PROJECT MANAGEMENT PLAN
INTRODUCTION

At the end of this training, our goal is for you to:

- Be able to know the contents of the Project Management Plan

- Be able to describe subsidiary plans to the Project Management Plan

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The Plan - Overview

Planning Process

Project Management Plan

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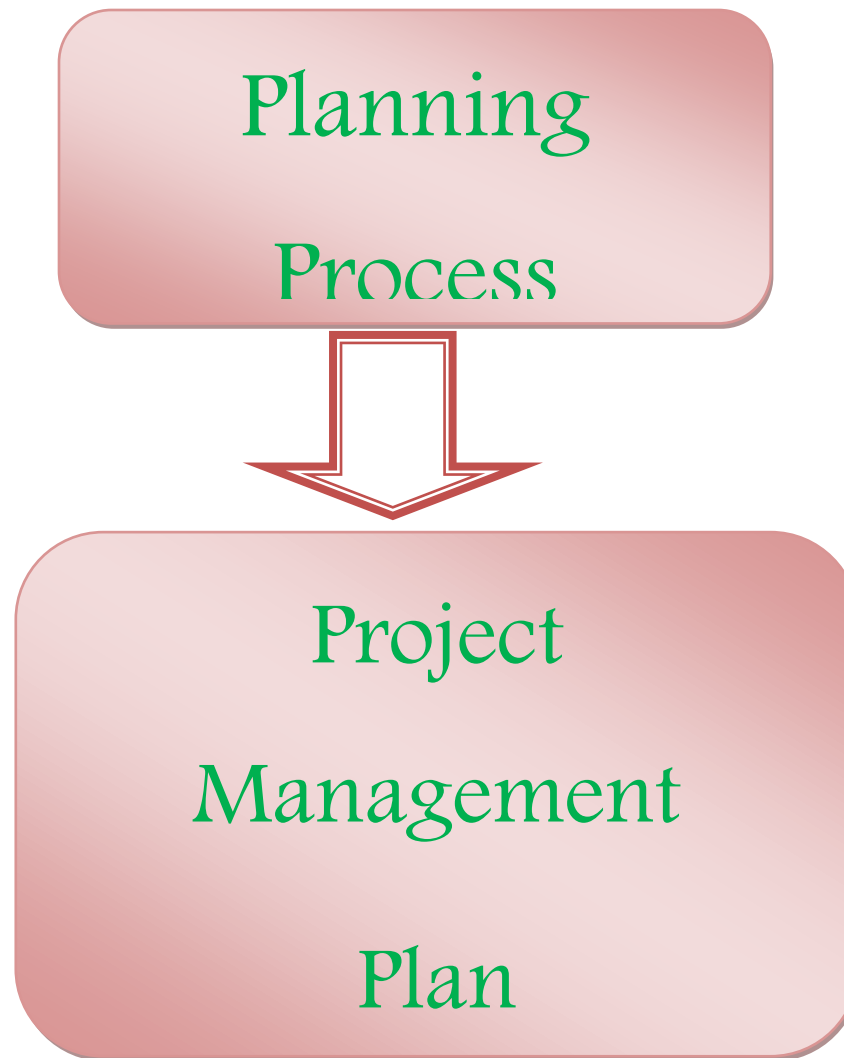
The PM Plan - Overview

According to the PMBOK Guide, the project Management Plan is:

• A formal approved document used to guide both project execution and project control

• Describes the execution, management and control of the project

• Can be started when approved by project stakeholders

The PM Plan - Overview

Answers basic questions about the project:

- Why?
- What?
- Who?
- When?
- How?

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The PM Plan - Overview

It is not a one time deliverable, but an iterative and ongoing process

It is composed of a single/master document with a series of subsidiary documents

The PM Plan - Overview

PM Methodology

Defines a process which aids a project management team in developing and controlling changes to the project management plan

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Change Control System

Change Control System is a collection of formal, documented procedures that defines the steps by which official project documents may be changed

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The PM Plan - Overview

Change Control System includes:

