Project Management Plan

[Project Name]

Revised: [Insert Month Year]

Revision Summary:

[Provide a brief summary of any changes made to this document throughout your project.]

Date	Summary of Change
[Insert Date]	[Insert summary of changes]

Document Purpose

The purpose of this document is to establish a comprehensive project management plan for the [Project Name] project, aimed at achieving [insert specific project goals or benefits]. It outlines how the team will manage the project scope, schedule, cost, quality, resources, communications, risks, procurement, and stakeholders. Throughout the project's execution, the project manager will utilize this document to maintain control and drive the project towards its objectives, ensuring adherence to best practices and policies.

Document Maintenance

Project re-planning and documentation updates will occur periodically, at a minimum on a monthly basis, in response to significant events such as financial adjustments, scope modifications, or resource shifts, or at the project manager's discretion.

Related Documents

- Project Charter [insert link] - Provides essential details for decision-makers to evaluate and approve the project.
- Team Charter [insert link] - Establishes and documents the project team's purpose, roles, and responsibilities.

Project Lifecycle

The project lifecycle is a critical component of this project management plan, outlining the phases this project goes through from initiation to closure. Here's how the project manager manages this project's lifecycle:
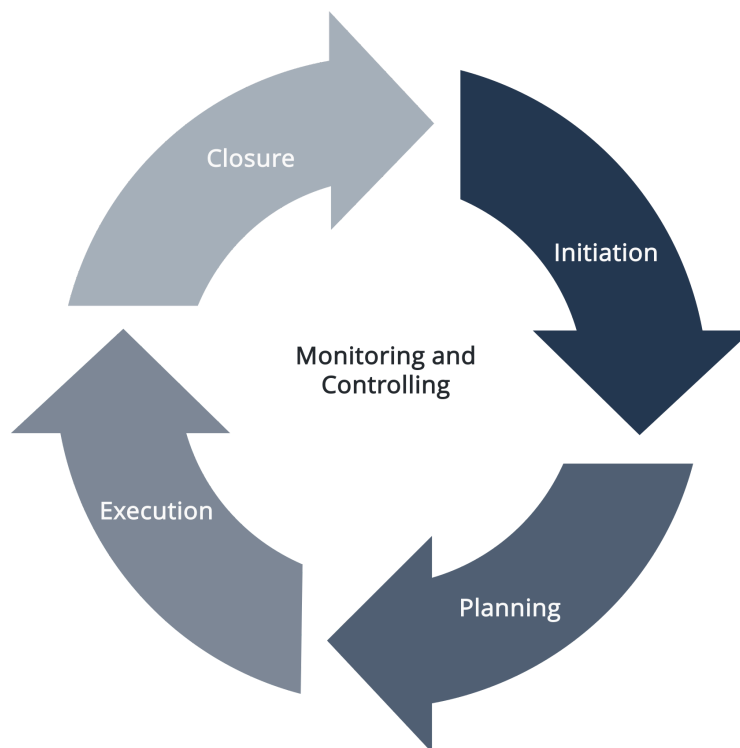
- **Initiation**: The project team kicks off the project by defining its objectives, scope, and purpose. This phase involves assessing the project's value and feasibility to ensure it aligns with [Company's] goals.
- **Planning**: In this phase, the project team develops a detailed project plan, setting clear, actionable objectives, and defining the project's requirements. They establish a timeline that includes all phases and milestones to guide the project's progression.
- **Execution**: In this phase, the project team puts the project plan into action. It's the longest phase of this lifecycle, involving the completion of the project work as per the plan. Resource allocation and team coordination are key focuses here.
- **Monitoring and Controlling:** Running parallel to the initiation, planning, execution, and closure phases, this phase involves tracking the project's progress and performance. The project manager uses key performance measures from the Project Charter [insert link] to ensure the project stays aligned with the plan, making adjustments as necessary.
- **Closure**: In this final phase, the project team formally closes the project. This involves delivering any remaining deliverables, releasing project resources, and evaluating project success against the initial objectives.

Throughout this lifecycle, change management, regular communication with stakeholders, and addressing risks and issues are essential practices. The project team's goal is to deliver the project on time, within budget, and to the required quality standards, while also capturing lessons learned for future projects. This structured approach to the project lifecycle ensures we maintain control and deliver value at every phase.

