

**Project Management Plan Template**

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**Project Management Plan**

**Vehicle Detection**

**Company Name**

**Street Address**

**City, State Zip Code**

**Date**

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# Introduction

Vehicle Detection Incorporated (VDI) has recently approved a vehicle detection project for initiation within the research and development (R&D) group. This project aims to develop advanced software for detecting vehicles, aligning with VDI's corporate strategy of providing innovative solutions that enhance productivity in various fields, including urban planning, traffic management, and security. While vehicle detection technologies already exist, VDI believes that leveraging cutting-edge advancements will enable our team to create a solution that surpasses current offerings.

VDI has achieved market success through its commitment to high-quality products, user-friendliness, flexibility, and excellent customer service. Our customers recognize that our products meet a wide range of business and personal needs. By building on our reputation for delivering high-quality, user-friendly products and harnessing new technological advancements, VDI aims to establish itself as a leading provider of efficient and reliable vehicle detection software in the modern market.

# Project Management Approach

This section outlines the general approach to project management for the Vehicle Detection project, including roles and responsibilities of project team members. It also includes the organizations providing resources for the project and any resource constraints. If there are any decisions that need to be made by specific individuals, such as approval of additional project funding by the project sponsor, it should be stated here. It should be written as a summary of the project management plan.

Project Manager, Ivan Ivanov, holds overall authority and responsibility for managing and executing this project in accordance with this Project Plan and its subsidiary management plans. The project team will consist of personnel from the programming group, quality assurance/control group, technical writing group, and testing group. The Project Manager will work with all resources for project planning. All project and subsidiary management plans must be reviewed and approved by the project sponsor. All decisions regarding funding are also made by the project sponsor. Any delegation of authority for approval to the Project Manager must be documented in writing and signed by the project sponsor and Project Manager.

The project team will have a matrix structure, as team members from each organization continue to report to their organizational managers throughout the project's duration. The Project Manager is responsible for communicating with organizational managers regarding the progress and productivity of each project resource.

# Project Scope

The scope of the Vehicle Detection project includes planning, design, development, testing, and implementation of advanced vehicle detection software. This software will meet or exceed organizational standards and additional requirements outlined in the project charter. The scope of this project also encompasses the preparation of all documentation, guides, and training materials to be used alongside the software. The project will be considered complete when the software and documentation package have been successfully implemented and handed over to VDI's production team for deployment.

All work on the Vehicle Detection project will be conducted internally, and no part of this project will be outsourced. The scope of this project does not include any changes to requirements for standard operating systems to run the software, updates, or revisions to the software.

# List of Key Phases

Below is a summary list of key phases for the Vehicle Detection project. It includes only major milestones of the project, such as the completion of project phases or reviews at checkpoints. There may be minor milestones not included in this list but are included in the project schedule and WBS. In case of any schedule delays that may impact milestones or delivery dates, the project manager should immediately notify the relevant stakeholders so that measures can be taken to mitigate schedule slips. Any approved changes to these milestones or dates will be communicated to the project team by the project manager.

|  |  |  |
| --- | --- | --- |
| Milestone | Description | Date |
| Full Requirements Gathering | "All requirements for the Vehicle Detection must be defined based on the design." | 2/28/xx |
| Full Design of Vehicle Detection | This is the theoretical design for the software and its functionality | 5/31/xx |
| Full Coding of Vehicle Detection | All coding completed resulting in software prototype | 7/31/xx |
| Full Testing and Debugging of Vehicle Detection | All functionality tested and all identified errors corrected | 8/31/xx |
| Full Transition of Vehicle Detection to Development | Completed software and documentation transitioned to operations group to begin production | 11/30/xx |

# Basic Plan-Schedule and Work Breakdown Structure

In this section, we will discuss the Work Breakdown Structure (WBS), WBS dictionary, and the basic schedule plan and how they will be utilized for managing the project scope. The WBS provides the work packages necessary for project completion, while the WBS dictionary defines these work packages. The basic schedule plan provides a reference point for managing project progress concerning schedule and timelines. The basic schedule plan and WBS should be created using Microsoft Project. The WBS can be exported from the MS Project file.