Paperwork

Tracking System

Approval Levels

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The PM Plan - Objective

Documents assumptions
and decisions

Helps in communication
between stakeholders

Documents goals, cost and
time sequencing

The PM Plan – Concept

Project Management Process

Level of Implementation

Description of the Tools and Techniques

The PM Plan is not a Project Schedule

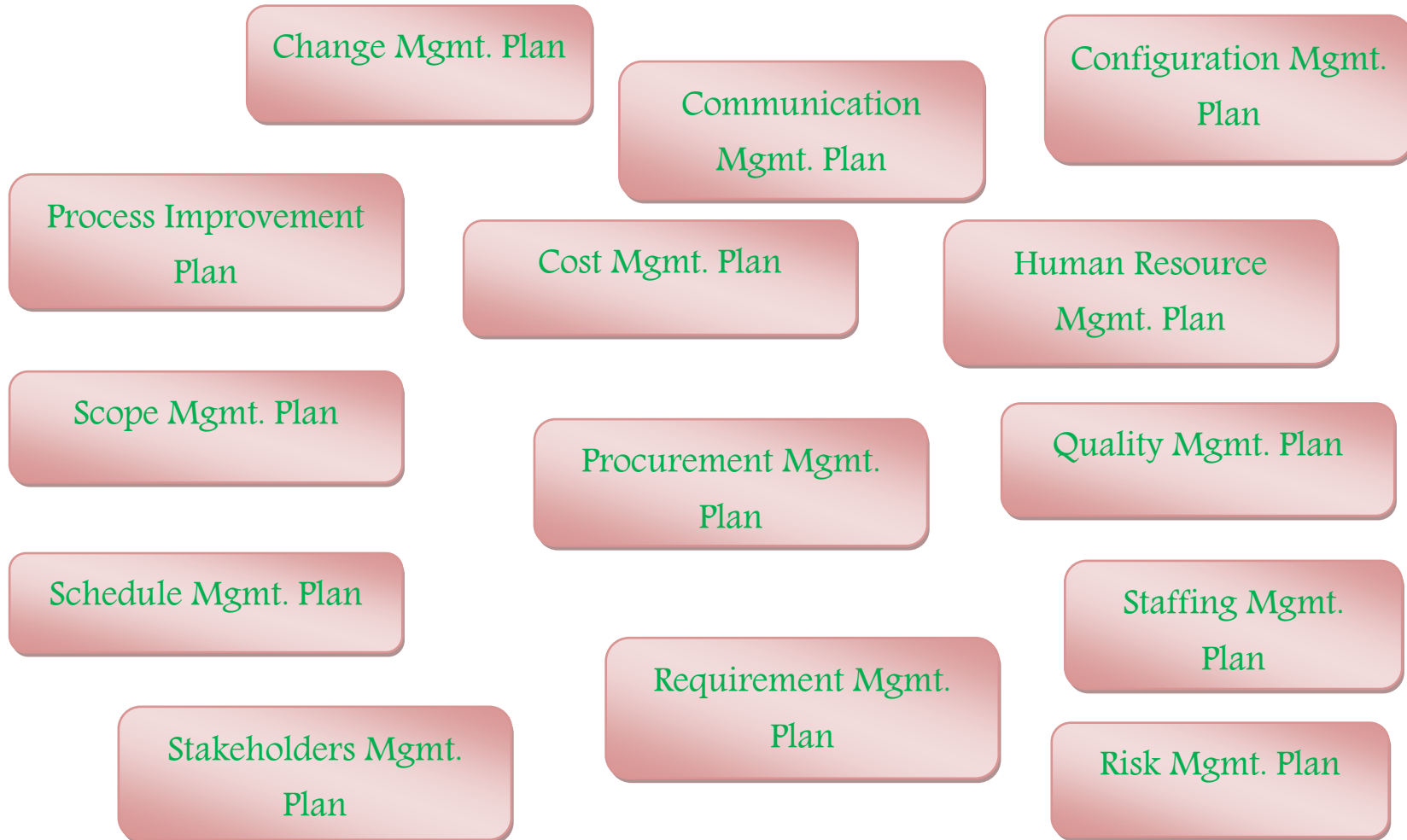The PM Plan describes how the Project work will be performed

The Project Schedule shows activities on a timeline

The PM Plan – Concept

Primary source of information of how the project will be:

- Planned

- Executed

- Monitored and Controlled

- Closed

The PM Plan – Content

Change Mgmt. Plan

Communication Mgmt. Plan

Configuration Mgmt. Plan

Process Improvement Plan

Cost Mgmt. Plan

Human Resource Mgmt. Plan

Scope Mgmt. Plan

Procurement Mgmt. Plan

Quality Mgmt. Plan

Schedule Mgmt. Plan

Staffing Mgmt. Plan

Requirement Mgmt. Plan

Stakeholders Mgmt. Plan

Risk Mgmt. Plan

The PM Plan – Content

May include the following components:

