PROJECT MANAGEMENT PLAN TEMPLATE

PROJECT MANAGEMENT PLAN

VERSION HISTORY				
VERSION	**APPROVED BY**	**REVISION DATE**	**DESCRIPTION OF CHANGE**	**AUTHOR**

PREPARED BY		TITLE		DATE	
APPROVED BY		**TITLE**		**DATE**	

TABLE OF CONTENTS

[Template provides a basic outline for a project management plan. Add, delete, rearrange, or adapt the included sections, tables, and calendar as necessary to meet the needs of your organization and project. You can also briefly introduce plans in each section and then link or attach a larger document.]
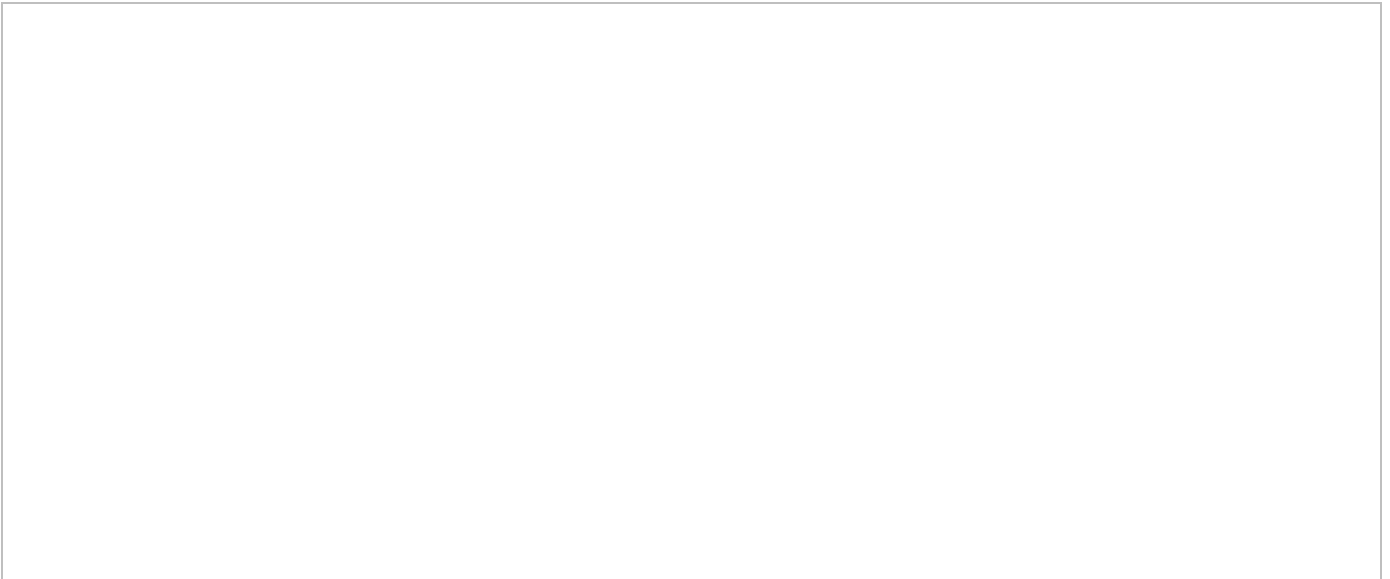
1. EXECUTIVE SUMMARY

