****

**Project Management Plan**



**Project Name:** Lorem ipsum dolor sit amet

**Version:** 1.0

**Creation Date:** 05/01/23



**Version History**

| Version # | Implemented By | Revision Date | Reason |
| --- | --- | --- | --- |
| 1.0 | Author |  | Creation |
| *2.0* | *Major revision* |  |  |
| *2.1* | *Minor revision* |  |  |

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# INTRODUCTION

## Purpose

Why are you undertaking this project? Make it specific and summarize what you want to achieve.



# EXECUTIVE SUMMARY OF THE PROJECT

Summarize the areas from the expanded sections below.

* **Project goals:**
* **Objectives:**
* **Scope:**
* **Assumptions:**
* **Risks:**
* **Timeline:**



# STAKEHOLDERS

| **Name** | **Title** | **Project Role** | **Contact information** | **Link to owned plan(s), if applicable** |
| --- | --- | --- | --- | --- |
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# SCOPE MANAGEMENT

## Define scope

Same as statement from the above executive summary.

## Project requirements

What ultimately needs to be the end result? Include high-level deliverables.

## Work Breakdown Structure (WBS)[[1]](#footnote-0)

Describe all the high-level activities that will need to occur and their decomposed parts.

Chart example:



## Project Finalization Plan

Steps to be initiated and completed by the project team to finalize and launch the end product and close the project (approvals/sign-offs/etc.):

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2. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin aliquet rutrum purus eget mollis. In iaculis tempus nunc, vel dapibus arcu aliquet vel.
3. ...

## Project Measurement

How will project success be evaluated?



# SCHEDULE / TIME MANAGEMENT

## Define activities

Details of WBS activity decomposition; for Estimated Duration, indicate optimistic, pessimistic, and most-likely length (in days) suggestion

| **Activity** | **Estimated Activity Duration** |
| --- | --- |
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## Milestones

Base milestones off WBS and critical path exercises

| **Milestones** | **Estimated Completion Timeframe** |
| --- | --- |
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## Project Schedule

* **Estimated Project Start:** January 2017
* **Estimated Project End:** June 2017 (initial launch — overall initiative will be on-going)

### Dependencies

*Dependencies could affect the schedule and are considered risks (indicate* ***critical*** *dependencies if appliable).*

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# COST MANAGEMENT

* 1. Project Budget

Indicate any vendors used in this project, a cost breakdown of the services, and when those payments are due to the vendors; use the WBS for guide on cost estimating.

| **Item or Service** | **Est. Cost** | **Est. Payment Date** |
| --- | --- | --- |
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## 

* 1. Reserve Analysis

Any contingency or management reserves that are available to offset unanticipated costs both in- and out-of-scope.



# QUALITY MANAGEMENT

How is quality going to be evaluated during and at the end of the project?

* 1. Compliance-related planning

How is ADA and Section 508 compliance going to be evaluated during and at the end of the project?



# HUMAN RESOURCE MANAGEMENT

Account for all employees involved in the project and what their role(s) is/are, including temporary or project-based hires, and how long they are involved with the project (when they are individually done):

| **Employee** | **Email** | **Project Role** | **When to release from project?** |
| --- | --- | --- | --- |
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# COMMUNICATIONS MANAGEMENT

## Communications Matrix

Indicate who needs to be communicated to and how, how often, and who’s responsible for the communication

| **Stakeholder / Group** | **Types of communications** | **Vehicles** | **Frequency** | **Responsible** | **Feedback Mechanisms** |
| --- | --- | --- | --- | --- | --- |
| Tracy Vosburgh | Progress reports | E-mail, regular meetings | Bi-monthly | S. Gill | E-mail, regular meetings |
| SLT | Progress reports | E-mail | Varies (dependent on stages where input is needed) | S. Gill | E-mail |
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# RISK MANAGEMENT

Anticipates risks to the budget and schedule that could result in overruns.

## Issues Log

* Keeps track of issues encountered as the project progresses
* To be maintained as project progresses
* To include unanticipated obstacles to completion for project closing documentation and lessons learned.
* Where does it reside? Need a link to a living document

## Identified Risks to Project Completion within Schedule

* + 1. High Risk
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* **Management plan:** Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin aliquet rutrum purus eget mollis. In iaculis tempus nunc, vel dapibus arcu aliquet vel.
  + 1. Moderate Risk
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* **Management plan:** Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin aliquet rutrum purus eget mollis. In iaculis tempus nunc, vel dapibus arcu aliquet vel.
  + 1. Low Risk
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# PROCUREMENT PLAN

Indicate any vendors used in this project, including contact information and services provided; indicate estimated time to close procurement

| **Vendor** | **Contact Information** | **Service Provided** | **Est. Final Payment/Closure Date** |
| --- | --- | --- | --- |
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1. Determines all activities necessary to complete a project. [↑](#footnote-ref-0)