

1 Deliverable Description

ID and Title: D-02 Project Management Plan

Description: The Project Management Plan (PMP) provides the approach and processes for managing and controlling the life cycle activities of the Vermont Health Benefit Exchange (VT HBE) project. The PMP is a vehicle for communication of project management processes, supporting a common understanding among project team members and other stakeholders, and addresses the following:

- Describes the project and the way it will be managed
- Identifies the project management processes that will be used for the duration of the project
- Defines the roles and responsibilities for project management processes
- Defines the tools that will be used to manage these processes
- Provides key artifact standards and templates related to the processes described

2 Content

Section	Description
1 Project Management Plan	Project overview, scope and organization chart, and the document overview.
2 Scope Management Plan	<p>The Scope Management Plan addresses the definition, monitoring, controlling, verification and communication of project scope to stakeholders and team members. Contractual documents, the project deliverables list, and the work breakdown structure provide the definition of scope for the projects, and this document describes the roles, processes and tools used to manage this scope, particularly as it relates to how and when scope changes may be made in the Change Management topic.</p> <p>Change Management will describe the process, procedures, and tools that will be employed for the project to determine whether or not a change should be made to a baseline configuration item. The Change Management process provides the capability to identify, accept, evaluate, determine, and communicate the disposition of issues that result in changes to project scope or configured items.</p>
3 Configuration Management Plan	<p>The processes and tools by which software and non-software work products are developed, stored, reviewed, approved, versioned, baselined, tracked, and maintained. This includes deliverables management and requirements traceability.</p> <p>This will cover both the management of deliverables and requirements through the project lifecycle, and address the tools and processes for managing them.</p>
4 Schedule Management Plan	The process of managing, maintaining and controlling the Work Plan and Schedule, including a Work Breakdown Structure (WBS) based upon deliverables and milestones of the Project
5 Quality Management Plan	<p>The overall quality methodology and processes for the project, including quality assurance, quality management, and quality control. The Quality Management Plan addresses the methodology for quality, including adherence to project standards, templates, processes and procedures.</p> <p>This section will specifically address the processes by which project deliverables will be clearly defined, including acceptance criteria, through Deliverable Expectation Documents (DED), followed by other process steps in place to</p>

	maintain quality as deliverables are developed, submitted, reviewed and approved.
6 Human Resources Management Plan	The processes that are used to organize and manage the project team. It includes the approach for addressing staffing requirements, project roles, and responsibilities and how changes in staffing will be handled.
7 Communication Management Plan	<p>The processes required to help ensure timely and appropriate collection and distribution of project information. It also includes the methodology for determining the information needs of project stakeholders, how necessary information will be made available to stakeholders in a timely manner, and how performance reporting will be distributed to ensure successful project communication to all levels of stakeholders.</p> <p>This section will clearly address Project Status Reporting, and will describe the intervals for formalized written and verbal reporting on project progress against the project schedule, keeping project stakeholders informed on critical aspects of project health such as schedule, issues, scope, resources, allowing management to take action to address issues and risks. CGI is integrating the HBE project status reporting with the processes being developed and implemented by the SOV, both in terms written status and status meetings and presentations.</p>
8 Risk Management Plan	The processes concerned with conducting risk management planning, identification, analysis, responses and monitoring and control on a project including tracking tools. The objective of Risk Management is to decrease the impact and probability of adverse events on the project.
9 Issue Management Plan	Identification, inventory, analysis, responses, monitoring, and control of issues on the project including tracking tools. The objective of Issue Management is to identify and address issues that have occurred, or will occur.
10 Contract Management Plan	<p>Provides visibility and transparency and addresses how CGI will identify, track, and report on contract terms and conditions to demonstrate how and when they are fulfilled and invoices will be issued. The approach to contract management also includes management and administration of Vendor subcontracts.</p> <p>This section will address performance management, and will describe the methods for performance goal establishment, data collection, analysis, control, and reporting.</p>

3 Development and Review Plan

Approver: Lindsey Tucker

Reviewers: Justin Tease, Vijay Desai, Gartner

Work plan tasks:

Task	Start	End	Notes
Create Deliverable	1/4/13	1/18/13	
Draft Project Management Plan	1/4/13	1/18/13	
Review and Approve Deliverable	1/21/13	2/8/13	

Task	Start	End	Notes
Internal Review & Update of Project Management Plan	1/21/13	1/25/13	
SOV: Review, Revise and Approve Project Management Plan	1/28/13	2/8/13	Review period – 10 days

4 Acceptance Criteria

The following are PMP criteria that are required in the Statement of Work and exhibits:

- CGI will utilize its Client Partnership Management Framework (“CPMF”) project methodology to facilitate project planning, management, and Project execution and provide the framework for developing the Project Management Plan (“PMP”).
- The CGI PMP includes:
 - ▶ Document Templates
 - ▶ Critical Dependency Procedures
 - ▶ Communication Management Plan
 - ▶ Change Management Plan
 - ▶ Action Item Management Plan
 - ▶ Risk Management Plan
 - ▶ Project Controls and Standards Management Plan
 - ▶ Non-SW Work Product Management Plan
 - ▶ Issue Management Plan
 - ▶ Human Resources Management Plan
- At the SOV's request to provide more granularity and transparency on project spend, CGI will track and report the monies earned based on the Services provided and Deliverables furnished.
- Specifically, these (monies earned based on services provided) reporting requirements and supporting payment processes will be further described in the mutually executed PMP.
- The list of project deliverables will be finalized before the Revised Scope Date. SOV will use this revised list of project deliverables and the PMP to inform the Independent Verification and Validation (IV&V) process performed as described in Section 1.4 of this Exhibit.
- CGI will establish the SOV Project Library using its CPMF standard Ensemble SharePoint project repository.