The WBS for the Vehicle Detection project consists of work packages not exceeding 40 hours but at least 4 hours of work. These work packages have been developed collaboratively between project team members and stakeholders with input from functional managers and past project research.

The WBS dictionary defines all work packages for the Vehicle Detection project, including tasks, resources, and deliverables. Each work package in the WBS is defined in the WBS Dictionary and aids in resource planning, task execution, and ensuring compliance of deliverables with project requirements.

The project schedule for Vehicle Detection was developed based on the WBS and Project Charter with input from all project team members. The schedule was completed, reviewed by the project sponsor, approved, and baselined. The schedule will be maintained as an MS Project Gantt chart by the project manager. Any proposed changes to the schedule must adhere to the Change Control Process. If established thresholds may be exceeded, a change request will be submitted to the project manager. The project manager and team will assess the impact of the change on schedule, cost, resources, scope, and risks. If it's determined that the impact exceeds the thresholds, then the change will be escalated to the project sponsor for review and approval. The Vehicle Detection project thresholds are as follows:

- SPI less than 0.8 or greater than 1.2

- CPI less than 0.8 or greater than 1.2

If the change is approved by the project sponsor, it will be implemented by the project manager, who will update the schedule and all documentation, and notify all stakeholders accordingly, as per the Change Control Process.

The project's basic schedule plan and Work Breakdown Structure are provided in Appendix A "Project Schedule" and Appendix B "Work Breakdown Structure."

# Change Management Plan

In this section, we will outline the change control process for the Vehicle Detection project. The goal is to establish a standardized procedure that ensures thorough consideration and evaluation of proposed changes, ultimately leading to informed decision-making and effective project management.

Step 1: Identification of Change Need (Any Stakeholder)

- Any stakeholder can identify the need for a change and submit a filled change request form to the project manager.

Step 2: Registration of Change in Change Request Log (Project Manager)

- The project manager is responsible for maintaining a comprehensive log of all change requests received throughout the project duration.

Step 3: Change Evaluation (Project Manager, Project Team, Initiator)

- The project manager, along with the project team and the initiator, assesses the impact of the proposed change on cost, risks, schedule, and scope.

Step 4: Submission of Change Request to Change Control Board (CCB) (Project Manager)

- Upon completion of the evaluation, the project manager submits the change request and its corresponding analysis to the Change Control Board (CCB) for further review.

Step 5: Decision by Change Control Board (CCB)

- The CCB convenes to discuss the proposed change comprehensively and decides whether to approve or reject it based on the provided information and its alignment with project objectives.

Step 6: Implementation of Change (Project Manager)

- If the change is approved by the CCB, the project manager oversees the implementation process, updating project documentation as necessary and ensuring effective communication of the change to all relevant stakeholders.

For the Vehicle Detection project, any team member or stakeholder can initiate a change request. The project sponsor will chair the Change Control Board (CCB) and hold authority over approving changes related to scope, cost, or schedule adjustments. All change requests will be meticulously recorded in the project manager's change request log and monitored until resolution, regardless of their approval status.

# Communication Management Plan

The objective of the Communication Management Plan is to define the communication requirements for the project and how information will be disseminated to ensure project success. Careful consideration of how communication will be managed on each project is crucial. Having a reliable approach to communication management can prevent many project management issues. In this section, an overview of the approach to communication management will be provided. Typically, the Communication Management Plan defines:

- Communication requirements based on roles

- What information will be communicated

- How information will be communicated

- When information will be distributed

- Who will conduct the communication

- Who will receive the communication

- Communication conduct rules

For larger and more complex projects, the Communication Management Plan may be included as an appendix or a separate document distinct from the Project Management Plan. A detailed Communication Management Plan template is available on our website.

This Communication Management Plan establishes the communication framework for this project. It will serve as a guide for communications throughout the project lifecycle and will be updated as communication requirements change. This plan identifies and describes the roles of team members of the "Vehicle Detection" project in the realm of communication. It also includes a communication matrix, which reflects communication requirements for this project, and communication conduct rules for meetings and other communication forums. Additionally, a project team directory is included to provide contact information for all stakeholders directly involved in the project.

