

Preview

Project Management Plan

for

<Project>

Version 1.0 draft 1

Prepared by <author>

<organization>

<date created>

<Change the footer and header text to reflect the correct copyright information, company name, and project name.>

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Table of Contents

- 1. Overview 1**
 - 1.1. Project Purpose, Objectives, and Success Criteria..... 1
 - 1.2. Project Deliverables 1
 - 1.3. Assumptions, Dependencies, and Constraints 1
 - 1.4. References..... 2
 - 1.5. Definitions and Acronyms 2
 - 1.6. Evolution of the Plan 2
- 2. Project Organization 2**
 - 2.1. External Interfaces 2
 - 2.2. Internal Structure 2
 - 2.3. Roles and Responsibilities 2
- 3. Managerial Process Plans..... 3**
 - 3.1. Start-Up Plans 3
 - 3.1.1 Estimation Plan 3
 - 3.1.2 Staffing Plan..... 3
 - 3.1.3 Staff Training Plan..... 4
 - 3.1.4 Resource Acquisition Plan..... 4
 - 3.1.5 Project Commitments..... 4
 - 3.2. Work Plan 5
 - 3.3. Control Plan 5
 - 3.3.1 Data Control Plan..... 5
 - 3.3.2 Requirements Control Plan 5
 - 3.3.3 Schedule Control Plan..... 5
 - 3.3.4 Budget Control Plan..... 6
 - 3.3.5 Communication, Tracking, and Reporting Plan 6
 - 3.3.6 Metrics Collection Plan..... 6
 - 3.4. Risk Management Plan 6
 - 3.5. Issue Resolution Plan..... 7
 - 3.6. Project Close-Out Plan..... 7
- 4. Technical Process Plans..... 7**
 - 4.1. Process Model..... 7
 - 4.2. Methods, Tools, and Techniques 7
 - 4.3. Configuration Management Plan 7
 - 4.4. Quality Assurance Plan..... 8
 - 4.5. Documentation Plan..... 8
 - 4.6. Process Improvement Plan..... 8

<Note: This template contains primarily guidance text, shown in italics. When creating a project management plan from this template, replace the guidance text with your own specific information for the project and change the Normal style for the document to be normal font, not italic. If a section of this template is not applicable to your project, leave the section heading in the plan and briefly state why it does not apply. Feel free to tailor this comprehensive template to best meet the needs of your organization's projects.>

1. Overview

<This section provides an overview of the project's motivation, objectives, success criteria, major deliverables, and constraints. You might include a top-level summary of major milestones, required resources, schedule, and budget. >

1.1. Project Purpose, Objectives, and Success Criteria

<Define the purpose, scope, and objectives of the project and its delivered products. This information might already appear in the Vision and Scope Document. If so, avoid duplicating information in both places. Briefly state the business needs to be satisfied and the methods by which satisfaction of those needs will be determined. Define quantitative and measurable business objectives. Define the criteria by which key stakeholders will judge how successful the project is. State the relationship of this project to other projects and the integration of this product with other products. Other specific issues to address might include:>

- *Shared resources and their availability*
- *Shared designs, code, and hardware components*
- *Feature dependencies*
- *Schedule dependencies>*

1.2. Project Deliverables

<List the major items to be delivered to the customers, subcontractors, integrators, or other parties. As appropriate, list the deliverables, their recipients, interim and final delivery dates, and delivery method. A table like the one below is a good way to show this information.>

Deliverable	Recipients	Delivery Date	Delivery Method	Comments

1.3. Assumptions, Dependencies, and Constraints

<This subsection describes known assumptions upon which the project is based (facts that are known to be true are not assumptions); any external events or externally-supplied items upon which the project depends; and the constraints under which the project will be conducted. Of the five project dimensions of features, quality, schedule, cost, and staff, determine and document which are constraints, which are project success drivers, and which are degrees of freedom. Give each assumption, dependency, and constraint a unique identifier, such as AS-1, DE-2, and CO-3, to facilitate referring to them elsewhere.>