Project Management Plan (PMP)

Caleb Pope

# Usage

This artifact is the foundational artifact. It’s a formal document that integrates and outlines how a project will be executed, monitored, controlled, and closed. This artifact integrates most to all plans. There are 3 implementations:

* Keep things high-level as to not update daily.
* Link the constituent plans to this document.
* Ask the viewer to refer to the constituent plans.

Below is a high-level template of all plans.

# Executive Summary

## Project Name

## Project Sponsor

## Project Manager

## Purpose

# Project Objectives

## Business Objective

Refer to Business Case Document

## Specific Deliverables

# Scope Management Plan

## In-Scope

## Out of Scope

## Change Control Process

# Schedule Management Plan

|  |  |  |
| --- | --- | --- |
| Milestone | Date Baseline | Owner |
|  |  |  |

# Cost Management Plan

## Budget Overview

## Cost Baseline

## Monitoring and Control Methodology

# Quality Management Plan

## Standards

## Testing and Validation

# Resource Management Plan

## Roles and Responsibilities

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Name | Responsibility | Contact Info |
|  |  |  |  |

## Resource Allocation

Team structure, tools, support systems

# Communication Management Plan

## Stakeholder Engagement Plan

## Communication Channels

## Event Schedules

|  |  |  |
| --- | --- | --- |
| Event | Frequency | Participants |
|  |  |  |

# Risk Management Plan

## Risk Identification Methodology

## Risk Register

|  |  |  |  |
| --- | --- | --- | --- |
| Risk | Likelihood | Impact | Handling Strategy |
|  |  |  | (Avoid, Transfer, Mitigate, Accept, Escalate) |

# Procurement Management Plan

## Vendors and Contracts

## Procurement Process

# Monitoring and Control

## Performance Metrics

Define KPIs

## Tools and Techniques

“We will use X for Y”

# Project Closure Plan

## Closure Activities

## Sign-off