Date

**<Project Name>**

Project Management Plan

****

Alliance Transportation Group | 11701 Stonehollow Dr, Austin, TX 78758

Project Management Plan

Alliance Transportation Group (ATG)

ABOUT ALLIANCE TRANSPORTATION GROUP, INC.

Alliance Transportation Group, Inc. provides planning, modeling, engineering, economics, and public outreach services to clients in the public and private sector. The owners founded the firm in 1997 on strong beliefs: work-life balance; respect for clients, co-workers, and the community; sustainable relationships and the sharing of success.

1. Introduction

The Project Management Plan (PMP) provides an overview of the project management process that **ATG** will use in guiding the development of the <Project Name>. The PMP includes written project controls, standards, and procedures for all project tasks for which **ATG** is responsible.

This PMP is designed to meet the schedule established in the agreement between **ATG** and <CLIENT> executed on <Insert Project Execution Date> for the development of the <Project Name> to ensure that all elements of the project are completed on or before <Project End Date>.

The **ATG** Project Manager will monitor and update the PMP, revising as appropriate, and will work in collaboration with <CLIENT> staff to implement and maintain the PMP. The focus of the PMP is the timely execution of critical path elements of the scope and the provision of ongoing measures of project performance to ensure a quality project that meets or exceeds objectives. This PMP has been designed to align with the client’s policies and procedures to the greatest extent possible. The PMP also outlines:

* The general **Roles and Responsibilities** of each team member, along with contact information for key personnel;
* A **Communications Management Plan** that facilitates organizational communication and identifies strategies for effective communication throughout the life of the project;
* A **Roster of Key Stakeholders** to be incorporated in the project dialogue;
* A **Project Schedule and Work Plan** that describes the scope of the work to be performed and the anticipated schedule under which that work will be executed and that also provides an assessment of critical path tasks and milestones;
* A **Meeting Management Procedures Plan** which outlines the timing, scope, and documentation of meetings, including; Project Team, project progress, and performance review meetings;
* A **Quality Assurance and Quality Control (QA/QC) Process** to provide assurance to the client that the outcomes of the study result in a quality product that meets project objectives, and that adequate control is maintained during product development to ensure that products are delivered in an efficient manner with a minimum of problems due to chance errors or systemic irregularities;
* A **Catalog of Major Deliverables** established during contract development;
* Procedures for monthly **Status Reporting** consistent with client formatting, reporting, and billing cycles; and
* Procedures for **Updating and Amending the PMP**.

2. Roles & Responsibilities

Below is the Org Chart showing key staff and duties for each of the tasks provided in this PMP. The predominance of the staff listed have experience in previous <CLIENT> projects and will be dedicated to completing the project on-time and under budget. Contact information for the key staff are provided in **Appendix A**.

Figure 1: ATG ORG Chart

<Insert Project Org Chart>

ATG Team

**ATG** team members will fill multiple roles depending on the stage of the project development effort. Overall leadership will be provided by the **ATG** Project Manager, Principal-in-Charge, Quality Manager, and Deputy Project Manager. The roles of each of these individuals in leading the project are as follows:

Project Manager: <Name>

The Project Manager will provide direct, hands-on leadership and manage all aspects of the project. He will lead all document development activities and will be the key point of contact with <CLIENT> and the Steering Committee. He will also oversee all subcontractor activities.

Principal-in-Charge: <Name>

The Principal-in-Charge will assure that the Project Manager and Project Team get all the necessary resources to successfully deliver a quality product. He will use his experience working with and for <CLIENT> and Metroplan to aid in setting project direction and review of work products to ensure quality deliverables.

Quality Manager: <Name>

The **ATG** Quality Manager, in coordination with the Principal-in-Charge, will be responsible for attending review meetings and for ensuring that all results of the quality assurance and quality control processes are effectively documented and addressed. The Quality Manager will also conduct periodic Quality Assurance audits to ensure that client goals and objectives and contract requirements are being met.

Deputy Project Manager: <Name>

The Deputy Project Manager will assist the Project Manager in all aspects of project management and will take the lead on all administrative function of the project such as invoicing and preparation of progress reports, developing meeting agendas and minutes, and making logistical arrangements for project meetings.

The **ATG** leadership team will conduct the following activities:

* Participate in project meetings as directed by the **ATG** Task Manager(s);
* Report any risks, issues, or concerns relative to the delivery of the project deliverables on schedule and according to the project work plan to the **ATG** Project Manager;
* Complete all assigned tasks on time and according to the direction of the **ATG** Project Manager;
* Follow the communications plan;
* Participate in QA/QC processes
* Archive all working and final copies of project files and materials as directed by the **ATG** Project Manager; and
* Produce project deliverables that meet or exceed client expectations under the time allowed by the project schedule.

All **ATG** Team members report directly to the **ATG** Project Manager.

3. Communications Management Program

An effective communication strategy is paramount to the success of any project. Therefore, it is important that protocols be established to ensure efficient communication with all parties or groups throughout the life of the project. The Communications Management Plan (CMP) is designed to facilitate project dialogue among the following groups:

* **ATG** Project Team
  + <Name>, Principal in Charge
  + <Name>, Project Manager
  + <Name>, Deputy Project Manager
  + <Name>, Quality Manager
* <CLIENT> Staff
  + <Name>, Project Manager

3.1 Communication Protocols

The following communication protocols will be observed throughout the project:

* The primary points of contact with the **ATG** team will be the **ATG** Project Manager and Deputy Project Manager.
* All communication by the **ATG** team with <CLIENT> will be through the **ATG** Project Manager and Deputy Project Manager to the <CLIENT> Project Manager.
* Primary communication will be by email to provide a recoverable project history.
* All **ATG** team communication with <CLIENT> staff will be coordinated through the <CLIENT> Project Manager. If contacting <CLIENT> staff, in addition to the primary addressee, all emails will therefore include the <CLIENT> Project Manager as well as the **ATG** Project Manager and Deputy Project Manager.
* Significant telephone meetings or conference calls will be followed by email confirmation of outcomes and action items.
* A Project Team roster and key personnel contact information will be provided to <CLIENT> staff and other stakeholders identified by the <CLIENT> Project Manager, both electronically and manually, and kept current. The Project Team Roster is also contained in **Appendix A**.
* Identification of key stakeholders to be incorporated into the project dialogue will be performed in coordination with <CLIENT>.