– Schedule Baseline

– Cost performance Baseline

– Scope Baseline

  • Scope statement

  • WBS

  • WBS Dictionary

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Subsidiary Plans – Overview

A PM should know the following information about the subsidiary plans:

- How they are used

- How they are implemented

- Their objectives

Scope Plan – Overview

- Documents how the project scope will be defined, managed, controlled, verified and communicated to the project team and stakeholders/customers

- Controls what is in and out of scope by using a Change Management System

- Included in one of the sections in the overall Project Management Plan

- Can be detailed and formal or loosely framed and informal

Schedule Plan – Overview
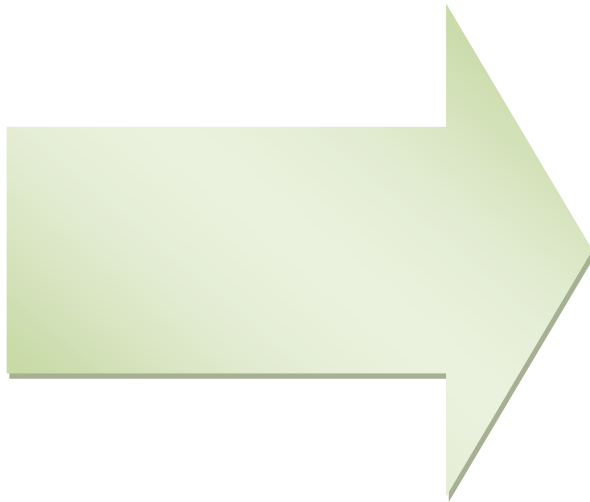
Document that establishes criteria & activities for developing and controlling the project schedule

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Schedule Plan – Overview

Includes description of:

- Scheduling Process

- Scheduling Responsibilities

- Schedule Parameters

- Schedule Modification

- Explains how schedule mgt. will be carried out in the project

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Schedule Plan – Overview

- Serves as a guidance for the scheduling process

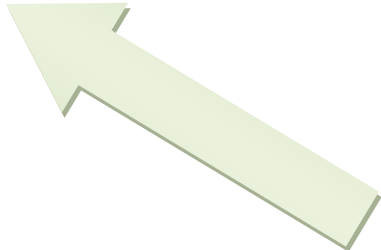- Explains how the schedule will be captured, expressed and modified

Cost Plan – Overview

Document that sets out the format and establishes the activities and criteria for planning, structuring and controlling the project costs

Group of processes to ensure that the project is completed within the approved budget

Can be formal and precisely worded or written very casually

Cost Plan – Overview

The exact nature of the cost management plan is dependent on the interests and needs of the project stakeholders

Quality Plan – Overview

Quality management plan describes how the project management team will implement the performing organization's quality policy

Provides guidance on how quality will be ensured

- Design reviews
- Documentation
- Protocols

Gives management and the customers a clear understanding of how quality will be maintained during project lifetime.

Quality Plan – Items Includes

|	
Definition of Scope	• Scope of quality Plan
Quality Policy	• Expresses project or support org. attitude
Quality Approach	• Outlines specific practices
Supporting Documentation	• Flowcharts and external references