The Project Manager will play a leading role in ensuring effective communication on this project. Communication requirements are documented in the Communication Matrix below. The Communication Matrix will be used as guidance regarding what information to communicate, who should conduct the communication, when to communicate it, and to whom it should be addressed.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Communication Type** | **Description** | **Frequency** | **Format** | **Participants/ Distribution** | **Deliverable** | **Owner** |
| Weekly Status Report | Email summary of project status | Weekly | Email | Project Sponsor, Team and Stakeholders | Status Report | Project Manager |
| Weekly Project Team Meeting | Meeting to review action register and status | Weekly | In Person | Project Team | Updated Action Register | Project Manager |
| Project Monthly Review (PMR) | Present metrics and status to team and sponsor | Monthly | In Person | Project Sponsor, Team, and Stakeholders | Status and Metric Presentation | Project Manager |
| Project Gate Reviews | Present closeout of project phases and kickoff next phase | As Needed | In Person | Project Sponsor, Team and Stakeholders | Phase completion report and phase kickoff | Project Manager |
| Technical Design Review | Review of any technical designs or work associated with the project | As Needed | In Person | Project Team | Technical Design Package | Project Manager |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Title** | **E mail** | | **Office Phone** | **Cell Phone** |
| Ivan Yednak | Project Sponsor | [ivan@tsi.com](mailto:ivan@tsi.com) | xxx-xxx-xxxx | | xxx-xxx-xxxx |
| Serhiy Budnik | Project Manager | [budniks22@tsi.com](mailto:budniks22@tsi.com) | xxx-xxx-xxxx | | xxx-xxx-xxxx |
| Ilya Bukevich | Senior Programmer | [bukevichill@tsi.com](mailto:bukevichill@tsi.com) | xxx-xxx-xxxx | | xxx-xxx-xxxx |
| Oleksandr Vasylchuk | Programmer | [sashav12@tsi.com](mailto:sashav12@tsi.com) | xxx-xxx-xxxx | | xxx-xxx-xxxx |

# 

# Communication Conduct Rules

The Vehicle Detection Cost Management Plan outlines the procedures for managing project expenses and ensuring cost effectiveness throughout the project lifecycle. It establishes guidelines for measuring, reporting, and controlling project costs to ensure adherence to budgetary constraints and successful project completion. Key components of the Cost Management Plan include:

- Identification of Cost Management Responsibilities: Designates the project manager as responsible for managing and reporting project expenses.

- Authorization for Budget Changes: Specifies that all budgetary authority and decisions, including changes, rest with the project sponsor.

- Quantitative Measurement and Reporting: Establishes procedures for quantitatively measuring and reporting cost effectiveness using earned value calculations.

- Reporting Formats and Frequency: Specifies the formats, frequency, and recipients of cost reports, which will be presented monthly during project status meetings.

For the Vehicle Detection project, cost management accounts will be established at the fourth level of the Work Breakdown Structure (WBS), ensuring that all expenses and outcomes are effectively managed and tracked. Earned value calculations will be used to assess project performance, with work package initiation credited at 50% completion and the remaining 50% credited upon full completion. Costs will be rounded to the nearest dollar, and labor costs will be rounded to the nearest whole hour.

Cost Performance Index (CPI) and Schedule Performance Index (SPI) will be reported monthly to the project sponsor by the project manager. Deviations of 10% or +/- 0.1 in CPI and SPI will trigger a yellow or cautionary status change, while deviations of 20% or +/- 0.2 will prompt a red or critical status change, requiring corrective action. Any corrective action will necessitate a project change request approved by the Change Control Board (CCB) before implementation.

Earned value calculations will be compiled and presented by the project manager at monthly project status meetings. If critical levels are anticipated before the next meeting, immediate notification to the project sponsor will be provided.

