

## PROJECT MANAGEMENT PLAN TEMPLATE

This template enables you to create an overall [project management plan](#) that will become the main source of information for all those involved with and connected to the project. Within its content the processes and procedures that will be used to plan, execute, monitor, control and close the project are described.

The project management plan brings together all the other management plans associated with the project and integrate all these plans into a single comprehensive one. As the project progresses inevitable changes to the plan are assessed, controlled and approved via change control process. The other individual project management plans and the [project charter](#) form the basis of this management plan. This template should be used in conjunction with the other specific project management plan templates.

|  |  |                     |  |
|--|--|---------------------|--|
| <b>FRONT COVER</b>   | <b>DESCRIPTION:</b> this page details the typical items found on the cover of project management plan. Amend its contents to reflect the needs of your specific project and organization's culture.  |                     |  |
| Displays a top-level summary of essential information relating to the Project Management Plan. | <ul style="list-style-type: none"> <li>• Project Sponsor or Project Manager can be listed as its authors along with their contact details.</li> <li>• Project Name that this plan relates to.</li> <li>• Version of Project Management Plan                             <ul style="list-style-type: none"> <li>- Version history will be shown in relevant appendix.</li> </ul> </li> <li>• Approval:                             <ul style="list-style-type: none"> <li>- Lists the names and job titles of each person who as given approval and sign-off of this plan.</li> <li>- The date and version they have approved accompany their signature.</li> </ul> </li> <li>• Circulation List of who (name, location &amp; organization) has received stated version.</li> </ul> |                     |  |
| <b>Project Working Title:</b>  | <b>Project Description:</b>  |                     | <b>Version:<br/>Date:</b>                        |
| <b>Project Sponsor:</b>  | <b>Contact tel:<br/>email:</b>   | <b>Plan Author:</b> | <b>Contact tel:<br/>email:<br/>Organization:</b> |
| <b>CIRCULATED TO:</b>  |  |                     |  |
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| -  | -  | -                   |  |
| -  | -  | -                   |  |
| -  | -  | -                   |  |
| -  | -  | -                   |  |

**PROJECT MANAGEMENT PLAN APPROVAL**

| Printed Name & Job Title | Project Role    | Signature | Date Approved |
|--------------------------|-----------------|-----------|---------------|
|                          | Project Sponsor |           |               |
|                          |                 |           |               |
|                          |                 |           |               |
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|                          |                 |           |               |

**INTRODUCTION**

This section provides a high-level overview and description of the purpose of the project and what is included in this Project Management Plan. Details are provided in the other sections of this plan.

**PROJECT MANAGEMENT APPROACH**

The purpose of this part of the plan is to provide an overview of the projects primary objectives and the reason for it being conducted and forms an executive summary. It outlines chosen management approach for the project. This section provides a general description of the roles and responsibilities of the project team individuals and any constraints connected to these resources.

**MANAGEMENT OF PROJECT SCOPE**

Outlines the specific needs of the organization that will be met within the scope and defines the project deliverables and the work breakdown structure (WBS) as well as any constraints that are known. The initial statement of the scope is defined in the project charter explaining what is and isn't included in sufficient detail to ensure clarity and common understanding of what the project aims to achieve. It also defines what measures and verification will be used including the change request process.

This section details the person or individuals who are responsible for and have authority to approve the project scope and who will accept the final deliverable at the closure of the project. It also details how the baseline for the project schedule and the work breakdown structure (WBS) and their associated documents will be used to manage project scope.

**OWNER OF SCOPE MANAGEMENT:****APPROVAL OF PROJECT SCOPE:****Scope Definition:****Measures & Verification:****Scope Change Process:**

**TIMEFRAME & MILESTONE MANAGEMENT**

For each phase of the project this section describes the feasible delivery dates, including the date of completion. Every project will have significant milestones within its activities schedule and these are expanded on here along with any relevant constraints in the schedule management plan. It also outlines what will happen when alterations occur to any major milestone or delivery date and how performance will be measured to ensure tasks are completed and resources are used as planned, resource Effective schedule management is necessary for ensuring tasks are completed on time, resources are allocated appropriately, and to help measure project performance. This section of the Project Plan should include discussion of the scheduling tool/format, schedule milestones, and schedule development roles and responsibilities.

