# Project Management Plan (PMP) Overview

A Project Management Plan (PMP) covers the responsibilities and QA/QC procedures necessary to ensure Alliance’s clients receive a quality product each time they work with us. Some projects will have PMPs created as part of the project and others will not. Either way, the Task Leads for a minimum of the items below should be listed as part of the PMP:

* Public Participation
* QA
* Add other tasks, as necessary

If a full Project Management Plan (PMP) has been created for the project then it should be indicated and a link provided and only the minimum Task Leads may be included on this document.

If a full PMP does not exist then this page should be filled out with the relevant information and will serve as the project’s PMP. The information required as part of the PMP to manage and ensure consistent quality throughout Alliance’s project includes the items below.

* Please indicate the location of the following:
* 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. Indicate the 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 link
* 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 and Location of Saved Media: News Articles, Public Service Announcements, Email Blasts or Social Media, Advertisements Re Project, Other Media Events/Publications)
* Deliverables Sealed by