**Project title**

**Project Management Plan**

|  |  |
| --- | --- |
| **Project sponsor** | Name & job title |
| **Project manager** | Name |
| **Author** | Your name |
| Company email address |
| Publish date |
| **Last reviewed** | Today’s date |
| **Version** | 1.0 |
| **Next review** | Next scheduled review date |
| **History** | List updates to this document by version & author |

|  |  |
| --- | --- |
| **Project scope** | Short description |
| **Intended outcomes** | What is opportunity that is being realised by this project and/or what is the problem being solved? |
| **Project deliverables** | Deliverables include the outputs that comprise both the product, service or result created by the project, as well as any ancillary outputs, such as project management reports and documentation |
| **Acceptance criteria** | The process of and criteria for accepting the completed deliverable |
| Name of the person responsible for accepting (signing off on) the deliverable |
| **Project exclusions** | Exclusions anticipate and avoid scope creep by identifying any related product or service features that are **not** required as outcomes of the project. Explicitly stating what is out of scope helps to manage stakeholder expectations |
| **Project constraints** | Specific constraints that limit the project team’s options, such as a predefined budget or schedule milestones contracted by the customer |
| **Critical assumptions** | Assumptions are factors that, for planning purposes, are considered to be true, real, or certain without proof or demonstration – the extent to which there is a risk that assumptions might be wrong should be noted in the risk register. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Due date** | **Action** | **Status** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Status indicator** *(as at last review):* Acceptable | Needs Attention | Critical

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Activity** | **Start** | **Finish** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | **Budget** | **Contingency** | **Actual** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Administrative overheads | | | | | | | | | | | | | |  |  |  |
| Management reserve | | | | | | | | | | | | | |  |  |  |
| **Total** | | | | | | | | | | | | | |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity scope** | Short description | | **Activity ID** | | Unique, numeric identifier |
| **Owner** | Name of the person responsible for performing the work | | | | |
| **Status** | *Schedule status* |  | *Budget status* | |  |
| **Acceptance criteria** | The process and criteria of accepting the activity deliverable | | | | |
| Name of the person responsible for accepting (signing off on) the deliverable | | | | |
| **Predecessor dependencies** | Activities which much be completed before this activity commences | | Type  (L, M, E, R, D)[[1]](#footnote-2) | | Sequence  (*eg* FS, SS+2) |
| **Milestones** | *Commencement* | | Date | | |
| Event | | Date | | |
| Event | | Date | | |
| *Completion* | | Date | | |
| **Successor dependencies** | Activities which cannot start until this activity is completed | | Type  (L, M, E, R, D) | | Sequence  (*eg* FS, SS+2) |
| **Labour requirements** | Staff hours and skill sets | | | | |
| **Physical requirements** | Equipment, infrastructure, and material inputs | | | | |
| **Assumptions** | Factors that, for planning purposes, are considered to be true, real, or certain without proof or demonstration – should also be considered in the risk register | | | | |
| **Budget** | Labour | | | $ | |
| Materials | | | $ | |
| Other (*eg* capital, contracts) | | | $ | |
| Contingency | | | $ | |
| **Total** | | | **$** | |
| **Technical references** | Links to related technical documents | | | | |

**Status indicator** *(as at last review):* Acceptable | Needs Attention | Critical

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity scope** | Short description | | **Activity ID** | | Unique, numeric identifier |
| **Owner** | Name of the person responsible for performing the work | | | | |
| **Status** | *Schedule status* |  | *Budget status* | |  |
| **Acceptance criteria** | The process and criteria of accepting the activity deliverable | | | | |
| Name of the person responsible for accepting (signing off on) the deliverable | | | | |
| **Predecessor dependencies** | Activities which much be completed before this activity commences | | Type  (L, M, E, R, D)[[2]](#footnote-3) | | Sequence  (*eg* FS, SS+2) |
| **Milestones** | *Commencement* | | Date | | |
| Event | | Date | | |
| Event | | Date | | |
| *Completion* | | Date | | |
| **Successor dependencies** | Activities which cannot start until this activity is completed | | Type  (L, M, E, R, D) | | Sequence  (*eg* FS, SS+2) |
| **Labour requirements** | Staff hours and skill sets | | | | |
| **Physical requirements** | Equipment, infrastructure, and material inputs | | | | |
| **Assumptions** | Factors that, for planning purposes, are considered to be true, real, or certain without proof or demonstration – should also be considered in the risk register | | | | |
| **Budget** | Labour | | | $ | |
| Materials | | | $ | |
| Other (*eg* capital, contracts) | | | $ | |
| Contingency | | | $ | |
| **Total** | | | **$** | |
| **Technical references** | Links to related technical documents | | | | |

**Status indicator** *(as at last review):* Acceptable | Needs Attention | Critical

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity scope** | Short description | | **Activity ID** | | Unique, numeric identifier |
| **Owner** | Name of the person responsible for performing the work | | | | |
| **Status** | *Schedule status* |  | *Budget status* | |  |
| **Acceptance criteria** | The process and criteria of accepting the activity deliverable | | | | |
| Name of the person responsible for accepting (signing off on) the deliverable | | | | |
| **Predecessor dependencies** | Activities which much be completed before this activity commences | | Type  (L, M, E, R, D)[[3]](#footnote-4) | | Sequence  (*eg* FS, SS+2) |
| **Milestones** | *Commencement* | | Date | | |
| Event | | Date | | |
| Event | | Date | | |
| *Completion* | | Date | | |
| **Successor dependencies** | Activities which cannot start until this activity is completed | | Type  (L, M, E, R, D) | | Sequence  (*eg* FS, SS+2) |
| **Labour requirements** | Staff hours and skill sets | | | | |
| **Physical requirements** | Equipment, infrastructure, and material inputs | | | | |
| **Assumptions** | Factors that, for planning purposes, are considered to be true, real, or certain without proof or demonstration – should also be considered in the risk register | | | | |
| **Budget** | Labour | | | $ | |
| Materials | | | $ | |
| Other (*eg* capital, contracts) | | | $ | |
| Contingency | | | $ | |
| **Total** | | | **$** | |
| **Technical references** | Links to related technical documents | | | | |

**Status indicator** *(as at last review):* Acceptable | Needs Attention | Critical

1. **L**ogical, **M**andatory, **E**xternal, **R**esource, **D**iscretionary dependency [↑](#footnote-ref-2)
2. **L**ogical, **M**andatory, **E**xternal, **R**esource, **D**iscretionary dependency [↑](#footnote-ref-3)
3. **L**ogical, **M**andatory, **E**xternal, **R**esource, **D**iscretionary dependency [↑](#footnote-ref-4)