# Procurement Management Plan

This section aims to clearly define the necessary steps and responsibilities for procurement from start to finish of the project. The project manager must ensure that the plan contributes to the successful completion of the project and does not become an excessive task for management. The project manager will work with the project team, the contracts/procurement department, and other key stakeholders to manage procurement activities.

For large projects or projects with more complex procurement management requirements, you may include the Procurement Management Plan as a separate document apart from the Project Management Plan. A detailed Procurement Management Plan template is available on our website.

The project manager will oversee and manage all procurement actions within this project. The project manager has the authority to approve all procurement actions up to 50,000 UAH. Any procurement actions exceeding this amount must be approved by the project sponsor.

Although this project requires minimal or no procurement, if procurement is necessary, the project manager will work with the project team to identify all items or services required to be procured for the successful completion of the project. The project manager will then ensure the review of these procurements by the Program Management Office (PMO) and their submission to the contracts and procurement groups. The contracts and procurement groups will review procurement actions, determine whether it is advantageous to make or buy the necessary items or engage external resources for services, and initiate the supplier selection, procurement, and contracting process.

If procurement is necessary, the project manager will be responsible for managing any selected vendor or external resource. The project manager will also measure the effectiveness of the vendor's provision of required goods and/or services and report this to the procurement and contracts groups.

# Scope Management Plan

# It is crucial for the approach to project scope management to be clearly defined and thoroughly documented. Poorly defined and communicated project scope can lead to delays, unnecessary work, failure to deliver intended results, cost overruns, or other unforeseen consequences. This section provides a general overview of the Scope Management Plan, addressing such issues as:

# - Who has the authority and responsibility for scope management

# - How scope is defined (i.e., Scope Description, Work Breakdown Structure, WBS Dictionary, Statement of Work, etc.)

# - How scope is measured and verified (i.e., quality checklists, baseline scope plan, work performance measurements, etc.)

# - The process for scope change (who initiates, who approves, etc.)

# - Who is responsible for accepting the final project deliverable and approving project scope acceptance

# A detailed Scope Management Plan, which can be included as an appendix to the Project Management Plan for larger or more complex projects, is available on our website. Make sure to review it and determine if it is necessary for managing your project.

# Scope management for the "Vehicle Detection project will be the sole responsibility of the project manager. The scope of this project is defined by the Scope Description, Work Breakdown Structure (WBS), and WBS Dictionary. The project manager, sponsor, and stakeholders will establish and approve documentation for measuring project scope, which includes quality checklists of deliverables and work performance measurements.

# Proposed scope changes may be initiated by the project manager, stakeholders, or any project team member. All change requests will be submitted to the project manager, who will then assess the scope change request. After approval of the scope change request by the Change Control Board and project sponsor, the project manager will update all project documentation and inform stakeholders of the scope change.

# The project sponsor is responsible for officially accepting the final project deliverable. This acceptance will be based on the review of all project documentation, testing results, beta test outcomes, and completion of all tasks/work packages and product functionality.

# Schedule Management Plan

This section provides a general structure of the approach that will be used to create the project schedule. Effective schedule management is necessary to ensure timely task completion, proper allocation of resources, and project performance measurement. This section should include discussions on the planning tool/format, key stages of scheduling, and roles and responsibilities regarding schedule development.

Make sure you have reviewed the detailed Schedule Management Plan available on our website. A separate Schedule Management Plan is suitable for larger projects or projects where schedule management is more formalized.

Schedules for the "Vehicle Detection" project will be created using MS Project 2007, starting from the results identified in the project's Work Breakdown Structure (WBS). Activity definition will identify specific work packages necessary to produce each deliverable. Sequencing of activities will be used to determine the order of work packages and establish dependencies between project activities. Activity duration estimation will be used to calculate the number of work periods required to complete work packages. Resource estimation will be used to assign resources to work packages to develop the schedule.

After the development of the draft schedule, it will be reviewed by the project team and any resources temporarily assigned to project tasks. The project team and resources must agree with the proposed assignments, durations, and schedule of work packages. Once this is achieved, the project sponsor will review and approve the schedule, after which it will be taken as the baseline.