Use the project charter to summarize the purpose of the project. Detail goals and objectives.
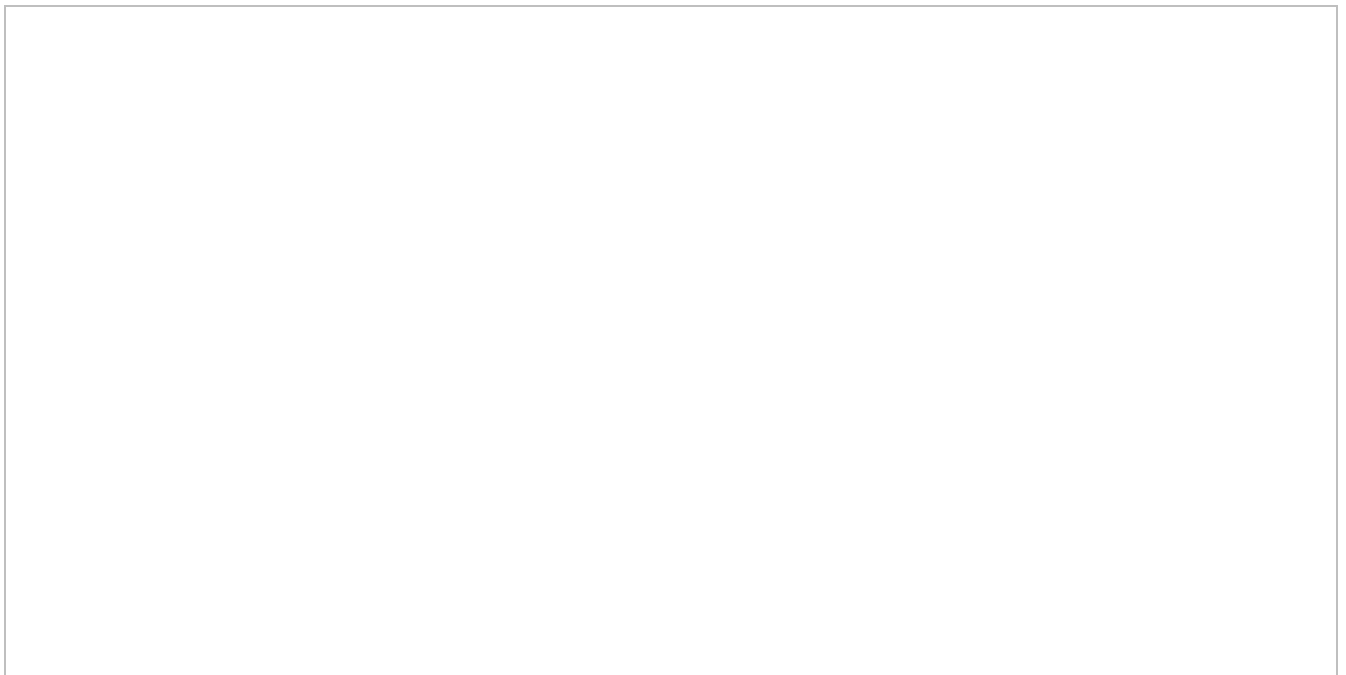
2. PROJECT MANAGEMENT APPROACH AND GOVERNANCE

Describe the management approach for the project, or link to a governance plan. Detail roles and responsibilities of project team members. List any vendors or other organizations that will provide resources for the project. The governance section may also include assumptions and constraints.

2.1   PROJECT SCOPE

Refer to the project charter to define the project scope, or link to the scope of work document. Defining the limits of scope will aid focus and prevent scope creep. If you are a vendor or contractor, refer to the statement of work.

2.2   DELIVERABLES

Specify the deliverables or outcomes for the project.

2.3   WORK BREAKDOWN STRUCTURE (WBS)

Discuss how the work breakdown structure will be used to complete the project, and link to the WBS document and WBS dictionary, which details the work packages or tasks for the project.

2.4   STAKEHOLDER ANALYSIS

Describe how stakeholders were identified and how they will impact and be impacted by the project. If you use a stakeholder analysis matrix, attach it here.

2.5   SCHEDULE BASELINE

Provide schedule baseline so that you can gauge progress.

2.6   MILESTONE LIST

Summarize the major milestones. Then, list each milestone and its date. Describe how to update any changes to the schedule and milestones and how to communicate those changes.

MILESTONE	DESCRIPTION	DATE

2.7   CHANGE MANAGEMENT PLAN

Describe the change control process or link to a separate document. Describe who can submit changes, who approves changes, and how changes are communicated and tracked. If your organization has a standing process or a change control board, refer to any existing documentation.

2.8   PROJECT SCOPE MANAGEMENT PLAN

Detail who has the authority to manage project scope, how scope will be measured, and who will approve the final project.

3. COMMUNICATION MANAGEMENT PLAN

A communication plan defines who needs information and updates on the project, what information they need, how frequently those people must be updated, and how they will be updated. A communication management plan is often used in tandem with a stakeholder list. Outline the plan here or link to a separate document.

NAME	TITLE	EMAIL	OFFICE PHONE

COMMUNICATION TYPE	DESCRIPTION	FREQUENCY	MESSAGE DISTRIBUTION	DELIVERABLE	DELIVERABLE OWNER

4. RESOURCE MANAGEMENT PLAN

Procurement management can include all resources equipment and supplies. Also, detail whether goods or services will be purchased or rented.

