

PROJECT MANAGEMENT PLAN

<PROJECT NAME>

PROJECT MANAGER: <PROJECT MANAGER>

DATE: <DATE>

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EXECUTIVE SUMMARY

The executive summary should include a high-level description of the project. It should describe the project deliverables and benefits. It is intended to provide an overview or introduction so that everyone looking at the plan can see at a glance what the project is about.

Excessive detail is not necessary as the other sections of the project plan will provide the details. Look back at the project charter for information to include in this section.

PROJECT SCOPE

State the scope of the project in this section. The scope statement in the project plan needs to include much more detail about the scope than that in the project charter. The goal is to clearly define what is included in the project and help to avoid any confusion for project stakeholders.

The scope section tells the key stakeholders *what* the project will deliver. It should include information about what the project will include ('in scope') and what it will not include ('out of scope'). Having more detail included in this section will ensure a better end product, service, or result.

PROJECT DELIVERABLES

Clearly state the major project deliverables that will be produced as a result of the project. Give a description of each so that there is clarity over what will be provided. The deliverables should cover off all of the requirements of the 'in scope' work.

Deliverable	Description
Deliverable 1	Description of deliverable 1
Deliverable 2	Description of deliverable 2
...	...
Deliverable N	Description of deliverable N

WORK BREAKDOWN STRUCTURE

The WBS identifies the work packages necessary to produce each of the project deliverables. The WBS can be presented in any format that is appropriate for the project and that the key stakeholders will understand.

If project management software was used, the WBS can be jointly presented as part of the schedule in the form of a Gantt chart. The project manager has the flexibility to decide the best approach.

If a lengthy WBS Dictionary is created, it is best included as an appendix for reference purposes.

MILESTONE LIST

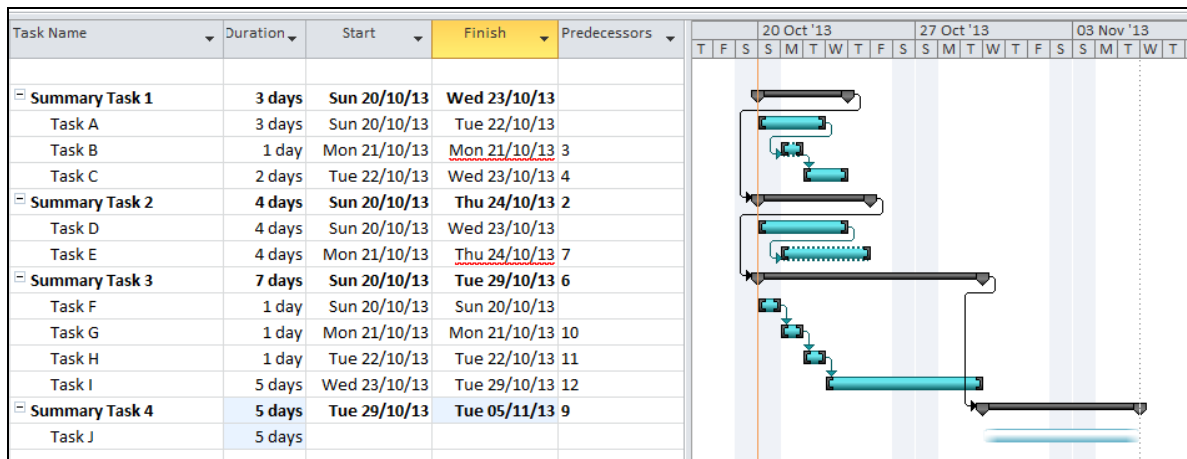
Provide a summary list of project milestones. The milestones should include start and or completion dates for each significant event in the project. For example:

Milestone	Completion Date
Project Start	01 Jan 2015
Complete Requirements Gathering	01 Feb 2015
Complete Detailed Design	01 Mar 2015
Complete Development work	30 Apr 2015
Implementation	15 May 2015
Warranty	31 May 2015
Project End	31 May 2015

PROJECT SCHEDULE

This section will present the project schedule baseline. The schedule tells the key stakeholders *when* the project will deliver each of the project tasks and deliverables. It can be presented in any format that is appropriate for the project and in a format that the key stakeholders will understand.

The schedule is commonly presented in the form of a Gantt chart; however, the project manager has the flexibility to decide the best approach. For example:



PROJECT BUDGET AND COST MANAGEMENT PLAN

The budget tells the key stakeholders *how much* the project will cost and *when* the funding will be required.

The budget is commonly presented as a summary budget in table format and as a time-phased budget schedule in a spreadsheet format. As always, the project manager has the flexibility to decide the best approach.

