](#_Toc462430843)

[10.2 Procurment Needs 16](#_Toc462430844)

[10.3 Procurment Product/Services Specs 16](#_Toc462430845)

[10.4 Srouces Selection Crieteria for each procurement need 16](#_Toc462430846)

[10.5 Procurment management plan 16](#_Toc462430847)

[10.6 Tender Document 16](#_Toc462430848)

[11. Project Governance 17](#_Toc462430849)

[11.1 Project Monitoring and Control 17](#_Toc462430850)

[11.2 Steering / Project Committee 17](#_Toc462430851)

[11.3 Project Status Reporting 17](#_Toc462430852)

[12. Quality Management 18](#_Toc462430853)

[12.1 List all type of test, inspections and reviews required 18](#_Toc462430854)

[12.2 Describe every quality process 18](#_Toc462430855)

[12.3 Test infrastructure & test plan 18](#_Toc462430856)

[12.4 Phase-end Review 18](#_Toc462430857)

[12.5 Project Metrics Plan 18](#_Toc462430858)

[12.6 Project Metrics 18](#_Toc462430859)

[12.7 Project Goals (I) 19](#_Toc462430860)

[12.8 Defect Prevention Plan 19](#_Toc462430861)

[12.9 Quality Assurance Activities 19](#_Toc462430862)

[12.10 Review Plan 19](#_Toc462430863)

[12.11 Process and Product Quality (PPQ) Audit Plan 19](#_Toc462430864)

[12.12 Problem Reporting and Corrective Action 19](#_Toc462430865)

[12.13 Release & Delivery Procedures 20](#_Toc462430866)

[12.14 Technical Processes 20](#_Toc462430867)

[13. Configuration Management Plan 21](#_Toc462430868)

[13.1 Configuration Management Process 21](#_Toc462430869)

[13.2 Configuration Management Tool 21](#_Toc462430870)

[13.3 Configuration Item Identification 21](#_Toc462430871)

[13.4 Naming Conventions and Version Numbering 21](#_Toc462430872)

[13.5 Project Receivables from Client 21](#_Toc462430873)

[13.6 Project Documents 21](#_Toc462430874)

[13.7 Data Management Plan 21](#_Toc462430875)

## Introduction

### Purpose

Purpose of this plan document

### Scope

Scope of this plan document

### Reference Materials

| **S. No.** | **Reference Material** | **Version #** | **Location** | **Owner** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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### Definitions and Acronyms

| **S. No.** | **Acronym** | **Description** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

### Project Description

It is a development project for automation of internal systems.

### 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 |  |

## Project Itegration Management

### Project Lifecycle

This project will use RUP Methodology with following phases:

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

### Process Tailoring (I)

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

### Project Closure (I)

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Team Details | Best Practices | Learning |
|  |  |  |  |
|  |  |  |  |

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

### Updation of SPP

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

### Reusable Components (I)

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

### 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. |  |  |  |  |  |  |

### New Technology Identification

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

## Scope Mangement

### Scope Management Plan

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

### Requirement Management Plan

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

### 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.

### Acceptance Criteria

Document your acceptance process and criteria here.

### Project Schedule (Work Breakdown Structure)

### UAT Process

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

### UA Test Cases

Either define this here or refer to some separate document.

## Schedule Management

### 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

### 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

### 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

## Cost Management

### Project Cost and Budget (I)

|  |  |  |
| --- | --- | --- |
| **Heads** | **Value** | **Remarks** |
| Person months |  |  |
| Hardware |  |  |
| Software |  |  |
| Travel |  |  |

## Human Resource Management

### Organization Chart

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

### Roles and Responsibilities

| **Phases** | **Roles** | **Resource Name** | **Backup Resource** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

### 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

### Other Resources (I)

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

### Training Plan (I)

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

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

## Procurment Management

### Hardware (I)

Either define this here or refer to some separate document.

### Software/ Licences

Either define this here or refer to some separate document.

### Services Required

##### Logistic

##### Insurance

##### Security

##### Safety

##### Training

##### Testing

### Material Requirement

Either define this here or refer to some separate document.

## Communication Management

### Coordination between Onsite and Offshore Teams

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

### Organizational Boundaries and Interfaces (I)

| Interface | Responsibility |
| --- | --- |
| HR |  |
| Systems Administration Group |  |
| QR |  |
| Client |  |

### Escalation Mechanism

| Role | 1st Level  Escalation | 2nd Level  Escalation |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

## Risk Management

### Assumptions, Dependencies and Constraints

|  |  |  |
| --- | --- | --- |
| # | Description | Type |
| 1 |  | Assumption |
| 2 |  | Dependency |
| 3 |  | Constraint |

### Risk Management Plan

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

### Risk Register

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

### Risk Reponse Strategies

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

## Procurment Management

### 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.

### Procurment Needs

Either define this here or refer to some separate document.

### Procurment Product/Services Specs

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

### Srouces Selection Crieteria for each procurement need

### Procurment management plan

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

### Tender Document

List all the tender documents & prepare them separately.

## Project Governance

### Project Monitoring and Control

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

### Steering / Project Committee

Define structure of each committee

### Project Status Reporting

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Frequency | Format |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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

## Quality Management

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

Either define this here or refer to some separate document.

### Describe every quality process

Either define this here or refer to some separate document.

### Test infrastructure & test plan

Either define this here or refer to some separate document.

### Phase-end Review

|  |  |  |  |
| --- | --- | --- | --- |
| Phase-end | Review Details | Best Practices | Learning |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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

### Project Metrics Plan

Data collection, analysis plan with roles & responsibilites

### Project Metrics

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

### 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 |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

### Defect Prevention Plan

Coding standards will be defined by management team and will be followed for coding by development team

At least one informal walk through of the code will be done by senior developer

Team members will not be allowed to have more than one copy of any kind of code or document on his machine

### Quality Assurance Activities

Either define this here or refer to some separate document.

### Review Plan

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Product** | **Review Team** | | |
| **Author** | **Reviewer** | **Client** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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

| **S. No.** | **Audit Area** | **Audit Focus** | **Planned Date** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

### Problem Reporting and Corrective Action

Either define this here or refer to some separate document.

### Release & Delivery Procedures

Either define this here or refer to some separate document.

### Technical Processes

Either define this here or refer to some separate document.

## Configuration Management Plan

### Configuration Management Process

Either define this here or refer to some separate document.

### Configuration Management Tool

Either define this here or refer to some separate document.

### Configuration Item Identification

Either define this here or refer to some separate document.

### Naming Conventions and Version Numbering

Either define this here or refer to some separate document.

### Project Receivables from Client

Document the whole list of receivables and their status.

### Project Documents

| **S. No.** | **Description of Document** | **Server Location** | **Access Permission** | **Status** |
| --- | --- | --- | --- | --- |
|  | S/W Project Plan |  |  |  |
|  | Project Schedule Plan |  |  |  |
|  | Project Closure Report |  |  |  |

### Data Management Plan

#### Directory Structure

Either define this here or refer to some separate document.

#### Access Control Mechanism

|  |  |  |  |
| --- | --- | --- | --- |
| Directory Path | Contents | Access Rights | Accessible to |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

#### Security and Privacy Policy

Either define this here or refer to some separate document.

#### Change Control Mechanism

Either define this here or refer to some separate document.

#### Backup and Archival Mechanism

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