Integration Management

Knowledge Management

The project team organizes and collaborates on project files in the designated [for example: Teams channel + insert link]. The project team share files via links, not attachments, to keep information centralized.

Change Management

Change to project scope, schedule, budget, or resources, requested by any project team member, are reviewed by the project manager, then submitted to the sponsor for written approval. All approved changes are tracked in [for example: the table below or in our RAID tracker + insert link], ensuring adherence to best practices and policies.

Change	When approved
[Insert summary of changes]	[Date]

Lessons Learned Management

The project team captures lessons learned throughout the project and holds retrospectives after the completion of [for example: each phase, each deliverable, or the project]. The project manager documents lessons learned in [for example: the table below or our Lessons Learned Register + insert link], fostering a culture of continuous improvement and knowledge sharing within the project team.

Lesson	Type	Who responsible
[Insert lesson learned]	[Success or potential improvement]	[Name or role]

Scope Management

The project sponsor approves the project's scope baseline in the Project Charter [insert link], which includes the project purpose, deliverables, initial requirements, due dates, effort, and reviewers. Changes to the scope baseline require a formal change order [insert link to change order template].

Schedule Management

The project manager creates the initial schedule baseline in [for example: Microsoft Project + insert link] during project initiation. They keep the schedule updated weekly through closure to flag potential issues early. Any changes to the schedule baseline require a formal change order [insert link to change order template].

Cost Management

The project manager proactively estimates costs in [for example: Microsoft Project + insert link] and creates the budget in [for example: Harvest + insert link] during project initiation. They keep the cost forecasts and budget updated weekly through closure to flag potential issues early. Any changes to the cost estimates and budget require a formal change order [insert link to change order template].

Quality Management

The [for example: strategist] drafts recommendations to align stakeholders before developing deliverables, ensuring they meet all requirements. The [for example: strategist] uses a quality review checklist [insert link] for preliminary checks. The project manager schedules review meetings, and the strategist shares deliverables with reviewers 48 hours in advance. Review meeting durations are:

- 15 minutes for small deliverables.
- 30 minutes for medium deliverables.
- 60 minutes for large deliverables.

Reviewers organize their feedback in a review spreadsheet [insert link]. The project manager ensures stakeholder consensus before the [for example: strategist] incorporates feedback.

Resource Management

The project sponsor approves the necessary resources in the Project Charter [insert link], which includes the project personnel, materials, and finances. Changes to the resources require a formal change order [insert link to change order template].

Communication Management

Communication

The project team uses [for example: Teams and email] for timely team communication, responding within an hour and 24 hours respectively.

Meetings

The project manager schedules project team meetings on [insert day/time/cadence], sharing agendas via [for example: Teams] 24 hours in advance and posting minutes within 24 hours. We replace non-essential meetings with [for example: Teams] updates, ensuring efficient use of time, which is crucial for maintaining team productivity and project momentum.

Status Reporting

The project manager shares regular [for example: weekly] status updates to inform stakeholders of project progress. They save these reports in [for example: OneNote + link] and share with stakeholders every [for example: Friday by 5pm ET].

Risk Management

The project team proactively manages risks and issues from project initiation to closure. The project manager documents, prioritizes, and monitors risks and issues in [for example: the table below or in our RAID tracker + insert link], and makes updates during project team meetings. The project team addresses high-priority risks and issues first, with appropriate mitigation and contingency strategies.

Risk/Issue	Probability	Impact	Priority	Status	Strategy
[Insert risk/issue]	[Insert 1-5]	[Insert 1-5]	[= probability x impact]	[open/closed]	[Insert strategy

Procurement Management

The project manager requests resources (e.g., personnel, material, financial), which the project sponsor approves on the Project Charter [insert link]. The project manager integrates these resources into the project, managing all activities including agreements and payments.

Stakeholder Management

The project sponsor identifies and assigns stakeholders in the Project Charter [insert link], to ensure that all necessary expertise and authority are engaged from the start. The project manager then acquires and onboards these stakeholders, managing their engagement throughout the project, based on the stakeholder register in [for example: the table below or our Stakeholder Register + insert link], to leverage their insights and support effectively.

	Power Interest Grid	
high power	**Keep satisfied**	**Manage closely**
↑ low power	**Monitor (minimum effort)**	**Keep informed**

low interest ➡ high interest

Stakeholder name	Power	Interest	Needs
[Insert stakeholder name]	[High]	[High]	[Manage closely]