Project Management Plan

Template

Table of Contents

1. Introduction

1.1. Purpose of the Project Management Plan (PMP)

The purpose of this document is to describe how the overall project known as insert project title is to be undertaken in terms that are clearly understood by those that participate and by those that have a stake in its success. It assists in the coordination of activities and helps to set common expectations.

The document supplements any contractual documentation and acts as the first point of reference for information concerning the project for all involved.

The Project Management Plan (PMP) defines the scope of the overall program, the responsibilities of each party associated with the project and the processes and procedures to be used.

In particular the PMP describes:

- How the overall project will be conducted;
- The project budget & schedule;
- Roles and responsibilities;
- How scope changes will be managed across the project
- How risks and issues will be managed across the project.

1.2. Project Background

- *include a brief commentary of significant events and decisions made up to this point in time;*

e.g.

Include how the project was initiated, what's been approved etc.

2. Project Definition

2.1. Key Project Objectives

Describe the major objectives of the project. Include

- the name of the organisation or division of the organisation for which the project will be carried out;
- the name of the project and its objectives;
- a summary of the scope of the project, and any major assumptions, exclusions
- the main product of the project.

2.2. Key Project Documentation

List documentation that is 'input' to the project e.g.

- Reference to the Proposal

- Reference to any Contracts, Letters Of Intent, 3rd Party Agreements etc.

- Business documentation e.g. requirements documentation

- Major correspondence etc.

2.3. Project Budget

Insert Budget details that may be published. Some aspects of the budget may be confidential. If this is the case insert some wording regarding how the budget can be confirmed e.g. "For Budget information contact *insert name*".

2.4. Key Project Deliverables

List the major deliverables i.e. the major functionality and services to be delivered.

Include the impact on the organisation, other systems and people involved.

e.g. This project, will deliver a new web-based system for the organisation's Call Centre staff across all locations. Upgrade of the network and roll-out of a new desktop SOE is included in the project.

The key deliverables are:

- *Developed software to the point where ready for user acceptance testing*

- *Training of 150 Call Centre staff.*

2.5. Project Schedule and Key Milestones

Refer to the project schedule that has been prepared and included in Appendix A. Include table of key milestones.

	Milestone	Planned Date
1		
2		
3		
4		
5		

2.6. Scope Inclusions

List what is to be included in the scope of the project

2.7. Scope Exclusions

List what is NOT to be included in the scope of the project

2.8. Constraints

List any major constraints e.g. contractual, budget, resource availability etc.

2.9. Dependencies

- List & briefly describe all internal dependencies

- List & briefly describe all external dependencies;

2.10. Assumptions

Describe any major assumptions made in preparing the plan.

e.g. Client Subject Matter Experts will be available full-time from dd/mm/yy until the end of the design phase, or the Client will provide 5 workstations with PCs at the Client location etc.

CONSULTING
CLOUD
Ref: PJ0024

2.11. Risks

The following risks have been identified for the project.

No.	Risk Description	Rating	Mitigation Strategy
1			
2			
3			
4			
5			
6			
7			
8			
9			

2.12. Completion and Acceptance Criteria

Completion and Acceptance criteria may be set out in the Contract. If so include that criteria here otherwise describe the criteria that constitutes completion of responsibilities, i.e. when will the project work be deemed to be complete. Include the role/name of the Client representative who is responsible for formal acceptance of the project.

Indicate also when support and warranty will commence, if applicable.

 e.g. The Project Team's project responsibilities will cease upon completion of the roll-out in all Call Centres and acceptance by the National Call Centre Manager.