



Project Management Plan Outline

ITSC

Date: 02/28/2012

Introduction

At start of each project vendors must create a project management plan for ITSC approval, including, at a minimum, the sections described in this document.

Project Management Plan Outline

1. PROJECT SCOPE SUMMARY / DELIVERABLES LIST
 - a. Provide a description of the project and its goals. (Approximately one page.)
 - b. State all agreed to deliverables in the vendor contract, along with the price for each deliverable and the start and completion dates from the first schedule baseline for the project.

2. PROJECT COMMUNICATIONS
 - a. Identify all Project Points of Contact (POCs) and rolls.
 - b. Methods of communications, email, phone, face to face, etc.
 - c. Escalations, and escalation criteria.
 - d. Format and Frequency of regular team meetings.
 - e. Format of weekly status reports.

3. SCHEDULE MANAGEMENT
 - a. Use MS Project to create project schedules. Structure each project schedule by the 'PMI' process groups – Initiate, Plan, Execute, Close, Monitor-Control (this contains recurring meetings etc), and have a short header at the top for dates and three blank lines where comments can be added later if needed. (See ITSC provided template.)
 - b. All deliverables in contract must be on the schedule, and named the same. Add any additional detail and dependencies as necessary for project tracking.
 - c. Include a project kick-off meeting.
 - d. Include a milestone (a zero length task) for each deliverable, and also for each sign-off on each deliverable for tracking purposes. Keep schedule in sync with weekly project status reports.
 - e. Assign a resource to each task for tracking and leveling purposes, use 'duration' for putting in time estimates, unless otherwise agreed to with ITSC.
 - f. Baseline the project schedule upon agreement with ITSC, for project tracking purposes.
 - g. The schedule is updated weekly, for issue with the weekly report, but any schedule issues must be reported immediately without waiting until the next report.

4. COST MANAGEMENT

- a. Provide project budget at start of project, identify price for each deliverable.
- b. Provide weekly planned/actual/forecast update in weekly report (highlight any current or upcoming issues).

5. PROJECT SCOPE MANAGEMENT

- a. This is a fixed price contract so no changes to project scope are anticipated. See change management if a scope change is required.

6. CHANGE MANAGEMENT

- a. If a schedule change is required the proposed updated schedule must be submitted to the ITSC for sign-off.
- b. The period of performance of the contract should be written to be 4 weeks longer than the first baseline schedule, so that there is some flexibility in making schedule changes without having to update vendor contract. Note the period of performance is a separate item from the agreed to scheduled project completion date.
- c. If a scope change is required that does, or does not, incur a cost to the ITSC then the change must be discussed verbally in advance of submitting a formal change request to ITSC.

7. QUALITY MANAGEMENT

- a. Propose deliverable review process for use on this project and include in the schedule. Iterative review process may be beneficial for some deliverables, if agreed to with the ITSC.
- b. Propose process for agreement of acceptance criteria for each deliverable with ITSC, at the start of the project.

8. RISK MANAGEMENT

- a. Identify all risks (scope/schedule/cost/staffing/etc) at outset of project, together with a mitigation or avoidance strategy for each negative risk.
- b. Also identify any possible opportunities ('positive risks') that may exist and how these may be exploited.
- c. Monitor risks during course of project and report status and update of each in the weekly status meeting. Newly arising serious risks must be reported immediately.

9. STAFFING

- a. ITSC must approve the staff to be used by the vendor at the start of the project.
- b. ITSC must be notified well in advance of any proposed vendor staffing changes, and a seamless transition to the new staff member be performed by the client.

- c. ITSC must approve the new vendor staff prior to them joining the project.

10. PROJECT CLOSING

- a. Assist ITSC in finalization of all deliverable sign-offs, final invoice submissions, and any project and contract completion sign-offs.
- b. Review and contribute to ITSC lessons learned log for project (and participate in a review meeting if time is available).

