

<PROJECT NAME>

PROJECT MANAGEMENT PLAN

Version <1.0>

<mm/dd/yyyy>

VERSION HISTORY

[Provide information on how the development and distribution of the Project Management Plan was controlled and tracked. Use the table below to provide the version number, the author implementing the version, the date of the version, the name of the person approving the version, the date that particular version was approved, and a brief description of the reason for creating the revised version.]

Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
1.0	<Author name>	<mm/dd/yy>	<name>	<mm/dd/yy>	<reason>

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1 INTRODUCTION

1.1 PURPOSE OF PROJECT MANAGEMENT PLAN

[Provide the purpose from the project charter.]

The intended audience of the <Project Name> PMP is all project stakeholders including the project sponsor, senior leadership and the project team.

2 EXECUTIVE SUMMARY OF PROJECT CHARTER

[Provide an executive summary of the approved project charter. Provide a reference to the approved Project Charter. Elaborate on any sections within the Project Charter that need further detail contained within the PMP.]

2.1 ASSUMPTIONS/CONSTRAINTS

[Insert summary of any changes from the project assumptions and/or constraints that were originally outlined in the project charter.]

3 SCOPE MANAGEMENT

[Describe the scope and major goals of the project as outlined in the Charter. The project scope establishes the boundaries of the project. It identifies the limits of the project and defines the major deliverables. Include and explain the major goals of the project.]

3.1 CHANGE CONTROL MANAGEMENT

[Changes to the project will need to be made to deal with the potential impact of the scheduled outage. Describe the project change control process]

3.2 PROJECT SCHEDULE AND MILESTONES

The table below lists the milestones for this project, along with their estimated completion timeframe.

Major Tasks & Milestones	Estimated Start	Estimated Finish
<i>[Insert task and milestone information (e.g., Project planned and authorized to proceed)]</i>		

3.3 DETAILED SCHEDULE

[If a more detailed schedule has been/will be created provide a reference to where it is stored and its format, i.e. MS Project etc.]

3.3.1 Dependencies

[Insert the schedule/project dependencies (both internal and external).]

3.4 WORK BREAKDOWN STRUCTURE

[Attach the project's work breakdown structure or provide a reference to where it is stored.]

4 COST/BUDGET MANAGEMENT

[Insert the project's budget/cost management plan or provide a reference to where it is stored.]

5 QUALITY MANAGEMENT

[Quality may be ensured through inspections, audits, formal testing and documentation of defects in a defect tracking system to ensure defects are fixed, retested and closed. Some projects may choose to use a traceability matrix to determine if critical requirements have been met.]

6 HUMAN RESOURCE MANAGEMENT

[Insert the project's human resource management plan or provide a reference to where it is stored. Identify project core team and extended team members]

Identify the Project Core Team Members

Name	Title/Role	Responsibilities

Identify the Extended Team Members

Name	Title/Role	Responsibilities

7 STAKEHOLDERS AND COMMUNICATIONS MANAGEMENT

[Identify key stakeholders not already identified as part of the project core team or extended team using the communication matrix below.]

7.1 COMMUNICATION MATRIX

Stakeholder	Interest	Communication Vehicles/Tactics	Frequency	Responsibility

8 RISK MANAGEMENT

[Describe how your team will identify and manage risk throughout the project here or provide a reference to where it is stored.]

8.1 RISK LOG

Project Risk Analysis: Threat Events:	Probability High, med, low	Impact High, Med, low	Mitigation Strategies	Follow-up Date	Who's Responsible

[As management of the Risk Log continues it is normally maintained as a separate document. Provide a reference to where it is stored.]

9 ISSUE MANAGEMENT

[Insert the project's issue management plan or provide a reference to where it is stored.]

9.1 ISSUE LOG

[The Issue Log is normally maintained as a separate document. Provide a reference to where it is stored.]

10 PROCUREMENT MANAGEMENT

[Insert the project's procurement management plan or provide a reference to where it is stored.]

11 COMPLIANCE RELATED PLANNING

[Insert a list of compliance related processes the project must adhere to.]

Appendix A: Project Management Plan Approval

The undersigned acknowledge they have reviewed the <Project Name> **Project Management Plan** and agree with the approach it presents. Changes to this **Project Management Plan** will be coordinated with and approved by the undersigned or their designated representatives.

Signature: _____ Date: _____
Print Name: _____
Title: _____
Role: _____

Signature: _____ Date: _____
Print Name: _____
Title: _____
Role: _____

Signature: _____ Date: _____
Print Name: _____
Title: _____
Role: _____