Summary Budget Example:

Project Phase	Budgeted Total	Comments
Planning	\$50,000	Includes work hours for all project team members for gathering requirements and planning project
Design	\$50,000	Includes work hours for all project team members for work on detailed design
Development	\$20,000	Includes all work hours for development work
Implementation	\$75,000	Includes all work hours for implementation.
Total:	\$195,000	

Time-phased Budget Example:

Project Phase	Time Period 1	Time Period 2	Time Period 2	Total
Planning	\$25,000	\$25,000	\$0	\$50,000
Design	\$0	\$50,000	\$0	\$50,000
Development	\$0	\$10,000	\$65,000	\$75,000
Implementation	\$0	\$0	\$25,000	\$25,000
Total:	\$25,000	\$85,000	\$90,000	\$200,000

For larger or complex projects, it is also beneficial to include a cost management plan. The cost management plan clearly defines how the costs on a project will be managed throughout the project's lifecycle. It sets the format and standards by which the project costs are measured, reported, and controlled.

The Cost Management Plan:

- Identifies who is responsible for managing costs.
- Identifies who has the authority to approve changes to the project or its budget.
- How cost performance is quantitatively measured and reported upon.
- Report formats, frequency, and to whom they are presented.

For complex or large projects, the cost management plan may be included as an appendix to the project management plan or as a separate, stand-alone document.

PROJECT RESOURCES

Include a description the resources (people, material, equipment, etc.) required to complete the project. This is commonly presented as a spreadsheet that identifies the types or skillset of the resources needed along with the timing of when they are required in the project lifecycle.

The resource section tells the key stakeholders *who and what* the project needs to complete the work and *when* those resources will be required.

For example: (in hours)

Resource	Time Period 1	Time Period 2	Time Period 2	Total
Project Manager	40	200	10	250
Designer	10	50	10	70
Code Developer	0	500	300	800
Tester	0	0	100	100
Test Lab	0	0	100	100
Technical writer	10	50	50	110
Total:	60	800	570	1430

RISKS AND RISK MANAGEMENT PLAN

In this section present information about the most significant risk events that may affect the project. The risk section tells the key stakeholders *what could go wrong* or *what opportunities* there are for the project.

The risks are commonly presented in the form of a table that identifies the risk, assesses its impact and probability, and outlines the response strategy to be taken if the risk should occur.

Example:

Risk	Description	Impact	Likelihood	Ranking	Response
Risk 1		High	High	1	Mitigate: how?
Risk 2		Low	High	3	Accept
Risk 3		High	High	2	Transfer: how?
Risk 4		Low	Low	4	Accept

The risk management plan describes the approach that will be taken to identify and manage the risks associated with the project. It should be a short paragraph or two summarizing the approach to risk management on this project.

The full risk register for this project, if required, can be included in an appendix to the project plan.

COMMON SUBSIDIARY PLANS (IF REQUIRED)

Change Management Plan

Ideally, the change control process will be some type of organizational standard which is repeatable and done on most or all projects when a change is necessary. Changes to any project must be carefully considered and the impact of the change must be clear in order to make any type of approval decisions.

For complex or large projects the change management plan may be included as an appendix to the project management plan or as a separate, stand-alone document.

Communications Management Plan

The purpose of the communications management plan is to define the communication requirements for the project and how information will be distributed to ensure project success. Generally, the communications management plan defines the following:

- Communication requirements based on roles
- What information will be communicated
- How the information will be communicated
- When will information be distributed
- Who does the communication
- Who receives the communication
- Communications conduct

For larger and more complex projects, the communications management plan may be included as an appendix or separate document apart from the project management plan.

Procurement Management Plan

The procurement management plan should be defined enough to clearly identify the necessary steps and responsibilities for procurement from the beginning to the end of a project. The project manager will work with the project team, contracts/purchasing department, and other key players to manage the procurement activities.

For larger projects or projects with more complicated procurement management requirements, you can include the procurement management plan as a separate document apart from the project management plan.

Quality Management Plan

Quality management is the process by which the organization not only completes the work, but completes the work to an acceptable standard. This section discusses quality roles and responsibilities, quality control, quality assurance, and quality monitoring.

For larger or more complex projects, the quality management plan may be included as an appendix or separate document.

PROJECT PLAN ACCEPTANCE

Approved by the Customer:

Billy Bob Williams

01 Oct 2014

Name: Billy Bob Williams

Date

Approved by the Project Manager

Sally Sue Smithers

01 Oct 2014

Name: Sally Sue Smithers

Date