This is the project management plan document for <project>. This is a controlled document and should be maintained in a configuration environment.

Project Management Plan Template

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# Revision History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Description | Author | Version | Comments |
|  |  |  |  |  |
|  |  |  |  |  |

# Introduction

<This section should talk about,

* purpose of the project management plan,
* intended audience to this document >

# Executive Summary of Project Charter

<This should outline objectives and summary of the approved project charter. Provide location reference of the project charter here. High level business needs expected to be addressed by the project are to be outlined. Make sure to outline any assumptions and constraints as mentioned in the project charter.>

# Scope Management

<This paragraph should outline main high level requirements, references to the main requirement documents location. Work breakdown structure is to be highlighted here.

### Scope management plan

<here should outline how scope is maintained and changes are managed.

### Project deployment plan

<Also provide project deployment plan, project soft requirements (non-functional requirements such as performance, availability, maintainability etc.

### Scope baseline

<Information such as Scope statement, WBS, WBS dictionary are mentioned, or reference to those documents is provided here.>

# Requirements

High level requirements are mentioned, and link to the detailed requirements is provided here.

### Issues and Concerns

### Assumptions

### Dependencies

### Unknowns

# Change management plan

<Change management plan is highlighted here. Change control board, its members, their details, process of managing changes, frequency of meeting, and any other related information is outlined here.>

# Schedule Management

<This section should the high level schedule, milestones, release criteria, release needs for milestones. Detailed schedule management plan also is mentioned here. Reference link to the project schedule also is provided.

### High level schedule

### Release criteria

### Milestones and tentative release dates

|  |  |  |
| --- | --- | --- |
| **Milestones**  | **Expected deliverables** | **Estimated Completion** |
|  |  |  |
|  |  |  |

>

# Cost / Budget Management

<This section should outline Cost management plan here. Apart from it this section will reference Cost performance baseline information.>

# Quality Management

<Quality management plan – how quality is ensured on the project, is mentioned here. This section will outline the practices and processes around quality assurance and quality control. The quality management team, skillset needs for resources, dependencies on software or equipment, testing plan, test data, test beds, test scenarios and test cases management, quality metrics, metrics collection methods and frequency of collection, metrics analysis responsibilities, change management plan – are all outlined here. Alternately reference to those documents where these are detailed can also be provided here.>

# Resource Management

### Resources management plan

< Human resource mix, skillset needs, attrition management plan, recognition and rewards, training needs and plans, team management and development plan – are all outlined here.>

### Core Team and Organizational Structure

#### Assigned Project Manager

<Project manager is identified and assigned when this document is prepared. This section will also talk about the authorization and responsibilities given to the project manager. These will basically vary based on whether the organization is that of functional, matrixed, or Projectized.>

#### Core Team

<Core team required to kick-start the project, and team ramp up expected – are mentioned in this section. Core team members identified at this juncture are mentioned as well.>

|  |  |  |
| --- | --- | --- |
| **Name** | **Function** | **Role** |
|  |  |  |
|  |  |  |
|  |  |  |

### Resource allocation

<…including people, equipment, tools, hardware/software needs – are all listed here>

### Resource ramp up plan

<How resources come into plan during project phases to maximize ROI on them, is mentioned here>

# Communications Management

< Communication management plan is mentioned here. It should contain different communication needs are listed, stakeholders who need specific communication, their frequency, methods and mechanism in which communication happen.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Stakeholder** | **Message type** | **Communication mechanism** | **Frequency** | **Responsibility - person** | **Feedback Mechanisms** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

>

# Risk Management

Risk management plan goes in here. Types of risks, their rankings based on qualitative and quantitative analysis, risk responses are some of the information to be captured.

Impact of different plans on risks and vice versa, the mechanism to effect changes to those plans based on risk assessment are also mentioned here. >

# Procurement Management

If procurement is necessary on this project, this section mentions Procurement management plan. Information like methods to decide make-or-buy decisions, ways of floating Request-for-proposal from potential vendors, mechanism to select vendors, vendor management policies, payment terms, their performance measurement criteria are some of the things outlined in this section.>

# Plan Sign-off / approval

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Stage | Submitted by | Approved by | Date | Comments |
|  |  |  |  |  |
|  |  |  |  |  |