ID	ID	Task Name	Duration	% Complete	Start	Finish	Predecessors
1	1	ITSC Project Name	128 days	0%	Mon 4/4/11	Wed 9/28/11	
2	2						
3	3	Baseline Date: none	1 day	0%	Mon 4/4/11	Mon 4/4/11	
4	4	Status Date: none	1 day	0%	Mon 4/4/11	Mon 4/4/11	
5	5						
6	6						
7	7						
8	8	Initiate Project	1 day	0%	Mon 4/4/11	Mon 4/4/11	
9	9	Contract Signed	1 day	0%	Mon 4/4/11	Mon 4/4/11	
10	10	Initiate Project Complete	0 hrs	0%	Mon 4/4/11	Mon 4/4/11	9
11	11	Plan Project	7 days	0%	Tue 4/5/11	Wed 4/13/11	
12	12	Task 5 Deliverable 1 - Project Management Plan (PMP)	3 days	0%	Tue 4/5/11	Thu 4/7/11	
13	13	Prepare PMP	1 day	0%	Tue 4/5/11	Tue 4/5/11	10
14	14	Review PMP	1 day	0%	Wed 4/6/11	Wed 4/6/11	13
15	15	Refine PMP per feedback	1 day	0%	Thu 4/7/11	Thu 4/7/11	14
16	16	Deliverable: Task 5 Deliverable 1 - Complete	0 days	0%	Thu 4/7/11	Thu 4/7/11	15
17	17	Signoff: Task 5 Deliverable 1	0 hrs	0%	Thu 4/7/11	Thu 4/7/11	16
18	18	Task 5 Deliverable 2 - Project Schedule	4 days	0%	Fri 4/8/11	Wed 4/13/11	
19	19	Identify State Dependencies	1 day	0%	Fri 4/8/11	Fri 4/8/11	17
20	20	Prepare Schedule	1 day	0%	Mon 4/11/11	Mon 4/11/11	19
21	21	Review Schedule	1 day	0%	Tue 4/12/11	Tue 4/12/11	20
22	22	Refine Schedule per feedback	1 day	0%	Wed 4/13/11	Wed 4/13/11	21
23	23	Deliverable: Task 5 Deliverable 2 - Complete	0 days	0%	Wed 4/13/11	Wed 4/13/11	22
24	24	Signoff: Task 5 Deliverable 2	0 hrs	0%	Wed 4/13/11	Wed 4/13/11	23
25	25	Plan Project Complete	0 days	0%	Wed 4/13/11	Wed 4/13/11	17,24
26	26	Monitor and Control Project	126 days	0%	Mon 4/4/11	Mon 9/26/11	
27	27	Project Status Conf Calls	120.13 days	0%	Mon 4/11/11	Mon 9/26/11	
41	41	Task 5 Deliverable 3 - Weekly Project Status Report	126 days	0%	Mon 4/4/11	Mon 9/26/11	
42	42	Task 5 Deliverable 3 - Weekly Project Status Report 1	1 day	0%	Mon 4/4/11	Mon 4/4/11	
43	43	Task 5 Deliverable 3 - Weekly Project Status Report 2	1 day	0%	Mon 4/11/11	Mon 4/11/11	
44	44	Task 5 Deliverable 3 - Weekly Project Status Report 3	1 day	0%	Mon 4/18/11	Mon 4/18/11	
45	45	Task 5 Deliverable 3 - Weekly Project Status Report 4	1 day	0%	Mon 4/25/11	Mon 4/25/11	
46	46	Task 5 Deliverable 3 - Weekly Project Status Report 5	1 day	0%	Mon 5/2/11	Mon 5/2/11	
47	47	Task 5 Deliverable 3 - Weekly Project Status Report 6	1 day	0%	Mon 5/9/11	Mon 5/9/11	

