

PROJECT MANAGEMENT PLAN TEMPLATE

< PROJECT NAME >

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Project Manager: _____ < *name* >

Revision History

Name	Date	Reason for Changes	Version
<author>		initial draft	Draft 0.1*

NOTE:

* Drafts should be version numbered "Draft 0.1", "Draft 0.2", etc. Accepted Releases should be version numbered "1.X", "2.X", etc.

Table of Contents

1. Project Overview	1
1.1 .. Purpose, Scope, and Objectives	1
1.2 .. Assumptions, Constraints and Risks	1
1.3 .. Project Deliverables	2
1.4 .. Schedule and Budget Summary	2
1.5 .. Evolution of the Plan	3
1.6 .. References	3
1.7 .. Definitions and Acronyms	3
2. Project Organization	5
2.1 .. External Interfaces	5
2.2 .. Internal Structure	5
2.3 .. Roles and Responsibilities	6
3. Project Management Process Plans	7
3.1 .. Project Initiation	7
3.1.1 Project Charter	7
3.1.2 Initial Project Scope	7
3.2 .. Project Planning	8
3.2.1 Initial Project Estimates	8
3.2.2 Initial Project Team Staffing	8
3.2.3 Resource Acquisition	9
3.2.4 Project Staff Training	9
3.3 .. Project Execution	10
3.3.1 Work Breakdown Structure	10
3.3.2 Project Schedule and Time Management	10
3.3.3 Resource Allocation	11
3.3.4 Project Human Resource Management	11
3.3.5 Project Procurement Management & Budget Allocation	12
3.4 .. Project Monitoring & Control	12
3.4.1 Requirements Management	13
3.4.2 Project Scope & Schedule Management	13
3.4.3 Project Budget and Cost Management	14
3.4.4 Project Quality Management	14
3.4.5 Project Communications Plan	14
3.4.6 Project Performance Management	15
3.4.7 Project Risk Management	15

- 3.4.8 Project Change Management 16
- 3.5 .. Project Closure 17
- 4. Project-Specific Process Plans 18**
 - 4.1 .. Project Specific Processes 18
 - 4.2 .. Methods, Tools, and Techniques 18
 - 4.3 .. Infrastructure 19
 - 4.4 .. Project and Work Product Acceptance 19
- 5. Project-Supporting Process Plans 21**
 - 5.1 .. Configuration Management 21
 - 5.2 .. Verification and Validation 21
 - 5.3 .. Documentation 22
 - 5.4 .. Work Product Quality Assurance 23
 - 5.5 .. Project Reviews and Audits 23
 - 5.6 .. Problem Resolution 24
 - 5.7 .. Subcontractor Management 24
- 6. Additional Plans 25**
- 7. Project Management Plan Attachments 26**
 - 7.1 .. Attachment A. _____ 26
 - 7.2 .. Attachment B. _____ 26

1. Project Overview

This section of the Project Management Plan provides an overview of the purpose, scope and objectives of the project for which the Plan has been written, the project assumptions and constraints, a list of project deliverables, a summary of the project schedule and budget, and the plan for evolving the Project Management Plan.

< compose a brief summary as describe above.>

1.1 Purpose, Scope, and Objectives

<summarize the project purpose, scope and objectives as described in the bullets below. Use the bullets as guidelines for completing this section.>

- *Define the purpose and scope of the project.*
- *Describe any considerations of scope or objectives to be excluded from the project or the deliverables.*
- *Ensure that the statement of scope is consistent with similar statements in the business case, the project charter and any other relevant system-level or business-level documents.*
- *Identify and describe the business or system needs to be satisfied by the project.*
- *Provide a concise summary of:*
 - *the project objectives,*
 - *the deliverables required to satisfy the project objectives, and*
 - *the methods by which satisfaction of the objectives will be determined.*
- *Describe the relationship of this project to other projects.*
- *If appropriate, describe how this project will be integrated with other projects or ongoing work processes.*
- *Provide a reference to the official statement of project requirements (e.g.: in the business case or the project charter).*

1.2 Assumptions, Constraints and Risks

<summarize the project assumptions, constraints, and risks as described by the bullets below. Use the bullets as guidelines for completing this section.>

- *Describe the assumptions on which the project is based.*
- *Describe the imposed constraints and risks on the project such as:*

- *schedule,*
- *budget,*
- *resources,*
- *quality,*
- *software to be reused,*
- *existing software to be incorporated,*
- *technology to be used, and*
- *external interfaces.*

