Project Management Plan Summary

# 1. Introduction

This Project Management Plan Summary outlines the management approach, processes, and controls for delivering the Windows 11 Laptop Migration project. It is aligned with organizational standards and PMI best practices.

# 2. Project Scope Summary

This project involves the migration of approximately 800 laptops from Windows 10 to Windows 11 across all business units. The scope includes hardware readiness assessment, application compatibility checks, pilot and full deployment, training, and support. Desktop systems and unsupported devices are out of scope.

# 3. Schedule Overview

The project will follow a phased approach:  
- Initiation and planning: [Sep 1 – Sep 9]  
- Execution: [Sep 10 – Sep 30]  
- Closing: [Oct 1 – Oct 3]

# 4. Budget Summary

Costs will be tracked against predefined cost centers and include licensing, procurement of compatible hardware, contractor support, training material, and communication campaigns. A contingency buffer of 10% is allocated for unexpected issues.

# 5. Risk Management Approach

A central risk register will be maintained and reviewed weekly. Key risks include application incompatibility, hardware failures, user adoption, and delayed procurement. Mitigation and contingency actions are assigned to relevant team leads.

# 6. Communication Plan

Weekly project updates will be shared via email and project dashboards. Steering committee meetings will occur bi-weekly. Ad hoc updates will be delivered for critical risks or milestones.

# 7. Quality Management Plan

Testing will be performed pre- and post-migration. Performance benchmarks will be set for rollout timelines and user satisfaction. A feedback loop will be integrated into the deployment process.

# 8. Roles and Responsibilities

The Lead PM is accountable for project execution. IT Ops manages technical execution, while Business Analysts coordinate application validation. Security, Helpdesk, and Change Management contribute to controls, training, and stakeholder engagement.