Project: Untitled Gantt Project
Date: Wed 2/29/12

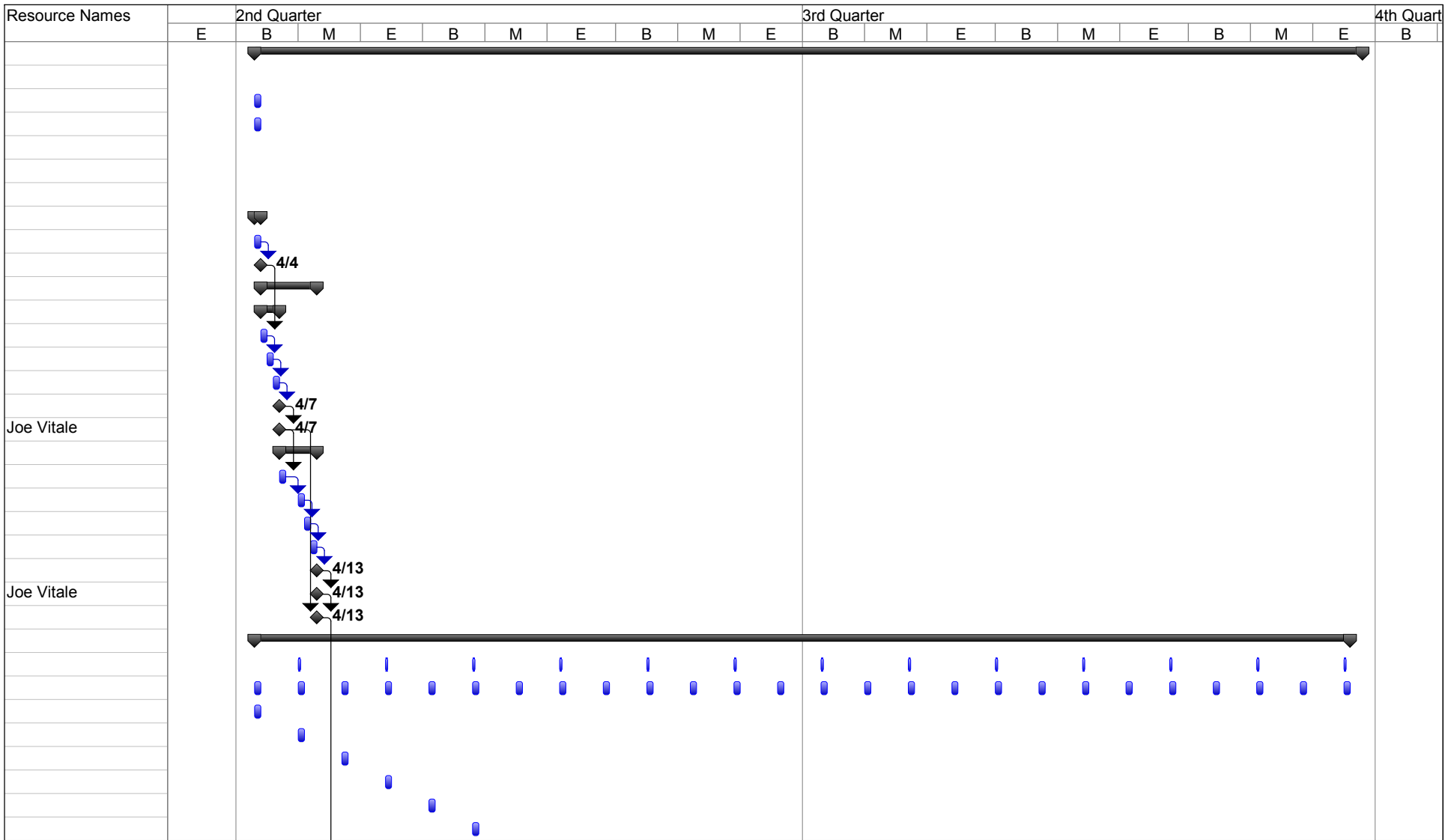
Task		External Milestone		Manual Summary Rollup	
Split		Inactive Task		Manual Summary	
Milestone		Inactive Milestone		Start-only	
Summary		Inactive Summary		Finish-only	
Project Summary		Manual Task		Progress	
External Tasks		Duration-only		Deadline	