Staffing Plan – Overview

Document that describes when and how human resource requirements will be met

Parts of the Human Resource Plan

Human Resource Plan

Roles and Responsibilities

Organizational Charts

Staffing Mgmt. Plan
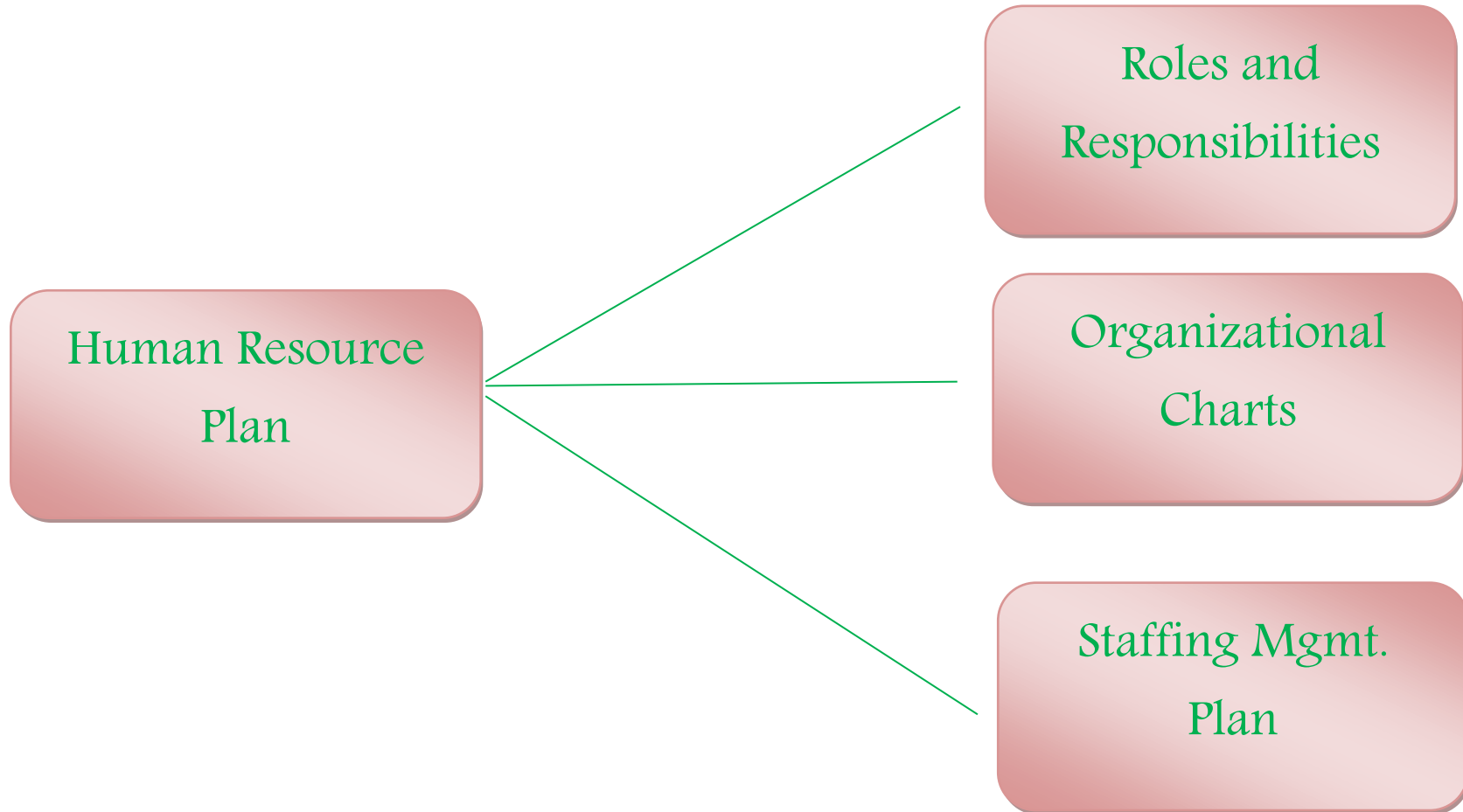
Staffing Plan – Overview

Staff acquisition & release

Resource calendar & training needs

Recognition & rewards

Compliance & safety

Content determined by project type and size

Communication Plan – Overview

Communication Plan describes:

- Communication needs and expectations for the project

- How and in what format information will be communicated

- When & where to make communication

- Person responsible for providing communication

Includes but not limited to specific communication technologies such as:

- Dedicated cell phones
- Weekly email update
- Weekly conference call

Risk Plan – Overview

- Describes how project risk management will be structured and performed

- Information varies by Industry and project size

- Separate from Risk Register

Risk Plan – Need

To define and document procedures used to manage risk throughout the life of the project

