Your Company Name

Project Management Plan Template

Date

Revision History

Date	Version	Author	Change

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1   Overview

This Project Management Plan Template is a complete aggregation of project information and sub-plans for the entire project, which can include the following:

- Project Overview
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- Project Resource Plan
- Project Data Management Plan
- Risk (Assessment & Mitigation) Plan
- Project Measurements
- Project Communications Plan
- Monitoring and Control Plan/ Documentation Plan
- Supplier Agreement Plan
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- Process and Product Quality Assurance Plan
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1.1   Audience

This document is intended for use by all associates and stakeholders involved in the project.

 What is your reader's technical level, experience level, interest in background details?

2 Purpose of the Document

This document describes the plan to meet the requirements of the solicitation by <doing what?>.

<Why will your readers read this? What tasks will they be able to do with this book in hand? What information will they gain, and what use can they make of it?>

The Project Manager will develop and maintain this document for use by Project Executives, Team Members and other Stakeholders during the course of the project. Specifically, this document specifies the details of this project, and the sub-plans that will be used to manage and control the results of the project. The plan will be updated periodically to reflect new information and approved changes.

2.1 Where to Find Additional Information

Where can your readers find additional information?

Does this department or company have useful documents they can access on the web? What about business partners or suppliers?

Are there general books or web sites that would be valuable?

If any of these resources are pertinent, list below:

3   Overview of the Project

The company is developing this project to <enter a full description of the project purpose>.

The platform consists of <enter a detailed description of the platform and architecture>.

4   Project Scope

The major focus areas for the project will be as follows:

- Item 1
- Item 2
- Item 3
- Item 4
- Item 5
- Item 6
- Item 7
- Item 8
- Item 9
- Item 10.

The major deliverables of the project are intended to be:

- Definition:
- Web Site:

It is essential that this functionality be delivered rapidly, as there is great pressure to show value quickly. The project should be ready to "Go Live" on <enter date>. It may be that some desired functionality will need to be deferred so that these dates are met.

5　Project Approach

Describe the general approach to be taken during execution of the project:

5.1　Project Phases

<Phase One> will deliver the following:

- <Deliverable One>

<Phase Two> will deliver the following:

- <Deliverable Two>

<Phase Three> will deliver the following:

- <Deliverable Three>

<Phase Four> will deliver the following:

- <Deliverable Four>

<Phase Five> will deliver the following:

- <Deliverable Five>

<Phase Six> will deliver the following:

- <Deliverable Six>

<Phase Seven> will deliver the following:

- <Deliverable Seven>

<Phase Eight> will deliver the following:

- <Deliverable Eight>

5.2　Change Control Process

The project will follow the approved change control process:

Name ID	Description	Level	Location	Status	Owner

5.3   Requirements Traceability

Unique Number	Requirement	Source of Requirement	Software Reqs. Spec/Functional Req. Doc	Design Spec.	Program Module	Test Spec.	Test Case (s)	Successful Test Verification	Modification of Reqt.
Objective 1:									
Objective 2:									

6 Project Estimation

The goal of the Project Estimates is to accurately determine the level of effort to deliver the project deliverables to the client's satisfaction The Project Estimation activities for the project should be based on the Project Estimation Process. Project estimation should be based on the Project Estimation Procedure. This section contains the individual estimates for the following areas/functions:

6.1 Software Estimates

Software estimates are captured in three basic areas: task in hours, size of software work products, and critical computer resources.

If your company doesn't have a specific process for estimating software, consider using the SDLCforms Cost Estimating Worksheet or the Development Estimation Worksheet.

6.2 Task Estimates

Hours needed to conduct the software-related tasks are produced using process <Name of Process>.

6.3 Size Estimates of Work Products

Size estimates are accomplished using process <Name of Process>.

6.4 Critical Resources Estimates

The projects critical resources are identified and tracked (as appropriate) via a table. Examples of resources that may be critical are computers, document creation, and communications capacity. The process for accomplishing this estimate is <Name of Process>.

If your company doesn't have a specific process for defining required resources, consider using the SDLCforms Project Resource Plan.

6.5 Quality Assurance (QA) Estimates

QA estimates are accomplished using <Name of Process>.

6.6 Data Estimates

Logical & Physical Data Modeling estimates are produced using either the <Name of Process> or the <Name of Process>.

6.7 Testing Estimates

Test estimates are produced using either the <Name of Process> or the <Name of Process>.

7   Schedule and Milestone Review

The Scheduling activities for the project should be established based on the Project Scheduling Process. Also included will be a schedule and description of the various milestone reviews.

7.1   High Level Schedule

<Insert a copy of the high level schedule here>.

7.2   Milestones

Name	Description	Planned Date	Actual Date

8   Resource Planning

Resource planning requirements for the project should be established based on the Resource Planning Process and WBS. Also included will be a schedule of required skills and training.

If your company doesn't have a specific process for defining resource planning, consider using the SDLCforms Project Resource Plan.

8.1   Required Knowledge Skills

Name	Description	No Resources Required	Person(s) to Fill Knowledge Areas

8.2   Required Training Requirements

Name	Description	Training Required	Date of Training

8.3   Personnel Assigned

Core Team Member's Name	Role
	Product Manager
	Project Manager (PMO)
	Development
	Quality Assurance
	Operations
	Finance
	Marketing
	Documentation
	Implementation

Extended Team Member's Name	Role
	Development (1)
	Development (2)
	Development (3)
	Operations (1)
	Operations (2)
	Operations (3)

8.4   High-Level Work Breakdown Schedule (WBS)

Task #	Task Name	Description	Group or Individual Responsible	Due By

9   Data Management

The Data Management requirements for the project should be based on the Data Management Process Plan. The data items to be leveraged in this project should be captured below. Particular attention should be paid to uniform content and format requirements for data items; this facilitates the understanding of data content and helps with consistent management of the data resources. Data Management should be established based on the Data Management Plan.