ID	ID	Task Name	Duration	% Complete	Start	Finish	Predecessors
48	48	Task 5 Deliverable 3 - Weekly Project Status Report 7	1 day	0%	Mon 5/16/11	Mon 5/16/11	
49	49	Task 5 Deliverable 3 - Weekly Project Status Report 8	1 day	0%	Mon 5/23/11	Mon 5/23/11	
50	50	Task 5 Deliverable 3 - Weekly Project Status Report 9	1 day	0%	Mon 5/30/11	Mon 5/30/11	
51	51	Task 5 Deliverable 3 - Weekly Project Status Report 10	1 day	0%	Mon 6/6/11	Mon 6/6/11	
52	52	Task 5 Deliverable 3 - Weekly Project Status Report 11	1 day	0%	Mon 6/13/11	Mon 6/13/11	
53	53	Task 5 Deliverable 3 - Weekly Project Status Report 12	1 day	0%	Mon 6/20/11	Mon 6/20/11	
54	54	Task 5 Deliverable 3 - Weekly Project Status Report 13	1 day	0%	Mon 6/27/11	Mon 6/27/11	
55	55	Task 5 Deliverable 3 - Weekly Project Status Report 14	1 day	0%	Mon 7/4/11	Mon 7/4/11	
56	56	Task 5 Deliverable 3 - Weekly Project Status Report 15	1 day	0%	Mon 7/11/11	Mon 7/11/11	
57	57	Task 5 Deliverable 3 - Weekly Project Status Report 16	1 day	0%	Mon 7/18/11	Mon 7/18/11	
58	58	Task 5 Deliverable 3 - Weekly Project Status Report 17	1 day	0%	Mon 7/25/11	Mon 7/25/11	
59	59	Task 5 Deliverable 3 - Weekly Project Status Report 18	1 day	0%	Mon 8/1/11	Mon 8/1/11	
60	60	Task 5 Deliverable 3 - Weekly Project Status Report 19	1 day	0%	Mon 8/8/11	Mon 8/8/11	
61	61	Task 5 Deliverable 3 - Weekly Project Status Report 20	1 day	0%	Mon 8/15/11	Mon 8/15/11	
62	62	Task 5 Deliverable 3 - Weekly Project Status Report 21	1 day	0%	Mon 8/22/11	Mon 8/22/11	
63	63	Task 5 Deliverable 3 - Weekly Project Status Report 22	1 day	0%	Mon 8/29/11	Mon 8/29/11	
64	64	Task 5 Deliverable 3 - Weekly Project Status Report 23	1 day	0%	Mon 9/5/11	Mon 9/5/11	
65	65	Task 5 Deliverable 3 - Weekly Project Status Report 24	1 day	0%	Mon 9/12/11	Mon 9/12/11	
66	66	Task 5 Deliverable 3 - Weekly Project Status Report 25	1 day	0%	Mon 9/19/11	Mon 9/19/11	
67	67	Task 5 Deliverable 3 - Weekly Project Status Report 26	1 day	0%	Mon 9/26/11	Mon 9/26/11	
68	68	Sign-off: Task 5 Deliverable 3	0 days	0%	Mon 9/26/11	Mon 9/26/11	67
69	69	Monitor and Control Complete	0 days	0%	Mon 9/26/11	Mon 9/26/11	40,68
70	70	Execute Project	11 days	0%	Thu 4/14/11	Thu 4/28/11	
71	71	Kick-off Meeting	1 day	0%	Thu 4/14/11	Thu 4/14/11	25
72	72	Task 1 Deliverable 1 - NAME: Same as in PTO	2 days	0%	Fri 4/15/11	Mon 4/18/11	
73	73	Sub Task 1...	1 day	0%	Fri 4/15/11	Fri 4/15/11	71
74	74	Sub Task 2...	1 day	0%	Mon 4/18/11	Mon 4/18/11	73
75	75	Deliverable: Task 1 Deliverable 1 - Complete	0 days	0%	Mon 4/18/11	Mon 4/18/11	74
76	76	Sign-off: Task 1 Deliverable 1	0 days	0%	Mon 4/18/11	Mon 4/18/11	75
77	77	Task 2 Deliverable 1 - NAME: Same as in PTO	2 days	0%	Tue 4/19/11	Wed 4/20/11	
78	78	Sub Task 1...	1 day	0%	Tue 4/19/11	Tue 4/19/11	76
79	79	Sub Task 2...	1 day	0%	Wed 4/20/11	Wed 4/20/11	78
80	80	Deliverable: Task 2 Deliverable 1 - Complete	0 days	0%	Wed 4/20/11	Wed 4/20/11	79
81	81	Sign-off: Task 2 Deliverable 1	0 days	0%	Wed 4/20/11	Wed 4/20/11	80