1.3 Project Deliverables

<summarize the project deliverables as described in the bullets below. Use the bullets as guidelines for completing this section. Be sure to distinguish between “project” deliverables, such as status reports; from project “work product” such as acceptance criteria.>

- *Identify and list the following, as required to satisfy the terms of the project charter or contract:*
 - *project deliverables (either directly in this Plan, or by reference to an external document),*
 - *delivery dates,*
 - *delivery location, and*
 - *quantities required.*
- *Specify the delivery media.*
- *Specify any special instructions for packaging and handling.*

1.4 Schedule and Budget Summary

<summarize the project schedule and budget as described in the bullets below. Use the bullets as guidelines for completing this section.>

- *Provide a summary of the schedule and budget for the Project.*
- *Restrict the level of detail to an itemization of the major work activities and supporting processes (e.g.: give only the top level of the work breakdown structure).*

1.5 Evolution of the Plan

<summarize how this plan will evolve and be kept up-to-date, as described in the bullets below. Use the bullets as guidelines for completing this section.>

- *Identify the compliance of this Plan to any standards.*

Note: The structure of this Project Plan is in compliance with the recommendations of IEEE Std 1058-1998.

- *Specify the plans for producing both scheduled and unscheduled updates to this Plan.*
- *Specify how the updates to this Plan shall be disseminated.*
- *Specify how the initial version of this Plan shall be placed under configuration management.*
- *Specify how changes to this Plan shall be controlled after its issue.*

1.6 References

<summarize the referenced documents, such as the Project Charter, that went into the development of this Project Management Plan, as described in the bullets below. Use the bullets as guidelines for completing this section.>

- *Provide a complete list of all documents and other sources of information referenced in this Plan.*
- *Identify each referenced document by title, report number, date, author and publishing organization.*
- *Identify other referenced sources of information, such as electronic files, using unique identifiers such as path/name, date and version number.*
- *Identify and justify any deviations from the referenced standards or policies.*

1.7 Definitions and Acronyms

<list and define the acronyms and terms used in this document, especially those that may be unique to your organization. Follow the suggestions in the bullets below. Use the bullets as guidelines for completing this section.>

- *Define, or provide references to documents or annexes containing the definition of all terms and acronyms required to properly understand this Plan.*

- *Provide any web links to online glossaries internal to your organization.*
- *Provide web links to industry accepted resources, such as IEEE and PMI glossaries.*

2. Project Organization

Summarize the structure and organizational relationships within and external to the project organization.

<compose a brief summary as described above>

2.1 External Interfaces

<summarize the relationships and links to external stakeholders and other entities that will interact with the project, as described in the bullets below. Use the bullets as guidelines for completing this section.>

- *Describe the organizational boundaries between the project and external entities.*
- *Identify, as applicable:*
 - *the parent organization,*
 - *the customer,*
 - *subcontracted organizations, and*
 - *other organizational entities that interact with the project.*
- *Use organizational charts or diagrams to depict the project's external interfaces.*

2.2 Internal Structure

<summarize the structure of the project team, reporting organizations, and relationships and links to other internal stakeholders and entities that will interact with the project, as described in the bullets below. Use the bullets as guidelines for completing this section.>

- *Describe the internal structure of the project organization.*
- *Describe the interfaces among the units of the IM/IT development team.*
- *Describe the interfaces between the project and organizational entities that provide supporting processes, such as configuration management, quality assurance, and verification and validation.*
- *Use organizational charts or diagrams to depict the lines of authority, responsibility and communication within the project.*

2.3 Roles and Responsibilities

<summarize and describe the major project activities and the responsible team member – i.e., a resource utilization matrix might be used to show the individual, organizational unit, responsibility, and work activity, as described in the bullets below. Use the bullets as guidelines for completing this section.>

- *Identify and state the nature of each major work activity and supporting process.*
- *Identify the organizational units that are responsible for those processes and activities.*
- *Consider using a matrix of work activities and supporting processes vs. organizational units to depict project roles and responsibilities.*

3. Project Management Process Plans

This section of the Project Management Plan specifies the project management processes for the project. This section defines the plans for Project Initiation, Project Planning, Project Execution, Project Monitoring & Control, and Project Closure. This section will also cover specific project management process of Risk Management, Change Management, and Project Quality Control.