**SCHEDULE MANAGEMENT PLAN****SCHEDULE DEVELOPMENT ROLES & RESPONSIBILITIES****SCHEDULE BASELINE****WORK BREAKDOWN STRUCTURE**

| MAJOR MILESTONES | MILESTONE DESCRIPTION | CONSTRAINT(S) | DATE |
|------------------|-----------------------|---------------|------|
|                  |                       |               |      |

**COST MANAGEMENT PLAN**

This section of the plan outlines the funding approach to be adopted for the project and the expected budget for the project. It explains how costs will be managed, monitored and controlled during the project. It describes who has the ability to approve changes to the project budget, how cost performance will be quantitatively measured and the complete reporting structure. The level of detail for this section of the project plan will vary according to the complexity of the project itself.

| OWNER OF COST MANAGEMENT: | \$ APPROVAL LIMIT | NAMES |
|---------------------------|-------------------|-------|
| ROLES & RESPONSIBILITIES  |                   |       |

**COST BASELINE:**

| <b>PROJECT PHASE</b> | <b>\$ TOTAL</b> | <b>EXPLANATION</b> |
|----------------------|-----------------|--------------------|
|                      |                 |                    |

**QUANTITATIVE MEASURES:**

| <b>REPORTING STRUCTURE:</b><br>Report Name: | Description: | Format: | Frequency: | Circulation: |
|---|--------------|---------|------------|--------------|
|   |              |         |            |              |

**QUALITY MANAGEMENT PLAN**

This portion of the plan describes the approach the project will adopt when measuring and controlling quality ensuring its deliverables meet the formal standards. The roles and responsibilities plus the quality controls, assurance, and monitoring procedures. The quality baseline explains the principles that will be used in the project to ensuring that quality levels are achieved and communicated appropriately.

**QUALITY BASELINE****TESTING ROLES & RESPONSIBILITIES****TESTING SCHEDULE & RESOURCES****INDEPENDENT COMPUTER SYSTEM VALIDATION (CSV) *if applicable***



**HR MANAGEMENT PLAN**

This section of the project plan details the skills, expertise, roles and responsibilities that are needed in the project team to successfully complete the project. It gives an overview of how the team will be acquired, managed, motivated and rewarded within its chosen organizational structure e.g. matrix management. Key staffing resources will be highlighted in the resource calendar showing the dates and duration each is required.

**APPROACH TO HR MANAGEMENT****ROLES & RESPONSIBILITIES****RESOURCE CALENDAR****CONTRACTOR MANAGEMENT**

**CHANGE MANAGEMENT PLAN**

Explains the procedures that will be used to assess, approve, manage and monitor changes to the project to ensure only essential changes are approved and that their impact is beneficial to the project objective. If use of a CCB (Change control board) is part of this process its interaction with the project will be defined in this section. Lists of who has the authority to approve project changes, those who can submit changes, how they are tracked and monitored is contained here.

**COMMUNICATIONS MANAGEMENT PLAN**

This area of the project plan is vital to the success of any project and describes the different types of communication that will be used throughout its lifespan, the communication channels to be used and the complete reporting structure. It provides an overview of how project data will be distributed, to whom and when within its communications framework and the management approach to be adopted for all communications.

| DESCRIPTION & TYPE OF COMMUNICATION | OWNER | OUTPUT | FREQUENCY | FORMAT | CIRCULATION |
|-------------------------------------|-------|--------|-----------|--------|-------------|
|                                     |       |        |           |        |             |

**RISK MANAGEMENT PLAN**

This section details the methods that will be used to identify and evaluate the risks that this project faces. It also defines how each risk will be mitigated and contingency planned for within its overview of its risk management approach for the project. The [Risk register](#) is shown in appendix C.

