

# PROJECT MANAGEMENT PLAN

# [Project Title]

**[Project ID]**

# [Name of KCDIO (Process Owner)]

Prepared by: [Name of Project Manager]

Date: [date prepared]

**Revision History**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version** | **Date** | **Revised by** | **Approved by** | **Summary of revision** | **Distribution list** |
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# PROJECT MANAGEMENT PLAN

|  |  |  |  |
| --- | --- | --- | --- |
| Project ID |  | | |
| Project Title |  | | |
| Project Owner |  | | |
| Technical Project Manager |  | | |
| Functional Project Manager |  | | |
| Project Costs/Budget |  | | |
| Source of Funds |  | | |
| Project Duration |  | | |
| Actual Start Date |  | Estimated Completion Date |  |
| Date of FSR Recommendation |  | | |
| Date of UTICTEC Endorsement |  | | |
| Date of JPICT Endorsement (\*if applicable) |  | | |

# 1 INTRODUCTION

[A brief introduction on the aspects that will be detailed out in this plan]

# 2 TERMS AND CONDITIONS

## *[Description of the terms and conditions that must be in place before a project can start such as the necessary approval from relevant authorities and fundamental aspects that must be sustained to ensure the success of projects such as top management commitment and adequate budget.]*

## 3 SYSTEM/PRODUCT/SERVICE INFORMATION

*[Description of the system/product/service to be produced.]*

# 4 SCOPE

*[List the scope of the project agreed by both parties which will be used as a boundary for the project and a baseline for measuring project success. Reference: Project Charter]*

**5 ASSUMPTIONS**

*[Statement of the items that need to be ready for the successful implementation of the project such as the project/system owners are clear with the goals and implementation schedule (timeline) of the project, management is committed in the implementation of the project and project vacancies are filled up immediately. Reference: Project Charter]*

**6 CONSTRAINTS**

## *[Statement of project constraints that would affect the implementation of the project such as budget constraints and lack of skilled project personnel]*

# 7 DELIVERABLES

*[List all the main deliverables that will serve as the project’s milestones.]*

# 8 IMPLEMENTATION SCHEDULE

*[To be updated and regularly updated in OnTrack]*

# 

# 9 ORGANISATION CHART

*[Detail out the organisation chart. Reference: Project Charter, Roles and Responsibility]*

**Project Leader**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name** | **K/C/D/I** | **Roles** | **Responsibility** |
| 1. |  |  | Project Sponsor |  |
| 2. |  |  | Project Director |  |

**Functional Team Members**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name** | **K/C/D/I** | **Roles** | **Responsibility** |
| 1. |  |  | Functional Project Manager |  |
| 2. |  |  | Functional Team Member |  |
| 3. |  |  | Functional Team Member |  |

**Technical Team Members**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name** | **K/C/D/I** | **Roles** | **Responsibility** |
| 1. |  |  | Technical Project Manager |  |
| 2. |  |  | Technical Team Member |  |
| 3. |  |  | Technical Team Member |  |
| 4. |  |  | Technical Team Member |  |

**External Expertise**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name** | **K/C/D/I** | **Roles** | **Responsibility** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |

# 10 PROJECT RESOURCES

*[List all the resources needed to complete the project, such as human resource requirements, hardware and software.]*

# 10.1 Human Resource Management Approach

*[Description of the approach used to acquire the necessary project personnel. (Example: internal, outsourcing or co-sourcing). The skills and expertise needed for the project must be detailed out.]*

## 

**10.2** **Human Resource Requirements *(\*for Medium & Major Project Only)***

*[Description of the division of tasks assigned to each project team member in OnTrack]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name** | **Task Assigned** | **Expected Start Date** | **Expected Completion Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# 10.4 Training Requirements *(\*for Medium & Major Project Only)*

*[Description of the training requirements for project team members, and additional training for team members who lack the relevant skills required for the project.]*

|  |  |  |
| --- | --- | --- |
| **Role** | **Justification for additional training** | **Proposed Training** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# 10.5 Human Resource Acquisition *(\*for Medium & Major Project Only)*

*[Description of the strategies and processes for human resource acquisition. Examples: application through JPA, potential candidate interviews, hiring contract workers as and when needed.]*

# 10.6 Recognition and Awards *(\*for Medium & Major Project Only)*

*[Description of the recognition and awards to be given to team members after the project is successfully completed. Eg: lunch treat, incentive etc.]*