9.1   Required List of Managed Data

Name	Description	Version	Location	Security	Owner

9.2   Project Specific List of Managed Data

Name	Description	Version	Location	Security	Owner

10   Risks

In this section, the risk factors for the project shall be identified and an assessment in terms of Cost, Quality, and Schedule impacts shall be documented. Also described herein are proposed actions that might mitigate the identified risk.

Risk factors that should be considered include the following. Contractual risks, technological risks, risks due to size and complexity of the product, risk in personnel acquisition and retention, risks in achieving customer acceptance of the product, and risks from external organizational commitments.

Risk Name/ Description	Priority	Impact (Cost, Quality, Schedule)	Mitigation Action(s)	Risk Owner

11   Measurements

Identify and document the Information needs that are driving the measurement effort based on the Measurement and Analysis Process. This section provides the opportunity to document the information needs and the source for each information need. Information is typically needed to gain required *insight* and/or to enhance *decision-making*.

Sources of information needs may be issues, goals, objectives, etc. They may come from the Organization, Business unit, Project, or Technical personnel. For project specific measurement efforts, information needs may come from both management (cost, schedule, performance, etc.) and technical personnel (quality, performance, etc.). Quality typically refers to the 'goodness' of the product (defects, complexity, etc) where as performance typically refers to the degree to which the product fulfills its requirements.

11.1 Organizational-Required List of Measurements

Name	Description	Originator	Location	Owner

11.2 Project Specific List of Measurements

Name	Description	Originator	Location	Owner

12   Project Communications Plan

Communications is critical to the success of project development. The following section outlines the Project Communications Plan. The Project Manager is responsible for the implementation of this plan. Project Communications should be established based on the Project Communications Plan.

12.1 Goals

The following goals guide the communication strategy for the <Project>. These goals

- o Articulate strategy of the project to all stakeholders
- o Articulate the need for the project
- o Manage expectations by communicating clear, consistent messages
- o Ensure schedule and milestones are clearly articulated.

12.2 Objectives

Throughout the development of the communication events we should:

<Describe communications plan objectives>

12.3 Guiding Principles

As we begin to craft messages to our customers, you should keep in mind the following communication guiding principles:

<Describe guiding principles>

12.4 Audience and Events

In order to ensure a successful project, the following communication events will be implemented for each audience group:

<Client> Management

- o Weekly Status Reports
- o Project Action Committee Review Meetings at the end of each phase

Core Team Members

- o Weekly Status Meetings
- o Weekly Status reports

Sub Teams

- o Weekly Status Reports

13   Project Monitoring and Control

13.1 Purpose

The purpose of Project Monitoring and Control is to provide an understanding of the project's progress so that appropriate corrective actions can be taken when the project's performance deviates significantly from the plan.

Describe the overall approach to project tracking and oversight, discuss and reference the artifacts for performing this function.

13.1.1 Status Meetings

Status meetings will be held at <day and time> for the project.

13.1.2 Status Reports

The Core Product Team will report progress on the project on a weekly basis, emailed to the Project Manager 24 hours before the weekly meeting.

For example the status report may contain the following information:

- o   Key Issues
- o   Recent Accomplishments
- o   Next Steps
- o   Key Deliverables
- o   Risks.

13.2 Documentation Plan

This section is will be developed once the completed scope documents and WBS documents are completed.

The Project Manager will discuss the documentation needs of that are outside of the Project Management and Control Process with the Documentation Analyst, determining the SME, scope, and audience of each proposed document during the Planning Phase.

13.1.3 Internal Documentation

13.1.4 Partner Documentation

13.1.5 End User / Client Documentation

14   Supplier Agreement Management

The purpose of Supplier Agreement Management is to manage the acquisition of products from suppliers for which there exists a formal agreement. All product suppliers introduced to the project should follow the Supplier Agreement Process Plan. Supplier Agreement Management should be based on the Supplier Agreement Management Plan.

14.1 Standard Suppliers

Name	Description	Resource Provided	Supplier Contract/SOW Date	Contract/SOW Location	Deliverable Acceptance Date

14.2 Non-Standard Suppliers

Name	Description	Resource Provided	Supplier Request Date	Supplier Request Approval	Contract/SOW Location	Deliverable Acceptance Date

15   Configuration Management – Scope Statement

The purpose of Configuration Management is to establish and maintain the integrity of work products using configuration identification, configuration control, configuration status accounting, and configuration audits. The Configuration Management Process should be followed for this project. Configuration Management should be based on the Configuration Management Plan

15.1 Configurable Items

C|Name	Description	Version	Change Required	RFC Number	RFC Location	RFC Acceptance

16   Process and Product Quality Assurance

The purpose of Process and Product Quality Assurance is to provide staff and management with objective insight into processes and associated work products. The Process and Product Quality Assurance Process should be followed for this project. Process and Product Quality Assurance should be based on the Process and Product Quality Assurance Plan.

16.1 Measurement Items

Date	Name	Measurement Objective	Measurement Observed	Measurement Owner	Measurement Location

17 Finance – Scope Statement

The purpose of the financial section is to place financial controls around the project.

17.1 Total Budget

Detail the capital and expense budget by WBS task items.

17.2 Time Reporting

Date	Name	Budgeted Hours	Hours Consumed	Hours Remaining	Measurement Location

17.3 Material Reporting

Date	Name	Units Budgeted	Units Consumed	Units Remaining	Measurement Location