Project name

**Project Management Plan**

Date

Prepared By:



September 18, 2015

Document Outline

Project Goals

It is imperative that we as a consultant have an accurate understanding of the goals of the project in order to ensure the success of the project and the usefulness of products delivered.

Insert project goals.

Scope of Work

Insert Scope of work

Project Management and Communication Plan

This Project Management Plan (PMP) for the project provides an overview of the project management process the Project Team will use in guiding tasks for the project. The PMP includes written project controls, standards, and procedures for all project tasks for which the Team is responsible.

Project Team

The charts below represents a roster of key personnel and a general delineation of the roles and responsibilities of each member of the Project Team.

Table 1: Client/Owner Representatives

|  |  |  |
| --- | --- | --- |
| Staff | Role | Email |
|  | Client/Owner Project Manager |  |
|  |  |  |
|  | Invoicing |  |

Table 2: Prime Representatives (If ATG is not Prime)

|  |  |  |
| --- | --- | --- |
| Staff | Role | Email |
|  | Prime Project Manager |  |
|  |  |  |
|  | Invoicing |  |

Table 3: Key Alliance (ATG) Team Members

| Staff | Role | Email |
| --- | --- | --- |
|  | Principal in Charge |  |
|  | Project Manager |  |
|  | Quality Manager |  |
|  | Deputy Project Manager |  |
|  | Data Collection Manager |  |
|  | Modeler |  |
|  | Modeler/Planner |  |
| Binbin Chen | Modeler |  |
|  | Modeler |  |

Communication Management

An effective communication strategy is paramount to the success of any project. The Project Team will establish and maintain the following communication plan to facilitate organizational communication.

Communication Type:

* Email will be primary communication.
* Telephone meetings or conferences calls followed by email confirmation.
* The Team will utilize an FTP site or similar method of file transfer for large data sets or documents.

Meeting Management

The Project Team Project Manager and selected members of the Project Team will meet regularly with the client to report and discuss proposed actions, technical directions, and project progress. The Project Team PM will produce a summary of each scheduled meeting for review to assure concurrence on action items and key decisions.

Documentation Guidelines

All documentation products will be provided in a readily identifiable and consistent appearance. The Project Team will work with the state to develop an attractive standard report format for use in the project.

Invoicing

In addition to the other regular communications between the state and the Project Team regarding ongoing project progress, the team will issue monthly progress reports and invoices. Progress reports and invoices will be sent to:

E-Mail Address for submission of invoices

Invoices will be prepared by functional code, as outlined in the scope. Direct expenses will be documented separately in the invoice.

Change Management

All proposals for changes to the project definition, scope of work, budget or major change in schedule, will first be treated as issues and submitted to the issue resolution process to determine if an actual change to scope or budget is appropriate and necessary.

Risks and Issues

The Project Team will identify and assess potential risks for the project and take actions to avoid, mitigate, or manage those risks. The risk management plan is designed to anticipate, identify, and address events or occurrences arising from the product, processes, resources and constraints that, left unabated, could negatively impact the success of the project. A summary of the risks identified is shown in the following table.

Table 4: Risk Register Summary

| **Risk #** | **Risk (Event) Description** | **Impact (Consequence) Description** | **Risk Trigger / Causes** | **Impact** | **Probability** |
| --- | --- | --- | --- | --- | --- |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |

Issues are defined as problems that will impede the progress of the project and cannot be totally resolved by the Project Manager and Project Team without outside help. All issues and their resolution will be tracked and summarized in a register like the one below in monthly progress reports.

Table 5: Issue Register Summary

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Issue Number | Date Added | Issue and Description | Project Impact | Target Due Date | Issue Status | Issue Resolution |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |

Quality Assurance and Quality Control

The Project Team will develop a set of Quality Assurance / Quality Control (QA/QC) procedures and processes designed to provide assurance to the client that the outcomes of the analysis results in a quality product that meets project objectives.

Quality Assurance is exercised through review procedures by personnel not otherwise involved in the detailed technical work of the project. Quality is assured through the use of this independent and objective review of the Quality Control process and the quality, completeness, accuracy, reasonableness, and operational efficiency of the project deliverables at each step of the project.

Alliance will employ QC checklists appropriate to the nature of the project and a QC log that documents the QC process.

Quality Checklist

The following list covers critical components that will be reviewed during the project.

**Category 1:**

* Item 1
* Item 2

**Category 1:**

* Item 1
* Item 2

Schedule

The Team Project Manager will maintain a project schedule with an assessment of the critical path tasks and task dependencies. **Table 6** shows the contract work schedule.

Table 6: Contract Work Schedule

|  |  |  |  |
| --- | --- | --- | --- |
| Task Number and Name | Draft Date | TxDOT Review | Final Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Milestones:

* Milestone 1
* Milestone 2

Budget

Insert project budget or use the form below.

Table 8: Budget

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task (FC) | Subtask | Labor Cost by Task | Cost by Subtask | Percent of Budget |
| **Task 1** | |  |  |  |
|  | Subtask 1 |  |  |  |
| Subtask 2 |  |  |  |
| Subtask 3 |  |  |  |
| Subtask 4 |  |  |  |
| Subtask 5 |  |  |  |
| **Task 2** | |  |  |  |
|  | Subtask 1 (26) - Public Involvement |  |  |  |
| Subtask 2 |  |  |  |
| Subtask 3 |  |  |  |
| Subtask 4 |  |  |  |
| Subtask 5 |  |  |  |
| **Total Labor** | |  |  |  |
| Data Collection Costs | |  |  |  |
| Other Direct Expenses | |  |  |  |
| **Total Project Budget** | |  |  |  |