According to the TSI organizational standard, the following will be identified as key stages for all project schedules:

- Completion of scope description and WBS/WBS Dictionary

- Project baseline plan

- Approval of the final project budget

- Project kickoff

- Roles and responsibilities approval

- Requirement definition approval

- Completion of data mapping/inventory

- Project implementation

- Acceptance of final deliverables

Roles and Responsibilities for Schedule Development:

- Project Manager: The project manager will be responsible for facilitating the identification, sequencing, and duration estimation of work packages with the project team. The project manager will also create the project schedule using MS Project 2007 and review it with the project team, stakeholders, and project sponsor. The project manager will obtain schedule approval from the project sponsor and take it as the baseline.

- Project Team: The project team will be responsible for participating in the identification, sequencing, duration estimation, and resource estimation of work packages. The project team will also review and validate the proposed schedule and take action as assigned after schedule approval.

- Project Sponsor: The project sponsor will participate in reviews of the proposed schedule and approve the final schedule before baselining.

-Project Stakeholders: Project stakeholders will participate in reviews of the proposed schedule and contribute to its validation.

# Quality Management Plan

This section discusses how quality management will be used to ensure that the project's results conform to formally established standards of acceptability. All project deliverables must be defined to create a basis for understanding the tasks and work that need to be planned. Quality management is the process by which an organization not only performs work but also ensures that it is done to an acceptable standard. Without a thorough Quality Management Plan, work may be performed at a substandard or unacceptable level. This section should include roles and responsibilities for quality, quality management, quality assurance, and quality monitoring.

For large or complex projects, the Quality Management Plan may be included as an appendix or separate document to the Project Management Plan. A detailed Quality Management Plan is available on our website.

All members of the Vehicle Detection project team will play a role in quality management. It is crucial that the team ensures work is performed at an adequate level of quality, from individual work packages to the final project deliverable. Here are the roles and responsibilities regarding quality for the Vehicle Detection project:

Project Sponsor The project sponsor is responsible for approving all quality standards for the Vehicle Detection project. They will review all project tasks and deliverables for compliance with established and approved quality standards. Additionally, the project sponsor will sign off on the final acceptance of the project's results.

Project Manager The project manager is responsible for quality management throughout the project. They will implement the Quality Management Plan and ensure that all tasks, processes, and documentation conform to this plan. The project manager will work with project quality specialists to establish acceptable quality standards and communicate and track all quality standards for the project team and stakeholders.

Quality SpecialistsQuality specialists will work with the project manager to develop and implement the Quality Management Plan. They will recommend tools and methodologies for monitoring quality and standards to establish acceptable quality levels. Quality specialists will create and maintain logs for quality control and assurance throughout the project.

Project Team and Stakeholders: Other members of the project team, as well as stakeholders, will assist the project manager and quality specialists in establishing acceptable quality standards. They will work to ensure compliance with all quality standards and report any quality-related issues to the project manager.

Quality Control: Quality control for the Vehicle Detection project will utilize tools and methodologies to ensure that all project results conform to approved quality standards. The project manager will ensure compliance with all quality standards and quality control measures throughout the project. Quality specialists will assist the project manager in verifying that all quality standards are met for each deliverable. If any changes are proposed and approved by the project sponsor and Change Control Board, the project manager is responsible for communicating these changes to the project team and updating all project plans and documentation.

Quality Assurance: Quality assurance for the Vehicle Detection project will ensure that all processes used to execute the project conform to acceptable quality standards. The project manager will monitor and measure quality against approved standards for each process used throughout the project, with the assistance of quality specialists, to ensure compliance with all quality standards. If any changes are proposed and approved by the project sponsor and Change Control Board, the project manager is responsible for communicating these changes to the project team and updating all project plans and documentation.

# Risk Management Plan

The approach to risk management for the Vehicle Detection project involves a systematic process through which the project team identifies, assesses, and prioritizes various risks. Every effort will be made to proactively identify risks in advance to implement mitigation strategies from the outset of the project. The most likely and high-impact risks have been added to the project schedule to ensure that risk managers take the necessary actions for mitigation in a timely manner according to the schedule. Risk managers will provide status reports on assigned risks at bi-weekly project team meetings, but only when meetings include the scheduled period for their risk review.