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Procurement Plan – Overview

Describes how procurement processes from developing Procurement documentation through closing a contract will be managed
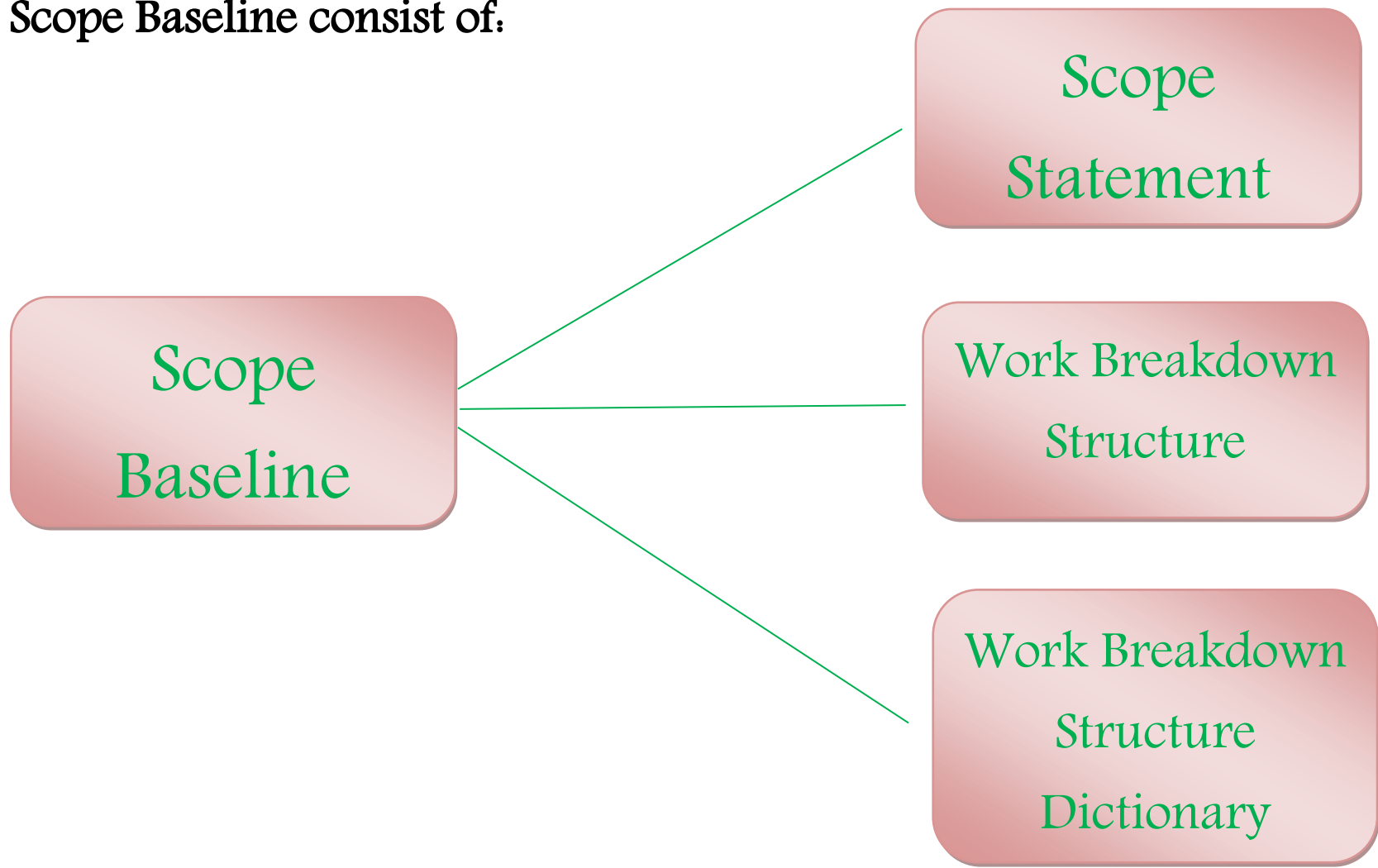
Procurement Plan – Processes

Plan Procurements

Conduct Procurements

Control Procurements

Close Procurements

Scope Baseline consist of:

Scope Baseline

- Scope Statement
- Work Breakdown Structure
- Work Breakdown Structure Dictionary

Scope Statement

- Narrative of the project scope

- Major Deliverables

- Assumptions & Constraints

- Description of work

- Decision making basis

- Common understanding of the scope

Work Breakdown Structure

Work Breakdown Structure is a deliverable-oriented hierarchical decomposition of the work to be executed by the project team to accomplish project objectives and create required deliverables.
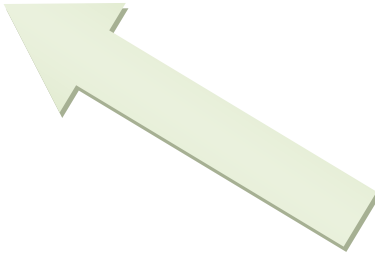
Subdivides the project work into smaller and more manageable pieces

WBS Dictionary

Component of detailed Project Scope Definition

Used to verify that the deliverables being produced and accepted are included in the approved project scope

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PM Plan Conclusion

• An important document

• It is not the project schedule

• It is not a single document

– Subsidiary management plans

– Subsidiary documents

• Refer to table A–1 in PMBOK® Guide

• Formal. Informal. Highly framed. Broadly framed. Based on project needs.