5. HUMAN RESOURCES MANAGEMENT PLAN

Detail how you will determine staffing needs for the project. Describe necessary skill sets, salary or hourly rates, and any training requirements, if applicable. When positions are filled, include names, titles, and contact information.

5.1 PROJECT STAFF LIST

NAME	TITLE	EMAIL	PHONE

5.2   RESOURCE REQUIREMENT CALENDAR

A resource calendar details key resources for the project. It describes what resources will be needed when and for how long. Note that not all resources will necessarily be required for the duration. Complete this calendar or link to an external document.

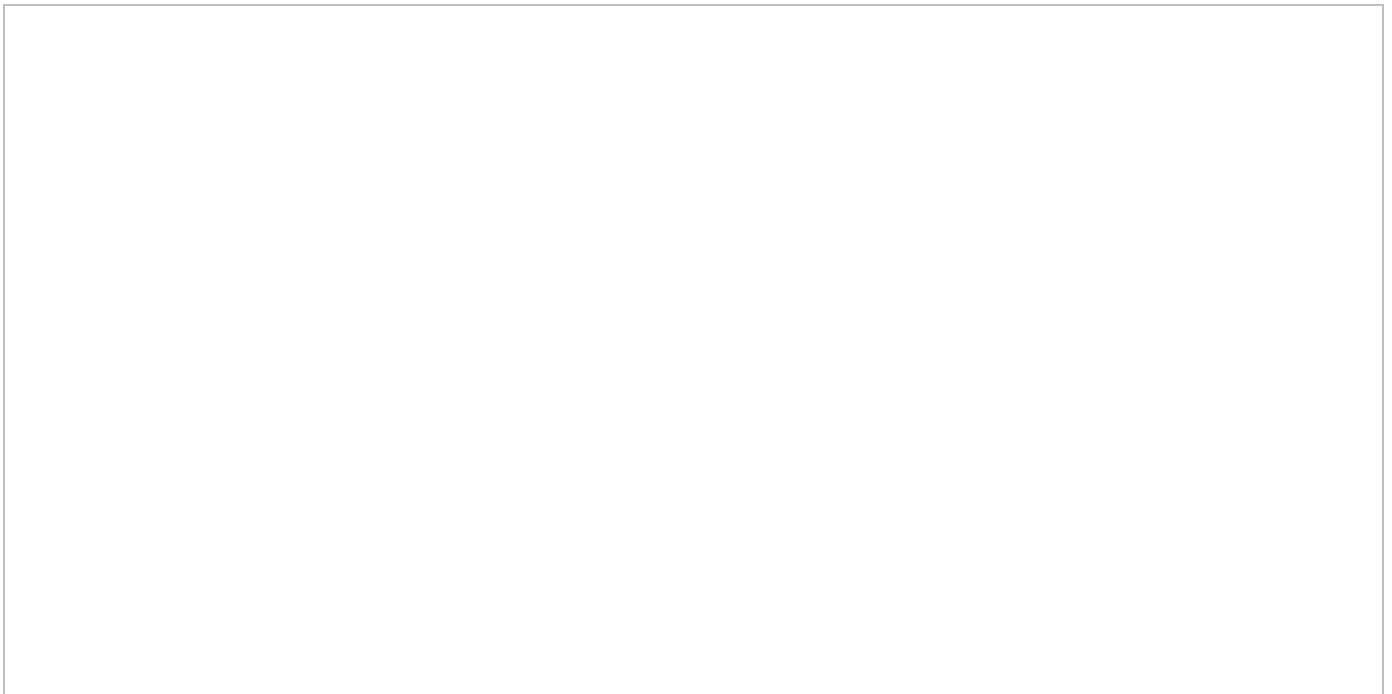| ROLE	HOURS PER MONTH											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC

6. SCHEDULE MANAGEMENT PLAN

Explain methods for developing the schedule and what tools will be used to record and post the schedule and any changes.

