[Your Company Name]

[Your Tagline]

PROJECT MANAGEMENT PLAN

[YEAR]

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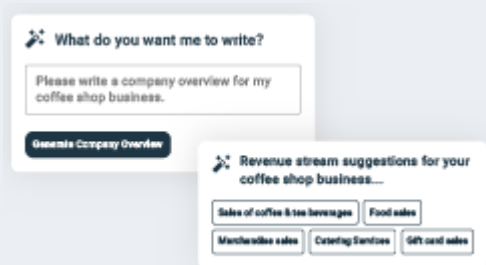Technical Process Plans

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1.

Overview

Project Purpose, Objectives, and Success Criteria

Project Deliverables

Assumptions, Dependencies, and Constraints

References

Definitions and Acronyms

Evolution of the Plan

This chapter 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, contract type, ~~~~~~~~~

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Project Purpose, Objectives, and Success Criteria

💡 **Help Tip**

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 satis~~~~~~~~~~

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Project Deliverables

💡 **Help Tip**

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

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Deliverable	Recipients	Delivery Date	Delivery Method	Comments

Assumptions, Dependencies, and Constraints

> **Help Tip**
>
> 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 proje~~ct will operate.~~
>
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References

> **Help Tip**
>
> List all documents and any other materials used as sources of information for this plan. For online documents, provide hyperlinks wherever possible.
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Definitions and Acronyms

> **Help Tip**
>
> Define any acronyms or project-specific terms. For each acronym, give both the meaning of the abbreviation and a definition of the item.
>
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Evolution of the Plan

> **Help Tip**
>
> Describe the method for producing both scheduled and unscheduled updates to this plan and how the new information will be disseminated. For example, you could state that you will review the plan every time the product requirements specification or certain

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2.

Project Organization

External Interfaces

Internal Structure

Roles and Responsibilities

REMEMBER	This section describes interfaces to entities outside of the project, identifies the internal project structure, and defines roles and responsibilities for the project.
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External Interfaces

> **💡 Help Tip**
>
> Describe the organizational boundaries between the project and external entities. Define and describe communication with senior management, customers, subcontractors, purchasing, sales, marketing, legal, finance, procurement, installation, and support
>
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Start writing here..

Internal Structure

> **💡 Help Tip**
>
> Describe the internal structure of the project organization, including interfaces between the units of the software team. It might be helpful to include organization charts or matrix diagrams to illustrate lines of authority, responsibility, and communica
>
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Roles and Responsibilities

> **💡 Help Tip**
>
> List the major project team roles and the individuals who will fill these roles, along with the specific responsibilities those individuals will have. Identify the organizational units or project team roles that are responsible for all major work activities and suppo
>
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Start writing here..

3.

Managerial Process Plans

Start-Up Plans

Work Plan

Control Plan

Risk Management Plan

Financial Management Plan (Cost/Budget Management)

Issue Resolution Plan

Project Close-Out Plan

REMEMBER

This section defines the various project management plans and activities for the project.

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💡 **Help Tip**

This section specifies plans that will lay a solid foundation for a successful project. Depending on the size and scope of the project, you may incorporate these plans directly in this section, or each section may simply contain a reference or hyperlink to a separat...

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Start-Up Plans

💡 **Help Tip**

This section describes how project estimates will be prepared, including:

• The methods, tools, and techniques that will be used to estimate project size, effort, cost...

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Estimation Plan

Start writing here..

💡 **Help Tip**

Specify the number of staff needed by skill area or project role (see section 2.3), along with required skill levels, and the duration for which each staff member is needed. Describe the anticipated staffing profile (the mix of skills and effort levels needed a...

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Staffing Plan

Start writing here..

> **Help Tip**
>
> This section specifies any training that will be needed to ensure the necessary skill levels needed for the project. The types of training, number of people to be trained, and the training methods should be specified. The Project Manager's responsibilities i̶

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Staff Training Plan

Start writing here..

> **Help Tip**
>
> This section specifies the plan for acquiring the resources other than personnel needed to successfully complete the project. Describe the resource acquisition process. Specify the points in the project schedule when the various acquisition activities ̶

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Resource Acquisition Plan

Start writing here..

> **Help Tip**
>
> Record commitments that the project as a whole is making to external parties, as well as major commitments that one individual or group within the project team is making to another. This gives those involved a clear, shared understanding of their commitme̶

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Project Commitments

Start writing here..

Work Plan

> **Help Tip**
>
> Specify the various work activities required to produce the project's major deliverables, including the contents and timing of the activities. Use a work breakdown structure or a table to depict the work activities, corresponding deliverables, and the relation
>
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Start writing here..

Control Plan

> **Help Tip**
>
> This section describes how the project will control and report on project status and activities. Specify the frequency at which the various project status indicators are to be monitored and specific events that could trigger a status evaluation.
>
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Start writing here..

> **Help Tip**
>
> Describe how the project will manage its data, including deliverable and non-deliverable documents, project status metrics, reports, specifications, and so on. Address the following:
>
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Data Control Plan

Start writing here..

> **Help Tip**
>
> Specify the mechanisms for measuring, reporting, and controlling changes to the product requirements. Describe how to assess the impact of requirement changes on product scope and quality, and on the project schedule, budget, resources, and risk f
>
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Requirements Control Plan

Start writing here..

Schedule Control Plan

Start writing here..

