Project Management Plan.

Doc -

Project title:		Date prepared :

1.- Management summary :

Business rationale or reason :	
Major milestones :	
Acceptance criteria :	
Budget :	
Project charter :	• Reference to Project Charter document (document name).

2.- Key deliverables.

Product description :	
Major deliverables :	

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3.-Project Scope :

Requirement Management Plan :	• Reference to document.
Statement of Work :	• Reference to document.
Scope of Definition :	• Reference to document.
WBS :	• Reference to document.

4.-Project Schedule :

Gantt chart :	• Reference to document.
Milestones :	
Constraints :	

5.- Project Cost :

Summary budget :	
Constraints :	

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6.- Project Resources :

Human Management Plan :	• Reference to document.
Project Milestones :	
Roles / Responsibilities matrix :	• Reference to document.

7.- Project Risk :

Risk register :	
Reserve Budget for cost impacts :	
Buffer :	

8.- Project Communications :

Communications Management Plan :	• Reference to document.

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9.- Quality :

Quality Assurance Actions :	
Quality Control measures:	

10.- Procurement :

Vendor selection policy :	
Vendor contract policy :	

11.- Project Life Cycle :

- Describe the Life Cycle that will used to accomplish.
- This may include phases and deliverables for each phase.

Phase :	Key deliverables :

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12.- Project Management Processes and Tailoring decisions:

- Indicate any decisions made to combine, omit or expand project management processes.
- This may include defining the specific processes used in each life cycle and whether it is a summary or detailed application of specific processes.

Knowledge area	Processes.	Tailoring decisions.
Integration :		
Scope :		
Time :		
Cost :		
Quality :		
Human Resources :		
Communication :		
Risk :		
Procurement :		
Stakeholders :		

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12.- Process Tools and Techniques :

- Identify the specific Tools and Techniques you will be using for the various processes.
- For example , if you are using a specific cost estimating software or a particular quality control technique.

Knowledge area	Processes.	Tailoring decisions.
Integration :		
Scope :		
Time :		
Cost :		
Quality :		
Human Resources :		
Communication :		
Risk :		
Procurement :		
Stakeholders :		

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14.- Variances and Baseline Management :

Scope variance

- Define acceptable scope variances, variances that indicate a warning, and variances that are unnaceptable.

- Scope variances, can be indicated by the features , and functions that are present in the end product, or the performance metrics that are desired.

Scope Baseline management

- Describe how the scope baseline will be managed, including responses to acceptable, warning and unacceptable variances.

- Define circumstances that would trigger preventive or corrective action and when the change control process would be established.

Schedule variance

- Define acceptable schedule variances, variances that indicate a warning, and variances that are unnaceptable.

- Schedule variances, may indicate the percent of variance from the baseline or they may include the amount or float used.

Schedule Baseline management

- Describe how the schedule baseline will be managed, including responses to acceptable, warning and unacceptable variances.

- Define circumstances that would trigger preventive or corrective action and when the change control process would be established.

Cost variance

- Define acceptable cost variances, variances that indicate a warning, and variances that are unnaceptable.
- Cost variances, may indicate the percent of variance from the baseline such as 0-5 % , 5-10 % and greater that 10 %.

Cost Baseline management

- Describe how the cost baseline will be managed, including responses to acceptable, warning and unacceptable variances.
- Define circumstances that would trigger preventive or corrective action and when the change control process would be established.

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15.- Project reviews.

- List any project reviews, for example, integrated baseline reviews, phase gate reviews, integration readiness reviews, quality reviews , etc...

16.- Subsidiary Management Plans.

Attach them :

- Scope Management Plan.
- Schedule Management Plan.
- Cost Management Plan.
- Quality Management Plan.
- Human Resource Management Plan.
- Communications Management Plan.
- Risk Management Plan.
- Procurement Management Plan.
- Stakeholder Management Plan.