***[PROJECT NAME]***

**PROJECT MANAGEMENT PLAN**

Version *[1.0]*

*[mm/dd/yyyy]*

**Version History:**

*[Provide information on how the development and distribution of the Project Management Plan was controlled and tracked. Use the table below to provide the version number, the author implementing the version, the date of the version, the name of the person approving the version, the date that particular version was approved, and a brief description of the reason for creating the revised version.]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Version # | Implemented by | Revision date | Approved by | Approval date | Reason |
| 1.0 | [Author name] | [mm/dd/yy] | [name] | [mm/dd/yy] | [reason] |
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# 1 EXECUTIVE SUMMARY OF PROJECT CHARTER

*[Provide an executive summary of the approved project charter. Provide a reference to the approved Project Charter.*

# 2 SCOPE BASELINE

### 2.1 SCOPE STATEMENT

### 2.2 DELIVERABLES LIST

### 2.3 REQUIREMENTS

# 3 SCHEDULE BASELINE

*[Include the schedule baseline including dependencies or provide a reference to where it is stored. Provide a high level milestone or GNATT chart]*

# 4 COST BASELINE

*[Insert the project’s cost management plan and baseline or provide a reference to where it is stored.]*

# 5 QUALITY MANAGEMENT

*[Indicate how quality management will be completed. Include approach, phases and who is responsible for each phase. Provide any criteria for product or service release such as ADA compliance, acceptable defect levels (e.g, no level 1 or 2 defects)*

# 6 HUMAN RESOURCE MANAGEMENT

*[Insert the project’s human resource management plan or provide a reference to where it is stored.]*

### 6.1 ROLES AND RESPONSIBILITIES

*[Insert the project’s roles/responsibilities table or link to where it is stored.]*

### 6.2 KNOWLEDGE AND SKILLS REQUIRED

*[Insert the project’s required knowledge and skills information or link to where it is stored.]*

**6.3 TRANING PLANS**

# 7 COMMUNICATIONS MANAGEMENT

*[Insert the project’s communication management plan or provide a reference to where it is stored.]*

### 7.1 COMMUNICATION MATRIX

*[Insert the project’s communication matrix or provide a reference to where it is stored.]*

# 8 RISK MANAGEMENT

*[Insert the project’s risk management plan or matrix.]*

# 9 PROCUREMENT MANAGEMENT

*[Indicate if contractors will be used. Provide a list of contracts, who will manage, any contractual dates for delivery/payments and reference to where the contracts are stored]*

# 10 PROJECT GOVERNANCE

*[* *Effective project governance is about ensuring that projects deliver the value expected of them.  Indicate how the project will be governed. Include any steering committees and their responsibilities, what level of decisions/thresholds rise to sponsor levels, meeting and reporting candance. Include change control procedures*

# Project Management Plan Approval

The undersigned acknowledge they have reviewed the **[Project Name]** **Project Management Plan** and agree with the approach it presents. Changes to this **Project Management Plan** will be coordinated with and approved by the undersigned or their designated representatives.

*[Sponsors and Resource Managers and others as determined approve the plan}*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

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Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# APPENDIX B: REFERENCES

*[Insert the name, version number, description, and physical location of any documents referenced in this document. Add rows to the table as necessary.]*

The following table summarizes the documents referenced in this document.

|  |  |  |
| --- | --- | --- |
| Document Name and Version | Description | Location |
| *[Document Name and Version Number]* | *[Provide description of the document]* | *[URL or Network path where document is located]* |
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