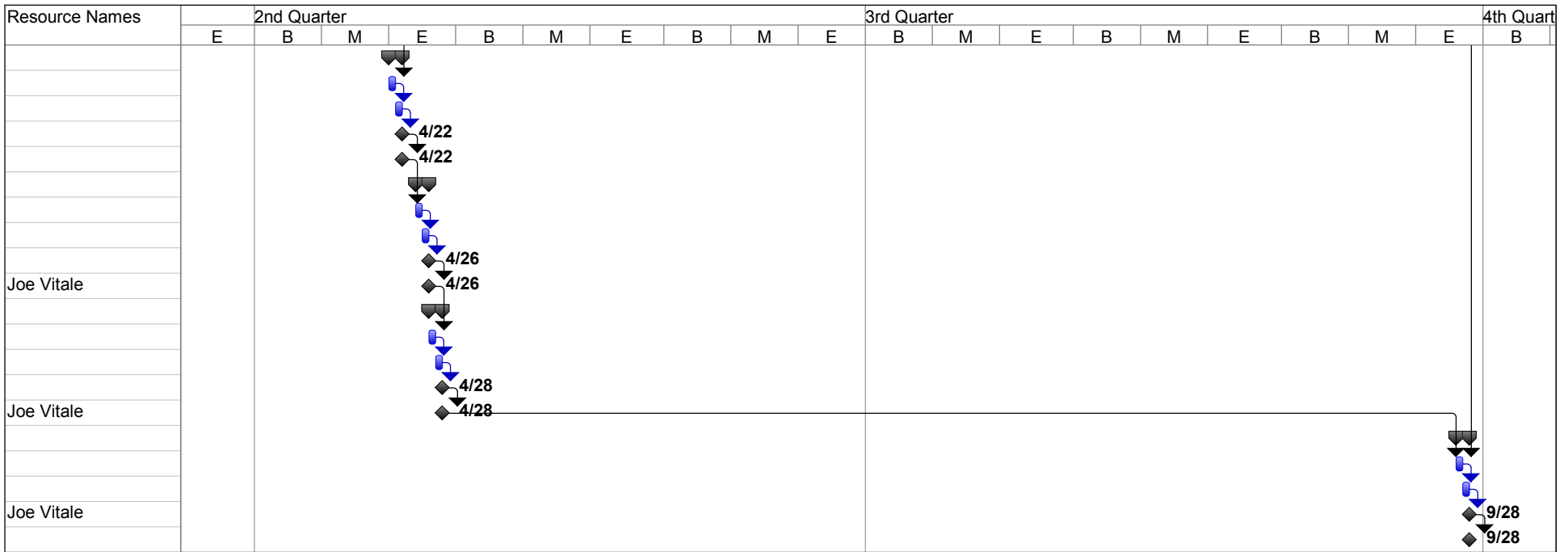
Project: Untitled Gantt Project Date: Wed 2/29/12	Task		External Milestone		Manual Summary Rollup	
	Split		Inactive Task		Manual Summary	
	Milestone		Inactive Milestone		Start-only	
	Summary		Inactive Summary		Finish-only	
	Project Summary		Manual Task		Progress	
	External Tasks		Duration-only		Deadline	

