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# PROJECT MANAGEMENT PLAN

# [PROJECT TITLE]

**[PROJECT OWNER/SPONSOR]**

Prepared by:

Date:

**Revision History**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version** | **Date** | **Revised by** | **Approved by** | **Summary of revision** | **Distribution list** |
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**TABLE OF CONTENTS**

|  |  |
| --- | --- |
|  |  |

1 INTRODUCTION 4

2 TERMS AND CONDITIONS 4

3 PRODUCT/SERVICE INFORMATION 4

4 SCOPE 5

7 ORGANISATION CHART 5

8 DELIVERABLES 6

9 IMPLEMENTATION SCHEDULE 6

10 PROJECT RESOURCES 6

11 PROJECT ESTIMATE COST/BUDGET 6

12 RISKS AND MITIGATION STRATEGIES 7

13 QUALITY 7

14 APPENDICES 7

15 PLAN APPROVAL 8

# PROJECT MANAGEMENT PLAN

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| **Project ID** |  | | |
| Project Title |  | | |
| Project Manager |  | | |
| Project Cost/ Budget |  | | |
| Project Duration |  | | |
| **Start Date** |  | **End Date** |  |
| **Date of approval from UTICTEC** |  |  |  |

# 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 PRODUCT/SERVICE INFORMATION

# 

|  |
| --- |
| Description of the 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 things 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.]  Reference: Project Charter |

# 7 ORGANISATION CHART

## 

|  |
| --- |
| Detail out the organisation chart.  Reference: Project Charter |

# 8 DELIVERABLES

## 

|  |
| --- |
| List all the main deliverables that will serve as the project’s *milestones*.  Reference: Project Charter |

# 9 IMPLEMENTATION SCHEDULE

# 

|  |
| --- |
| List the detailed activities to be undertaken to complete the project. Attach the project’s *Gantt Chart and* *Work Breakdown Structure (WBS)*.  Reference: Project Charter |

# 10 PROJECT RESOURCES

## 

|  |
| --- |
| List all the resources needed to complete the project, such as human resource requirements, hardware and software.  Reference: Project Charter, Human Resource Management Plan and Procurement Management Plan. |

# 11 ESTIMATE PROJECT 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.  Reference: Cost Management Plan |

# 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, their probability levels and impact either High, Medium or Low. List down also ways to mitigate these risks.  Reference: Project Charter and Risk Management Plan |

# 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.  Reference: Quality Management Plan |

# 14 APPENDICES

## 

|  |
| --- |
| Attach all management plans prepared. |

# 15 PLAN APPROVAL

|  |  |
| --- | --- |
| **…………………………………….……………………..**  **Technical Project Manager**  [Name]  [Post]  [Division] | Date: …………..….. |
| **…………………………………….……………………..**  **Functional Project Manager**  [Name]  [Post]  [Division] | Date: …………..….. |
| **………………………………….……….………………..**  **Project Director**  [Name]  [Post]  [Division] | Date: …………..….. |
| **…………………………………………………………..……..**  **Project Sponsor**  [Name]  [Post]  [Division] | Date: ………..…….. |

**\*\*\*\* If Project Sponsor is not the Project/System Owner, add another box for the approval of Project/System Owner**