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| **Project Management Plan (PMP)- Overview** | |
| Project Name  and Number | [Insert PLDV or EGDV number and name of contract]  [Insert prime’s number and name for contract] |
| **Task Leads** | **Public Participation:** [name}  **QA:** [name]  **[Add other tasks]:** [name] |
| **Project Management Plan (PMP)** | Is there a full Project Management Plan (Yes / No) |
| **If no PMP what Project management documents exists:** | Scope  Catalogue of deliverables  Schedule  Testing and Acceptance Plan  QA/QC Plan |
| **QC Logs and Registers** | [Link to QC log showing what quality control tests have been run or other actions taken, including: date of test, outcome of test, corrective action taken (if any)]  **Locations of Logs and Registers (as appropriate):**  **Risk Register location:** [Insert Link]  **Issues Register location:** [Insert link]  **Change Register location:** [Insert link]  **Modeling QC Log:** [Insert Link]  **Other QC Logs:** [Insert links] |
| **Templates Required by Prime or Client** | [If prime has a required template for reports, memos, emails, invoices, etc., note requirement here and add link to samples of those items.]  If prime has any other special requirements or procedures for communications, note those here also. |
| **Resources from the Client or Prime** | [list any resources that the contract says will be provided by client or prime] |
| **Communication** | **Communication Plan:** [Link to Communication Plan, if any, or any formal communication processes established by the prime / client.]  **Official Templates for Project:** [Link to any templates for reports, memos, etc. provided by the prime]  **Email Archives located at:** [insert link] |
| **Media** | (News Articles, Public Service Announcements, Email Blasts or Social Media, Advertisements Re Project, Other Media Events/Publications)  Location of Media: |
| **Deliverables Sealed by** | [Insert name] |