

## **PROJECT MANAGEMENT PLAN TEMPLATE**

This Project Management Plan Template is free for you to copy and use on your project and within your organization. We hope that you find this template useful and welcome your comments.

## **PROJECT MANAGEMENT PLAN**

**<PROJECT NAME>**

**COMPANY NAME**

**STREET ADDRESS**

**CITY, STATE ZIP CODE**

**DATE**

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## **INTRODUCTION**

*[The Introduction provides a brief overview of the entire project, what it is about, and what's included in this Project Management Plan. It should also include an overview of the project and describe its deliverables. Here, you don't need to minutely describe everything. Just a brief overview will work.]*

## **PROJECT MANAGEMENT APPROACH**

*[This section is where you outline the overall management approach for the project. It should describe, the roles and authority of project team members. Additionally, you should also include your agenda for execution – how do you plan to turn around the project, what tools, and resources you will be utilizing.*

*If there are any decisions which must be made by specific individuals—for example authorizing additional funding by the project sponsor—this should also be stated here. It should be written as an Executive Summary for the Project Management Plan.]*

## **PROJECT SCOPE**

*[State the scope of the project in this section. This involves determining and documenting a list of specific project goals, deliverables, features, functions, tasks, deadlines, and ultimately costs. In other words, it is what needs to be achieved and the work that must be done to deliver a project.*

*The more detail included in this section, the better the product. This will help to clarify what is included in the project and help to avoid any confusion from project team members and stakeholders.]*

## **Purpose**

*[Specify the purpose of this **Software Development Plan.**]*

## **MILESTONE LIST**

*[Provide a summary list of milestones including dates for each milestone. Include an introductory paragraph in this section which provides some insight to the major milestones. This section should also mention or discuss actions taken if any changes to the milestones or delivery dates are required.]*

## **SCHEDULE BASELINE AND WORK BREAKDOWN STRUCTURE**

*[A work breakdown structure (WBS) is a visual, hierarchical outline to guide your project. By first breaking down the deliverables, you can then create tasks, which can again be broken down into subtasks as many times as needed to address the goals of the project.]*

*This process takes large, complex projects and breaks them into more manageable chunks to make it easier to plan, schedule and deliver. The WBS helps with scope, cost and schedule baselines and ensures that your project plan takes all these important factors into account.*

*By visualizing your project in this manner, you and your resources can collaborate on defining mission critical tasks, their subtasks and the inter-dependencies between them.]*

## **CHANGE MANAGEMENT PLAN**

*[A **change management plan** helps manage the **change** process, and also ensures control in budget, schedule, scope, communication, and resources. The **change management plan** will minimize the impact a **change** can have on the business, employees, customers, and other important stakeholders.]*

*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. Many organizations have change control boards (CCBs) which review proposed changes and either approve or deny them. This is an effective way to provide oversight and ensure adequate feedback and review of the change is obtained. This section should also identify who has approval authority for changes to the project, who submits the changes, how they are tracked and monitored.]*

## **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. You should give considerable thought to how you want to manage communications on every project. By having a solid communications management approach you'll find that many project management problems can be avoided. In this section you should provide an*

*overview of your communications management approach. 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*

### **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. Working within the cost management guidelines is imperative for all project team members to ensure successful completion of the project. These guidelines may include which level of the WBS cost accounts will be created in and the establishment of acceptable variances. 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*

### **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 must ensure that the plan facilitates the successful completion of the project and does not become an overwhelming task to manage. The project manager will work with the project team, contracts/purchasing department, and other key players to manage the procurement activities.*

## **PROJECT SCOPE MANAGEMENT PLAN**

*It is important that the approach to managing the projects' scope be clearly defined and documented in detail. Failure to clearly establish and communicate project scope can result in delays, unnecessary work, and failure to achieve deliverables, cost overruns, or other unintended consequences. This section provides a summary of the Scope Management Plan in which it addresses the following:*

- *Who has authority and responsibility for scope management*
- *How the scope is defined (i.e. Scope Statement, WBS, WBS Dictionary, Statement of Work, etc.)*
- *How the scope is measured and verified (i.e. Quality Checklists, Scope Baseline, Work Performance Measurements, etc.)*
- *The scope change process (who initiates, who authorizes, etc.)*
- *Who is responsible for accepting the final project deliverable and approves acceptance of project scope*

## **SCHEDULE MANAGEMENT PLAN**

*This section provides a general framework for the approach which will be taken to create the project schedule. Effective schedule management is necessary for ensuring tasks are completed on time, resources are allocated appropriately, and to help measure project performance. This section should include discussion of the scheduling tool/format, schedule milestones, and schedule development roles and responsibilities.*

## **QUALITY MANAGEMENT PLAN**

*This section discusses how quality management will be used to ensure that the deliverables for the project meet a formally established standard of acceptance. All project deliverables should be defined in order to provide a foundation and understanding of the tasks at hand and what work must be planned. Quality management is the process by which the organization not only completes the work but completes the work to an acceptable standard. Without a thorough Quality Management Plan, work may be completed in a substandard or*

*unacceptable manner. This section should include quality roles and responsibilities, quality control, quality assurance, and quality monitoring.*

### **RISK MANAGEMENT PLAN**

*This section provides a general description for the approach 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.*

### **STAFFING MANAGEMENT PLAN**

*Discuss how you plan to staff the project. This section should include discussion on matrixed or projected organizational structure depending on which is being used for this project. This section should also include how resources will be procured and managed as well as the key resources needed for the project.*

### **RESOURCE CALENDAR**

*Include a Resource Calendar as part of your project plan. The resource calendar identifies key resources needed for the project and the times/durations they'll be needed. Some resources may be needed for the entire length of the project while others may only be required for a portion of the project. This information must be agreed to by the Project Sponsor and Functional Managers prior to beginning the project.*



## **COST BASELINE**

*This section contains the cost baseline for the project upon which cost management will be based. The project will use earned value metrics to track and manage costs and the cost baseline provides the basis for the tracking, reporting, and management of costs.*

## **QUALITY BASELINE**

*This section should include the quality baseline for the project. The purpose of this baseline is to provide a basis for ensuring that quality can be measured to determine if acceptable quality levels have been achieved. It is important for all projects to clearly define and communicate quality standards and the quality baseline serves this purpose.*

## **SPONSOR ACCEPTANCE**

Approved by the Project Sponsor:

Date:

<Project Sponsor>

<Project Sponsor Title>