**Project Management Plan Outline**

1. **Introduction**

The introduction will describe the project and its participants and explain the purpose of the PMP. The project duration along with a summary of tasks, budget and deliverables will be referenced in this section.

1. **Role and Responsibilities**

This section of the PMP will include the key client contacts, the Project Team Roster with Contact information, identification of the Stakeholders (SAC), and a written description of the roles and responsibilities for the Consultant Principal in Charge, the Consultant Project Manager and the client’s Project Manager. An exhibit of the Project Organizational Chart will be included.

1. **Communications**

A description of each communication type (Written, Telephone and Electronic) will be described along with how each will be executed. Additionally, the intent and general elements of project meetings will be discussed.

1. **Project Schedule & Deliverables**

This section will include a list of the deliverables with the associated due date. This section of the PMP should be “living-breathing” and updated weekly or as the Project Manager sees fit. This would be great to be used as part of the project weekly/bi-weekly meeting. A copy of the approved overall Project Schedule should be included in the Appendix.

1. **Quality Assurance and Quality Control**

A description and summary of the QA/QC Plan will be provided. Additionally, QC & QA reviewers by task should be identified. Forms to be used shall be included in the Appendix.

1. **Information Exchange**

This section shall include a description on how project information will be exchanged. Use of FTP, project portals and methods to exchange project information, submit materials for review and generally manage large database files will be provided in this section.

1. **Quality Assurance Form**

QA audit form is a living document that shall be included as part of the PMP and updated as the project progresses from Notice to Proceed to Final Deliverable.

1. **Invoicing and Billing**

The identified procedures provided by the client and those utilized by ATG and the process to include Subconsultant invoicing will be described in this section. An example of the progress report format to be used by each member of the consultant team will be included.

**APPENDIX**

Project Organizational Chart

Project Schedule

QA/QC Checklists

Monthly progress report Format