# 

# 11 PROJECT ESTIMATION COST/BUDGET

*[Description of the estimated cost/budget needed to implement the project such as acquisition costs, training costs and costs to manage the risks / issues / changes.]*

# 11.1 Source of Funds

*[Statement of funds allocation and detailed expenses for the implementation of this project. Example: The project cost of RM10 million is funded through the provisions of the 10th Malaysian Plan. Distribution of the funds are as follows (assuming the project is 2 years old):*

|  |  |  |
| --- | --- | --- |
| **Year** | **Estimate** | **Expenses** |
| *2017* | *7 Million* | *Procurement of hardware and software* |
| *2018* | *3 Million* | *Change Management Training* |

11.2  Detail Costing

*[Description of detail costing for all expenses. Example:]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **BIL.** | **ITEM** | **QUANTITY** | | **PRICE PER UNIT (RM)** | **TOTAL**  **(RM)** |
| **A. HARDWARE** | | | | | |
| 1 | *Database server* | |  |  |  |
| 2 | *Application server* | |  |  |  |
| 3 | *Server rack* | |  |  |  |
| 4 | *Laptop* | |  |  |  |
| 5 | *Color printer A3 size* | |  |  |  |
| 6 | *Laser printer* | |  |  |  |
| 7 | *LCD Projector* | |  |  |  |
| **B. SYSTEM** | | | | | |
| 8 | *Oracle* | |  |  |  |
| 9 | *Crystal Report* *Server* | |  |  |  |
| 10 | *Dream Weaver Development Tool* | |  |  |  |
| **C. TRAINING** | | | | | |
| 11 | Technical training | |  |  |  |
| **GRAND TOTAL** | | | | |  |

# 11.3 Procurement Method

*[Description of the procurement method used, either through tender, quotation or direct purchase]*

# 

# 12 RISKS AND MITIGATION STRATEGIES

*[Statement of the things likely to affect the performance and quality of the project that have been identified by the project team.. List down also ways to mitigate these risks]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | | |
| **Type of Risk**  (\*delete whichever not applicable) | **Risk ID** | **Risk Descriptions** | **Impact Descriptions** | **Proposed Mitigations** | **Risk Owner** |
| Human Resource | *R1* | *e.g. Maternity leave* | *e.g. Not enough manpower* | *e.g. Hire Part Timer* | *e.g. Project Director* |
|  |  |  |  |  |
| Business Process |  |  |  |  |  |
|  |  |  |  |  |
| Financial |  |  |  |  |  |
|  |  |  |  |  |
| Infrastructure/ Applications / Database |  |  |  |  |  |
|  |  |  |  |  |
| Legal & Regulatory / Security & Privacy |  |  |  |  |  |
|  |  |  |  |  |
| Third Party Supplier & Outsourcing |  |  |  |  |  |
|  |  |  |  |  |
| Others (please specify) |  |  |  |  |  |
|  |  |  |  |  |

# 

# 13 QUALITY

## *[List the criteria for acceptance for all deliverables that have been identified so that the products/services produced are of high quality and reliability]*

**14 CHANGE MANAGEMENT PLAN**

# 14.1 Change Management Roles and Responsibilities

*[Statement of the person responsible for Project Change Management]*

|  |  |  |
| --- | --- | --- |
| **Role** | **Responsibility** | **Person responsible** |
| Chairman | *Decide on whether or not to implement change request* | *[name of officer]* |
| Secretariat | *Document the change request received, status and to manage* | *[name of officer]* |
| Change members | *Attend Meetings and give opinion on change requests received* | *[name of officer]* |
| ITPMO | *Advise the PM on the CR* |  |

# 

# 15 PLAN APPROVALS

|  |  |
| --- | --- |
| **Prepared by:**  **…………………………………….……………………..**  **Technical Project Manager**  [Name]  [Post]  [Division]  Date: | **Reviewed by:**  **…………………………………….……………………..**  **Functional Project Manager**  [Name]  [Post]  [Division]  Date: |
| **Recommended by:**  **…………………………………….……………………..**  **Project Director**  [Name]  [Post]  [Division]  Date: | **Approved by:**  **…………………………………….……………………..**  **Project Sponsor**  [Name]  [Post]  [Division]  Date: |