Budget Control Plan

Start writing here..

Communication, Tracking, and Reporting Plan

Type of Communication	Communication Schedule	Typical Communication Mechanism	Who Initiates	Recipient
Status Report	every Friday	team meeting	Project Manager	Project Team
Schedule and Effort Tracking Report	weekly	email	Project Manager	Program Manager
Project Review	monthly	face to face	Project Manager	Project Team

Type of Communication	Communication Schedule	Typical Communication Mechanism	Who Initiates	Recipient
Risk Mitigation Status	as mitigation actions are completed	email	responsible team member	Project Manager
Requirement Changes	as changes are approved	email and change control tool	CCB Chair	affected Project Participants
Supplier Management Review	at project life cycle gates	videoconference	Program Manager	Project Manager, Program Manager, Subcontract Manager

> **Help Tip**
>
> Specify the methods, tools, and techniques used to collect and retain project metrics. The metrics to be collected, the collection frequency, and how the metrics will be validated, analyzed, reported, stored, and used should all be addressed.
>
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Metrics Collection Plan

Start writing here..

Risk Management Plan

> **Help Tip**
>
> This section specifies the plan for identifying, analyzing, prioritizing, and controlling project risks. It should describe the procedures for contingency planning and the methods used in tracking risks, evaluating changes in individual risk exposures, and res
>
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Financial Management Plan (Cost/Budget Management)

> **Help Tip**
>
> Document the agreed to Financial Measurement Baseline (FMB) for the project and define how it will be tracked. Define the reviews that will be established for reporting on the financial health of the project. Also, define the invoicing requirements and timelines for ~~To unlock help try Upmetrics! 🔒~~

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Issue Resolution Plan

> **Help Tip**
>
> Describe how problems, issues, and action items that arise on the project will be documented, resolved, and tracked to closure. Identify the project's decision-makers for issues such as requirements baselining, requirements changes, resource contention, ~~To unlock help try Upmetrics! 🔒~~

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Project Close-Out Plan

> **Help Tip**
>
> This section describes the actions necessary to ensure an orderly closeout of the project. Address staff reassignment, archiving of project materials, recording of metrics, holding a project retrospective, and preparation of a final report to include lesso ~~To unlock help try Upmetrics! 🔒~~

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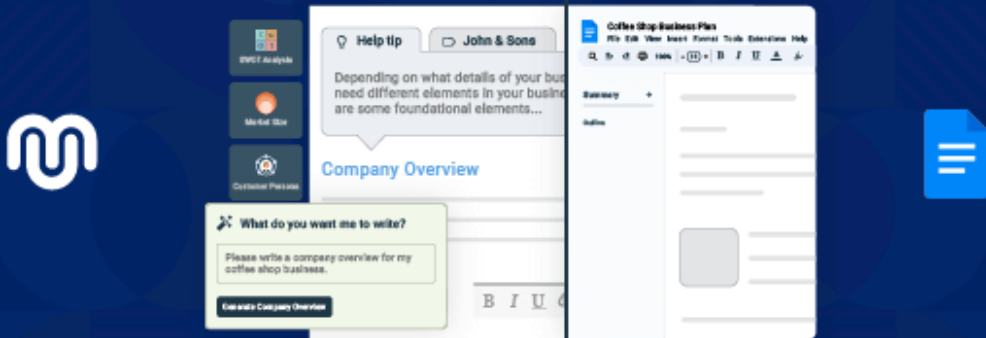
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4.

Technical Process Plans

Process Model

Methods, Tools, and Techniques

Configuration Management Plan

Quality Assurance Plan

Documentation Plan

Process Improvement Plan

This section describes the technical approaches to be used on the project. Depending on the size and scope of the project, these plans may be incorporated directly in this section, or each section

Process Model

💡 **Help Tip**

Describe the product development life cycle that the project will use. Examples include a waterfall, iterative, and incremental (e.g., evolutionary, spiral, or agile). If an iterative or incremental model is used, identify clear milestones, and provide the

Start writing here..

Methods, Tools, and Techniques

💡 **Help Tip**

This section describes the design and development methodologies, programming languages, software and hardware tools, and operating environments to be used, as well as pertinent technical and management standards and procedures. Describe the f

Start writing here..

Configuration Management Plan

💡 **Help Tip**

This section could contain the configuration management plan for this project. For any but very small projects, this section should refer to a separate document. The CM plan should describe the activities and methods used for configuration identification, contr

Start writing here..

Quality Assurance Plan

> 💡 **Help Tip**
>
> This section could contain a quality assurance plan for this project. For any but very small projects, this section should refer to a separate document. The QA plan should describe the activities and methods used to build a high-quality product by the sen~~~~~~~~
>
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Start writing here..

Documentation Plan

> 💡 **Help Tip**
>
> Describe the plans for creating system documentation deliverables, including installation and maintenance guides, user guides, reference manuals, on-line help systems, release notes, and so forth. List the documents to be created. For each type of documen~~~~~~~~
>
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Document	Template or Standard	Created By	Reviewed By	Target Date	Distribution

Process Improvement Plan

> 💡 **Help Tip**
>
> This section describes plans for assessing the project and its processes, determining areas for process improvement, and implementing improvement plans without seriously disrupting an ongoing project. Each project should address at least one process im~~~~~~~~
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★ ★ ★ ★ ★

Student, Sumy State University – Ukraine

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