PROJECT MANAGEMENT PLAN (Sample Template)

Project Name:	Project Number:

1. PROJECT OVERVIEW			
A brief description about the project			
2. BUDGET		**3. COMPLETION DATE**	
An indication of how much the project will cost and when the project expected to be completed.			

4. PROJECT SCOPE

The scope needs to include a much more detailed scope than the charter. This detail should include what the project does and does not include. 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 confusions..

5. RELATED DOCUMENTS

Reference any related documents that were used to define scope and assumptions – e.g., RFQ, RFP, Proposal, market survey, historical information etc.

6. DEFINITIONS AND ACRONYMS

Descriptions of terminologies used in the project.

7.   STAKEHOLDER DETAILS

Mention all important stakeholders. There can also be a reference to a detailed stakeholder list.

Name	Title	E mail	Office Phone	Cell Phone
John Davis	Project Sponsor	j.davis@pp.com	xxx-xxx-xxxx	xxx-xxx-xxxx
Joe Green	Project Manager	j.green@pp.com	xxx-xxx-xxxx	xxx-xxx-xxxx
Herb Walker	Senior Programmer	h.walker@pp.com	xxx-xxx-xxxx	xxx-xxx-xxxx
Ron Smith	Quality Specialist	r.smith@pp.com	xxx-xxx-xxxx	xxx-xxx-xxxx

8.   MILESTONE LIST

Provide a summary list of milestones.

Milestone	Description	Date
Complete Requirements	All requirements must be determined to base design upon	2/28/12
Complete Design	Design for the software and its functionality	5/31/12
Complete Coding	All coding completed resulting in software prototype	7/31/12
Complete Testing	All functionality tested and all identified errors corrected	8/31/12
Complete Cut Over	Completed software and documentation transition	11/30/12

9.   PROJECT APPROACH

This section is where you outline the overall management approach for the project

10. ALL MANAGEMENT PLANS

CHANGE MANAGEMENT PLAN
COMMUNICATIONS MANAGEMENT PLAN
COST MANAGEMENT PLAN
PROCUREMENT MANAGEMENT PLAN
PROJECT SCOPE MANAGEMENT PLAN
SCHEDULE MANAGEMENT PLAN
QUALITY MANAGEMENT PLAN
RISK MANAGEMENT PLAN
STAFFING MANAGEMENT PLAN

11. ALL BASELINES

Scope, Time, Cost, Quality

12. WBS

13. PROJECT ASSUMPTIONS

14. RISK ASSESSMENT

The initial Risk Assessment attempts to identify, characterize, prioritize and document a mitigation approach relative to those risks which can be identified prior to the start of the project.

Risk	Risk Level L/M/H	Likelihood of Event	Mitigation Strategy
Project Size			
Team Size at Peak	**H:** Over 15 members	**Certainty**	Comprehensive communications plan, frequent meetings, tight project management oversight
Number of Interfaces to Existing Systems Affected	**H:** Over 3	**Certainty**	Develop interface control document immediately
Project Definition			
Narrow Knowledge Level of Users	**M:** Knowledgeable of user area only	**Likely**	Assigned Project Manager(s) to assess global implications
Project Scope Creep	**L:** Scope generally defined, subject to revision	**Unlikely**	Scope intially defined in project plan, reviewed monthly by three groups (Project Manager and Steering Committee) to prevent undetected scope creep
Cost Estimates Unrealistic	**L**: Thoroughly predicted by industry experts using proven practices to 15% margin of error	**Unlikely**	Included in project plan, subject to amendment as new details regarding project scope are revealed
Project Leadership			
Absence of Commitment Level/Attitude of Management	**L:** Understands value & supports project	**Unlikely**	Frequently seek feedback to ensure continued support
Project Staffing			
Physical Location of Team prevents effective management	**M:** Team is dispersed among several sites	**Likely**	Use of Intranet project website, comprehensive Communications Plan
Weak User Participation on Project Team	**L:** Users are part-time team members	**Unlikely**	User Group Participants coordinated by full time employee
Project Management			
Change Management Procedures undefined	**L:** Well-defined	**Unlikely**	N/A

Approved by the Project Sponsor:

_____   Date:_____
<Project Sponsor>
<Project Sponsor Title>