**CONTRACT MANAGEMENT PLAN**

This section defines what resources need to be procured for the project and the purchase processes that will be adopted during the project lifetime. It outlines how the project manager will liaise with the project team, contracts/purchasing department, and other significant individuals or organizations to manage the procurement activities. Key contact information on each contractor is detailed in Appendix F.

**STAKEHOLDER MANAGEMENT PLAN**

This final section of the project plan describes the process to be used to identify, assess and engage its stakeholders. It describes the management strategies that will be adopted to ensure their support throughout the life of the project. The [Stakeholder register](#) is shown in appendix D and its information will be used to determine the type of communication each stakeholder requires for the duration of the project.

### APPENDIX A – VERSION HISTORY

This appendix records the version history of this plan. For each new and approved version the reasoning behind its creation are described below

| Version Number | Name of Implementation Author | Date Revised | Approved by | Date Approved | Reasoning behind new version |
|----------------|-------------------------------|--------------|-------------|---------------|------------------------------|
| 1.0            |                               |              |             |               |                              |

### APPENDIX B – GLOSSARY OF PROJECT TERMS

Each project uses standard acronyms and develops their own for the ease of communication. It is important to record them in this plan to ensure clarity of description and terminology is consistent in every communication.

| Acronym / Term | Standard or Project Definition |
|----------------|--------------------------------|
| PMO            | Project Management Office      |

**APPENDIX C – RISK REGISTER**

This register records potential risks as they relate to this project assigning a likelihood of them occurring and a level of severity in terms of impact. It also expresses grade of difficulty to detect each risk and an overall ranking.

| ID | Risk Description | Likely Cause of Risk Occurring | Affect on Project | Phase Affected | Probability % | Severity Level     | Ability to Detect           | Overall Risk Rank                        |
|----|------------------|--------------------------------|-------------------|----------------|---------------|--------------------|-----------------------------|--|
|    |                  |                                |                   |                | %             | High<br>Med<br>Low | EASY<br>MODERATE<br>COMPLEX | CRITICAL<br>SERIOUS<br>MODEST<br>TRIVIAL |
|    |                  |                                |                   |                | %             | High<br>Med<br>Low | EASY<br>MODERATE<br>COMPLEX | CRITICAL<br>SERIOUS<br>MODEST<br>TRIVIAL |
|    |                  |                                |                   |                | %             | High<br>Med<br>Low | EASY<br>MODERATE<br>COMPLEX | CRITICAL<br>SERIOUS<br>MODEST<br>TRIVIAL |
|    |                  |                                |                   |                | %             | High<br>Med<br>Low | EASY<br>MODERATE<br>COMPLEX | CRITICAL<br>SERIOUS<br>MODEST<br>TRIVIAL |
|    |                  |                                |                   |                | %             | High<br>Med<br>Low | EASY<br>MODERATE<br>COMPLEX | CRITICAL<br>SERIOUS<br>MODEST<br>TRIVIAL |

| ID | Risk Description | Likely Cause of Risk Occurring | Affect on Project | Phase Affected | Probability % | Severity Level     | Ability to Detect           | Overall Risk Rank                        |
|----|------------------|--------------------------------|-------------------|----------------|---------------|--------------------|-----------------------------|--|
|    |                  |                                |                   |                | %             | High<br>Med<br>Low | EASY<br>MODERATE<br>COMPLEX | CRITICAL<br>SERIOUS<br>MODEST<br>TRIVIAL |
|    |                  |                                |                   |                | %             | High<br>Med<br>Low | EASY<br>MODERATE<br>COMPLEX | CRITICAL<br>SERIOUS<br>MODEST<br>TRIVIAL |
|    |                  |                                |                   |                | %             | High<br>Med<br>Low | EASY<br>MODERATE<br>COMPLEX | CRITICAL<br>SERIOUS<br>MODEST<br>TRIVIAL |
|    |                  |                                |                   |                | %             | High<br>Med<br>Low | EASY<br>MODERATE<br>COMPLEX | CRITICAL<br>SERIOUS<br>MODEST<br>TRIVIAL |
|    |                  |                                |                   |                | %             | High<br>Med<br>Low | EASY<br>MODERATE<br>COMPLEX | CRITICAL<br>SERIOUS<br>MODEST<br>TRIVIAL |
|    |                  |                                |                   |                | %             | High<br>Med<br>Low | EASY<br>MODERATE<br>COMPLEX | CRITICAL<br>SERIOUS<br>MODEST<br>TRIVIAL |