Upon project completion, during the closure process, the project manager will analyze each risk as well as the risk management process. Based on this analysis, the project manager will identify any opportunities for improving the risk management process for future projects. These improvements will be documented as part of the lessons learned repository from the project.

# Risk Register

The Risk Register for this project is provided in Appendix B, Risk Register.

# Staff Management Plan

The staffing plan for the Vehicle Detection project outlines the key roles and responsibilities crucial for its success. Operating under a matrix organizational structure, resources will be drawn from various internal departments. Here's a breakdown of the staffing requirements:

1. Project Manager The Project Manager is responsible for overall project management, including planning, execution, and delivery. They will coordinate with cross-functional teams, manage project resources, and ensure alignment with project objectives and timelines.

2. Lead Software Engineer This role will oversee the development of the vehicle detection software. They will be responsible for designing and implementing algorithms, coordinating with the development team, and ensuring the software meets performance and quality standards.

3. Data Scientist/Engineer The Data Scientist/Engineer will be tasked with processing and analyzing data for vehicle detection. They will develop machine learning models, optimize algorithms, and work closely with the software team to integrate data processing functionalities into the software.

4. Hardware Specialist Responsible for selecting and configuring hardware components required for vehicle detection systems. They will collaborate with the software team to ensure compatibility and optimize system performance.

5. Quality Assurance Engineer This role is crucial for ensuring the reliability and accuracy of the vehicle detection system. They will design and execute test cases, identify and report bugs, and work closely with the development team to address quality issues.

6. Project Coordinator/Administrator Supporting the Project Manager, the Project Coordinator/Administrator will handle administrative tasks, maintain project documentation, coordinate meetings, and assist in communication between team members and stakeholders.

Resource acquisition and management will involve collaboration with departmental heads to allocate necessary resources for the project. All team members will adhere to project timelines and deliverables, with regular communication channels established to ensure effective coordination and collaboration.

# Resource Calendar

For the Vehicle Detection project, the Resource Calendar will be structured to ensure the availability of key resources throughout the project duration. Here's a breakdown of resource requirements:

The Resource Calendar will reflect the standard 40-hour workweeks for all team members. Any deviations from this schedule, such as part-time availability or variations in effort levels, will be managed in consultation with the respective Functional Managers. The Resource Calendar will be finalized in collaboration with the Project Sponsor and Functional Managers before the project commences to ensure alignment with project objectives and timelines.

# Basic Cost Plan

For the Vehicle Detection project, the basic cost plan will encompass all anticipated expenses essential for the project's successful execution. This includes various cost categories such as personnel, equipment, software, training, travel, and contingencies. The cost plan will serve as the foundation for cost tracking, reporting, and management throughout the project lifecycle.

|  |  |  |
| --- | --- | --- |
| **Project Phase** | **Budgeted Total** | **Comments** |
| Planning | $3500 | Includes working hours for all project team members for gathering requirements and project planning. |
| Design | $2500 | Includes the working hours of all project team members for working on the conceptual design of Vehicle Detection. |
| Coding | $2000 | Includes all working hours for coding Vehicle Detection. |
| Testing | $1750 | Includes all working hours for testing (including beta testing) the Vehicle Detection software. |
| Transition and Closeout | $1500 | Includes all working hours for transitioning to operations and project closure. |

# Quality Management Plan

This section should provide the basic quality plan for the project. The purpose of this basic plan is to provide a foundation for ensuring the ability to measure quality to determine whether acceptable quality levels have been achieved. It is important for all projects to clearly define and communicate quality standards, and the basic quality plan serves this purpose.

The Vehicle Detection project must adhere to the quality standards established in the basic quality plan. The basic quality plan is the foundational plan that ensures acceptable levels of quality for the Vehicle Detection project. The software must meet or exceed the values ​​of the basic quality plan to achieve success.

# Sponsor Acceptance

Approved by the Project Sponsor:

Date:

<Project Sponsor>

<Project Sponsor Title>

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