Through this Communications Management Plan, the activities of the **ATG** Team will be directed, coordinated with, and communicated to the <CLIENT> Project Manager to ensure the project progresses as outlined in the approved Work Plan and is completed on schedule.

3.2 Use of Templates & Style Guides

All communication with <CLIENT> staff and all written deliverables (e.g. reports, technical memoranda, meeting exhibits, etc.) will use a standard template and style guide. The standard template will define a consistent font and appearance for all project materials. The Blank Study Template v1.0 template provided by <CLIENT> will be used as the template for report deliverables.

3.3 Use of Project Folders

All **ATG** electronic files (documents, maps, programs, etc.) related to this project will be stored in project folders on the **ATG** servers.

4. Schedule & Deliverables

This section includes a detailed schedule that makes use of a set of clearly defined tasks. The associated deliverables are designed to achieve timely execution and successful completion of the <Project Name>. The scope of work that provides a clear definition of each task is provided in **Appendix B**. This section provides:

* The deliverables to be provided under each task;
* Identified implementation milestones, including specific target completion dates for each task and deliverables consistent with the schedule (presented in Section 4.1 below); and
* Task and deliverable relationships and dependencies.

4.1 Deliverables by Task

Table 1 below provides a clear definition of the deliverables provided for each task. A Deliverables Tracking Worksheet can be found in **Appendix C**.

Table 1: ATG Deliverables by Task

<Insert Summary of Deliverables by Task>

4.2 Schedule and Milestones

Figure 2 depicts the timeline and tasks of **ATG**’s approach to completing the <Project Name>. A more detailed schedule that depicts subtasks and milestones is provided in **Appendix D**.

Figure 2: Project Schedule by Task

<Insert Summary Project Schedule by Task>

5. Meeting Management Procedures Plan

**ATG** will meet periodically with the Project Team to report and discuss proposed actions, technical directions, and progress. The frequency, duration, and scope of these meetings will be developed in conjunction with <CLIENT>.

The **ATG** Project Manager and Deputy Project Manager will develop meeting packets that will include: a preliminary agenda; handouts with relevant information on the meeting topics; and draft documents or other materials that are being submitted for review and/or approval. These items will be submitted to provide participants adequate time to digest the content of the materials and to prepare for the meeting.

Through these meetings, <CLIENT> staff will have the opportunity to review and approve deliverables as shown in the project schedule and described in the project work plan. Additional meetings will be scheduled and conducted as directed by <CLIENT>.

6. Outline of Quality Assurance & Quality Control Process

**ATG**’s Quality Assurance and Quality Control (QA/QC) process is designed to provide assurance to <CLIENT> that the outcomes of the project result in a quality product that meets project objectives and adequate control is maintained during product development, ensuring that products are delivered in an efficient manner with a minimum number of issues due to chance errors or systemic irregularities. The basic principles of the QA/QC process are to 1) prevent errors from being introduced, 2) ensure that errors are detected and corrected as early as possible by implementing checking and back-checking procedures, and 3) eliminate the causes of the errors, as well as the errors themselves. **ATG**’s QA/QC Plan is provided in **Appendix E**.

The **ATG** Quality Assurance Process is a corporation-wide process that incorporates an established system of review procedures conducted by personnel not directly involved in the process of creating the products and services described in the relevant project work plan. The Quality Control Process is conducted continuously throughout a project’s span and is effectively executed by all members of the Project Team. Accordingly, Production Level staff initialize Quality Control checks by conducting peer review which includes:

* Reasonableness Checks
* Peer Reviews
* Statistical Checks
* Replication of Calculations
* Quality Audits
* Procedure Documentation

7. Status Reporting Procedures

The **ATG** Project Manager and Deputy Project Manager will work with the <CLIENT> Project Manager to facilitate monthly project status and performance reviews by the Project Team to ensure that measurable progress has been achieved and standard practices have been followed. To facilitate performance reviews, **ATG** will submit monthly progress reports, as attachments to monthly invoices, detailing work completed, and project milestones reached. **ATG** will provide the report in a format specified by <CLIENT> - electronic format documents are anticipated. At a minimum, the monthly progress report will include the following items:

* Project Title and Contract Number
* Description of the progress and the percentage completed, including any changes to schedule
* Summary of budget expenditures
* Work planned for the following month

8. Updating & Amending the PMP

After the Project Management Plan has been approved by <CLIENT>, any significant updates, modifications, or amendments to the PMP will be submitted to the <CLIENT> Project Manager for review and approval prior to implementation.

Appendix A – Project Team Roster

<Insert Project Team Roster and Contact Information>

Appendix B – Scope of Work

<Insert Scope of Work>

Appendix C – Deliverables Tracking Worksheet

<Insert List of Deliverables and Due Dates by Task>

Appendix D – Detailed Project Schedule

<Insert Detail Schedule>

Appendix E – ATG Quality Assurance and Quality Control Plan

<Insert ATG Quality Assurance and Quality Control Plan >