AUTHOR’S NAME

  REV. DATE:

PROJECT MANAGEMENT PLAN

Plan VERSION HISTORY

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version #** | **Implemented By** | **Revision Date** | **Approved By** | **Approval Date** | **Reason** |
|  |  |  |  |  |  |
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Plan PURPOSE & RESOURCES

## Project MANAGEMENT PLAN Purpose

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# Executive Summary of Project Charter

[Provide an executive summary of the approved project charter and/or a link to the Project Charter.]

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Duis principes adipiscing ne cum, oratio efficiendi reprehendunt mei te, saperet inermis oportere ex vis. Pri no odio purto ferri, putent cetero hendrerit et mea, at bonorum incorrupte sea. No vis odio consul ancillae, exerci graeco utroque no eam. In pro vide reque posse. Eu eum bonorum atomorum vituperatoribus. At nisl alia everti mea, te vix stet nominavi.

## Assumptions/Constraints

[Insert summary of any changes from the project assumptions and/or constraints that were originally outlined in the project charter.]

# PROJECT TIMELINE

[Insert a snapshot of the project timeline or link to where it is stored.]

## KEY PROJECT MILESTONES

[Summarize key project milestones or link to where they are stored.]

The table below lists the milestones for this project, along with their estimated completion timeframe.

| **Key Milestones** | **Estimated Completion Timeframe** |
| --- | --- |
|  |  |
|  |  |

Plan PURPOSE & RESOURCES (cont.)

# Budget

[Summarize the project’s budget or link to where a detailed version is stored.]

## COMMUNICATIONS PLAN

[Insert the project’s communication matrix or link to where it’s stored.]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Stakeholder** | **Messages** | **Vehicles** | **Frequency** | **Communicators** | **Feedback Mechanisms** |
|  |  |  |  |  |  |
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# ACCOUNTABILITIES

[Insert the project’s accountability matrix or link to where it’s stored.]

## RISK Management Plan

[Insert or summarize the project’s risk management plan or link to where it’s stored.]

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* Mazim tollit ne eam, legendos tacimates cu vis.
* Paulo liberavisse mei cu, eius harum dicit mei eu.
* Elitr necessitatibus vel ea. Vix ut modus fugit, pri postea postulant eu.

# ISSUE MANAGEMENT PLAN

[Insert or summarize the project’s issue management plan or link to where it’s stored.]

* [Link to Issue Log if using]

Plan ApprovalS

The undersigned acknowledge they have reviewed the **Project Management Plan** for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(project name) and agree with the approach it presents. Changes to this plan will be coordinated with and approved by the undersigned or their designated representatives.

[List the individuals whose signatures are desired. Examples of such individuals are a Business Manager or Project Sponsor. Add additional lines for signature as necessary.]

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

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| Print Name: |  |  |  |
| Title: |  |  |  |
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| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |