

Name of Applicant

# Project Management Plan

Project:

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## 1.0 INTRODUCTION

The purpose of this Project Management Plan (PMP) is to document the policies and procedures that will allow the project to be effectively managed, relative to scope, schedule, budget, and quality.

The PMP is intended to be a living document and applicable for all components of the **[Project Name]** (Project). **[Applicant Name]** will maintain the PMP throughout the project to ensure it remains relevant and useful. All staff and organizations participating in the project will have access to the PMP, and it will be used as a tool by which the project will be effectively managed. The following events may require revisions to the PMP:

- Significant modifications requested by grant **[Agency/Authority]**
- Project enters a new phase
- Major change in project approach
- Significant change in funding scenarios
- Major changes to the project budget and project schedule

## 2.0 CONTRACT

- The contract is a Work Plan based contract - the Scope, schedule and budget for a Work Plan is agreed prior to proceeding with the work. Update per specific contract if needed.
- The Change Management Plan, Communication Plan, Document Management Plan, Project Quality Plan, the Risk Management Plan, and the Technology Plan will be overarching for the Contract and will be updated appropriate to reflect the requirements of future Contract Work Plans.

### 2.1 WORK PLAN

The current Work Plan (work plan components are listed below) for this project is located **[at/in the project site/folder & include link if possible or insert]**

Work Plan Components

Workflow Diagram

- Schedule
- Staffing Plan
- Cost and Budget

### 2.2 WORK PLAN APPROVAL

- **[Role], [Name]**
- **[Role], [Name]**
- **[Role], [Name]**

## 3.0 PROJECT SCHEDULE

The Project Schedule outlines the timeline for the completion of all project activities, it includes key milestones, deliverables, and deadlines to ensure the project stays on track. The project is developed using **[insert technology]**. The schedule is updated on a **[weekly/monthly]** basis and

progress reviews will be conducted on a **[weekly/monthly]** basis to monitor the schedule and make adjustments.

#### 4.0 PROJECT BUDGET

The Project Budget provides a detailed financial plan for the project. The budget includes labor, materials, equipment, contingency, and lists the source of all funds. The project budget aims to ensure that the project is completed within financial constraints while delivering the expected quality and outcomes.

#### 5.0 CHANGE MANAGEMENT PLAN

The Change Management Plan includes the following components:

- The contractual requirements for the notification of change.
- Log for tracking and reporting potential change.
- Identification of schedule and budget implications and resolution process for change items.
- Change Order Development.
- Documentation of correspondence and meeting notes to support change.
- Documents for this Plan are located **[at/in the project site/folder & include link if possible or insert]**

#### 6.0 COMMUNICATIONS PLAN

The Communications Plan identifies the Project team and Project stakeholders, and to specify lines of communication to be followed when contacting the Project team members and stakeholders. The Plan also specifies correspondence documentation requirements for the Project and provides guidelines to help the Project team align towards common goals, avoid conflicting direction, and work efficiently. The Communications Plan includes the following components:

- The website where the Communication Plan will be maintained
- A link to the project team collaboration site
- Project Organization Chart(s) and contact information
- Communication routing policy
- Document Backup and Retention process and policy
- Media/stakeholder and public communication policy
- Emergency communication policies
- Links to communication tools
- Documents for this Plan are located **[at/in the project site/folder & include link if possible or insert]**
- Document Management Plan
- The Document Control Plan for Project Documents is located **[at/in the project site/folder & include link if possible or insert]**
- and key components that will be included in the overarching document control plan for the Project are:

- Project document storage
- Methods to transfer technical documents
- Document standards (primary software used for most project documents and file naming policy).
- Document backand and record retention policy

## 7.0 PROJECT QUALITY PLAN

- The current Project Quality Plan in addition to the other Quality documents associated with this project are located on **[at/in the project site/folder & include link if possible or insert]**

## 8.0 RISK MANAGEMENT PLAN

- Risk Management through delivery will be a monthly review of the risk register and then follow-up or assignment of mitigation actions during that review process. The Project Manager will perform a monthly review of the Risk Register located **[at/in the project site/folder & include link if possible or insert]**

## 9.0 TECHNOLOGY PLAN

- The Technology Plan will include key technical staff and technology resources required to leverage hardware, software, workflow and technology innovation. The Technology Plan is **[at/in the project site/folder & include link if possible or insert]**