**APPENDIX D – STAKEHOLDER REGISTER**

**Project Sponsor:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Project Manager:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Version:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

This register collates all the information required to understand the needs and expectations of each stakeholder as they relate to this project enabling you to define the most appropriate way to manage this relationship.

| Stakeholder         | Contact Details | Project Related Role | Category | Interest | Influence | Involvement |
|---------------------|-----------------|----------------------|----------|----------|-----------|-------------|
| Name:               | Email:          |                      |          |          |           |             |
| Job Title:          | Tel:            |                      |          |          |           |             |
| Organization:       | Location:       |                      |          |          |           |             |
| Major Requirements: |                 |                      |          |          |           |             |
| Main Expectations:  |                 |                      |          |          |           |             |
| Name:               | Email:          |                      |          |          |           |             |
| Job Title:          | Tel:            |                      |          |          |           |             |
| Organization:       | Location:       |                      |          |          |           |             |
| Major Requirements: |                 |                      |          |          |           |             |
| Main Expectations:  |                 |                      |          |          |           |             |
| Name:               | Email:          |                      |          |          |           |             |
| Job Title:          | Tel:            |                      |          |          |           |             |
| Organization:       | Location:       |                      |          |          |           |             |
| Major Requirements: |                 |                      |          |          |           |             |
| Main Expectations:  |                 |                      |          |          |           |             |



| Stakeholder                          |  | Contact Details             | Project Related Role | Category | Interest | Influence | Involvement |
|--------------------------------------|--|-----------------------------|----------------------|----------|----------|-----------|-------------|
| Name:<br>Job Title:<br>Organization: |  | Email:<br>Tel:<br>Location: |                      |          |          |           |             |
| Major Requirements:                  |  |                             |                      |          |          |           |             |
| Main Expectations:                   |  |                             |                      |          |          |           |             |
| Name:<br>Job Title:<br>Organization: |  | Email:<br>Tel:<br>Location: |                      |          |          |           |             |
| Major Requirements:                  |  |                             |                      |          |          |           |             |
| Main Expectations:                   |  |                             |                      |          |          |           |             |
| Name:<br>Job Title:<br>Organization: |  | Email:<br>Tel:<br>Location: |                      |          |          |           |             |
| Major Requirements:                  |  |                             |                      |          |          |           |             |
| Main Expectations:                   |  |                             |                      |          |          |           |             |
| Name:<br>Job Title:<br>Organization: |  | Email:<br>Tel:<br>Location: |                      |          |          |           |             |
| Major Requirements:                  |  |                             |                      |          |          |           |             |
| Main Expectations:                   |  |                             |                      |          |          |           |             |

## APPENDIX E – DOCUMENTATION REFERENCES

Any professionally managed project has extensive documentation the purpose of this appendix is to record which documents (plus the version used, if applicable) have been used in the production of and conjunction with of the communications management plan.

| ISBN / Reference / Version | Document | Author |
|----------------------------|----------|--------|
|                            |          |        |

**APPENDIX F – CONTRACTOR DETAILS**

| Contractor Details |             |           |       |              | Project Details |       |          |
|--------------------|-------------|-----------|-------|--------------|-----------------|-------|----------|
| Supplier Name      | Key Contact | Job Title | Email | Phone/Mobile | Phase           | Owner | Resource |
|                    |             |           |       |              |                 |       |          |