7. QUALITY MANAGEMENT PLAN

Describe the processes that will ensure the quality of deliverables. Define the quality standards, continuous improvement processes, quality governance, metrics, and reporting frequency and methods.
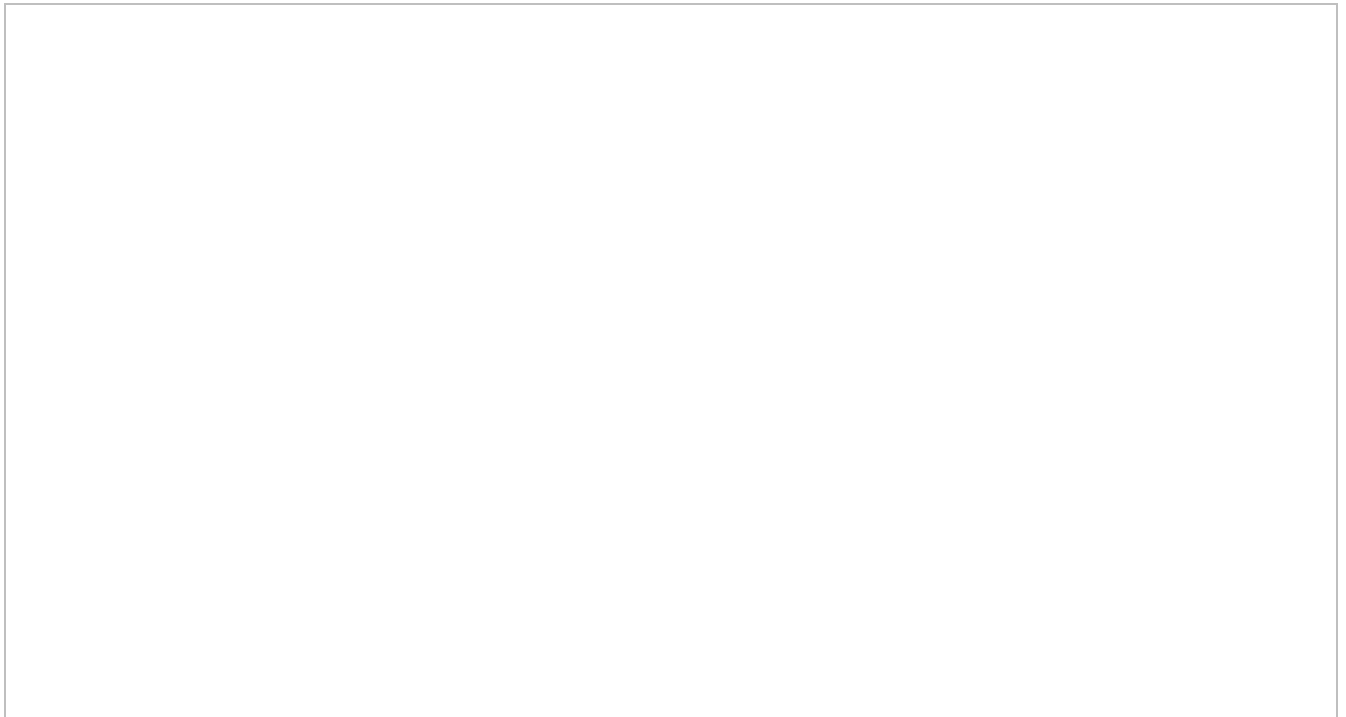
8. RISK MANAGEMENT PLAN

Briefly describe how you plan to identify, analyze, and prioritize project risks. Also, describe the methods used for tracking risks. Describe contingency plans.

8.1   RISK LOG

Link to an external risk log or attach a log as an appendix.

9. COST BASELINE

Detail the cost baseline for the project. This information provides the basis for tracking, reporting, and managing costs. Complete this table or link to an external document.

PROJECT PHASE	BUDGETED TOTAL	COMMENTS

10. QUALITY BASELINE

Define the quality baseline for the project, which includes any tolerances or standards. Complete this table or link to an external document.

ITEM	ACCEPTABLE LEVEL	COMMENTS

11. APPENDICES

Attach or link to separate plan documents or other reference documents. *Optional.*

ATTACHMENT NAME	LOCATION / LINK

12. AUTHORIZATION SIGNATURES

PREPARED BY

_____

Name and Title (Printed)

_____

Signature   *Date*

RECOMMENDED BY

_____

Name and Title (Printed)

_____

Signature   *Date*

APPROVED BY

_____

Project Sponsor Name and Title (Printed)

_____

Project Sponsor Signature   *Date*

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