**Instructor Note:** For this portion of the Project Plan you are trying to paint a picture for the reader – “How are you going to approach this project” The over all Project Plan is the “What” – this portion is the “How” *The template below is offered as a guide, you are welcome to search the internet for other examples*

Project Management Plan

**Project Name:**

**Introduction/Overview of Project**

* Introduce your overall philosophy for leadership and management of your project

**Project Team Organization**

* Insert a flow chart including the Project Sponsors, Team Members and Roles
* **Team Roles and Responsibilities**What are the Roles on your team
* Who is doing what   
   **Monitoring and Controlling Plans:**
* Status meetings
* Milestone
* What actions will be taken when WBS items fall behind

**Decision Making:**

* Who is responsible for the “final” say – you can break this down by tech or by leadership or by role

**Conflict Resolution**

* What methods will be utilized in the event of a difference of opinion