ID	ID	Task Name	Duration	% Complete	Start	Finish	Predecessors
82	82	Task 3 Deliverable 1 - NAME: Same as in PTO	2 days	0%	Thu 4/21/11	Fri 4/22/11	
83	83	Sub Task 1...	1 day	0%	Thu 4/21/11	Thu 4/21/11	81
84	84	Sub Task 2...	1 day	0%	Fri 4/22/11	Fri 4/22/11	83
85	85	Deliverable: Task 3 Deliverable 1 - Complete	0 days	0%	Fri 4/22/11	Fri 4/22/11	84
86	86	Sign-off: Task 3 Deliverable 1	0 days	0%	Fri 4/22/11	Fri 4/22/11	85
87	87	Task 4 Deliverable 1 - NAME: Same as in PTO	2 days	0%	Mon 4/25/11	Tue 4/26/11	
88	88	Sub Task 1...	1 day	0%	Mon 4/25/11	Mon 4/25/11	86
89	89	Sub Task 2...	1 day	0%	Tue 4/26/11	Tue 4/26/11	88
90	90	Deliverable: Task 4 Deliverable 1 - Complete	0 days	0%	Tue 4/26/11	Tue 4/26/11	89
91	91	Sign-off: Task 4 Deliverable 1	0 days	0%	Tue 4/26/11	Tue 4/26/11	90
92	92	Task 4 Deliverable 2 - NAME: Same as in PTO	2 days	0%	Wed 4/27/11	Thu 4/28/11	
93	93	Sub Task 1...	1 day	0%	Wed 4/27/11	Wed 4/27/11	91
94	94	Sub Task 2...	1 day	0%	Thu 4/28/11	Thu 4/28/11	93
95	95	Deliverable: Task 4 Deliverable 2 - Complete	0 days	0%	Thu 4/28/11	Thu 4/28/11	94
96	96	Sign-off: Task 4 Deliverable 2	0 days	0%	Thu 4/28/11	Thu 4/28/11	95
97	97	Close Project	2 days	0%	Tue 9/27/11	Wed 9/28/11	
98	98	Confirm all Deliverable Sign-offs	1 day	0%	Tue 9/27/11	Tue 9/27/11	96,69
99	99	Document Lessons Learned	1 day	0%	Wed 9/28/11	Wed 9/28/11	98
100	100	Project Sign-off	0 days	0%	Wed 9/28/11	Wed 9/28/11	99
101	101	Close Project Complete	0 days	0%	Wed 9/28/11	Wed 9/28/11	100

Project: Untitled Gantt Project Date: Wed 2/29/12	Task		External Milestone		Manual Summary Rollup	
	Split		Inactive Task		Manual Summary	
	Milestone		Inactive Milestone		Start-only	
	Summary		Inactive Summary		Finish-only	
	Project Summary		Manual Task		Progress	
	External Tasks		Duration-only		Deadline	



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	Split		Inactive Task		Manual Summary	
	Milestone		Inactive Milestone		Start-only	
	Summary		Inactive Summary		Finish-only	
	Project Summary		Manual Task		Progress	
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Project: Untitled Gantt Project Date: Wed 2/29/12	Task		External Milestone		Manual Summary Rollup	
	Split		Inactive Task		Manual Summary	
	Milestone		Inactive Milestone		Start-only	
	Summary		Inactive Summary		Finish-only	
	Project Summary		Manual Task		Progress	
	External Tasks		Duration-only		Deadline	