<compose a brief summary as described above>

3.1 Project Initiation

<summarize the Project Initiation processes, documentation, and deliverables, for example the Project Charter is the main deliverable of Project Initiation and the Kickoff Meeting is the initial Project Team meeting. Use the bullets as guidelines for completing this section summary.>

3.1.1 Project Charter

<summarize the process for authorizing the project and the development and approval of the Project Charter. Use the bullets as guidelines for completing this section.>

- Specify the development and approval, by the Project Sponsor, of this project.
- Ensure the Project Charter documents the business need and how the work product(s) of this project satisfy those business needs.

3.1.2 Initial Project Scope

<summarize the initial project scope, using the information from the Project Charter. Use the bullets as guidelines for completing this section.>

- Describe the preliminary scope of the project, including the deliverable requirements, boundaries of the project, methods of acceptance, and the procedures for scope control.

3.2 Project Planning

<summarize the Project Initiation & Planning processes, documentation, and deliverables, for example the Project Charter is the main deliverable of Project Initiation and the Kickoff Meeting is the initial Project Team meeting. Use the bullets as guidelines for completing this section summary.>

3.2.1 Initial Project Estimates

<summarize the initial project estimates, as described in the bullets below. Use the bullets as guidelines for completing this section.>

- *Specify the estimated cost, schedule and resource requirements for conducting the project, and specify the associated confidence levels for each estimate.*
- *Specify the methods, tools and techniques used to estimate project cost, schedule and resource requirements;*
- *Specify the sources of estimate data and the basis of the estimation such as: analogy, rule of thumb, standard unit of size, cost model, historical database, etc.*
- *Specify the methods, tools, techniques to be used to re-estimate the project cost, schedule and required resources.*
- *Specify the schedule for project performance reviews and any required re-estimation or forecasting, which might be regular, a periodic or event-driven (e.g.: on project milestones).*

3.2.2 Initial Project Team Staffing

<summarize the initial project staffing, as described in the bullets below. Use the bullets as guidelines for completing this section.>

- *Specify the number of required staff, providing the following details:*
 - *number of personnel by skill level,*
 - *numbers and skill levels in each project phase, and*
 - *duration of personnel requirement.*
- *Specify the sources of staff personnel (e.g.: internal transfer, new hire, contracted, etc.)*

- *Consider using resource Gantt charts, resource histograms, spreadsheets and tables to depict the staffing plan by skill level, by project phase, and by aggregations of skill levels and project phases.*

3.2.3 Resource Acquisition

<summarize how resources will be acquired for the project, as described by the bullets below. Use the bullets as guidelines for completing this section.>

- *Specify the plan for acquiring the resources and assets, in addition to personnel, needed to successfully complete the project.*
- *Describe the resource acquisition process.*
- *Specify the assignment of responsibility for all aspects of resource acquisition.*
- *Specify acquisition plans for equipment, computer hardware and software, training, service contracts, transportation, facilities, and administrative and janitorial services.*
- *Specify when in the project schedule the various acquisition activities will be required.*
- *Specify any constraints on acquiring the necessary resources.*
- *If necessary, expand this subsection to lower levels, to accommodate acquisition plans for various types of resources.*

3.2.4 Project Staff Training

<summarize the required project team training, as described in the bullets below. Use the bullets as guidelines for completing this section.>

- *Specify the training needed to ensure that necessary skill levels in sufficient numbers are available to successfully conduct the Project.*
- *Specify the following training information:*
 - *the types of training to be provided,*
 - *numbers of personnel to be trained,*
 - *entry and exit criteria for training, and*

- *the training method, for example: lectures, consultations, mentoring, computer-assisted training, etc.*
- *Identify training as needed in technical, managerial and supporting activity skills.*

3.3 Project Execution

<summarize the Project Execution processes, documentation, and deliverables, for example the Project Scheduler is the main deliverable of the Project Execution. Use the bullets as guidelines for completing this section summary.>

3.3.1 Work Breakdown Structure

<develop a WBS, as described in the bullets below. Use the bullets as guidelines for completing this section.>

- *Define a Work Breakdown Structure (WBS) to specify the various work activities to be performed in the Project, and to depict the relationships among these work activities.*
- *Decompose the work activities to the Work Product or Deliverable level to develop an accurate estimation of resource requirements and schedule duration for each work activity.*
- *Specify the following factors for each work activity:*
 - *necessary resources,*
 - *estimated duration,*
 - *products or deliverables of the activity,*
 - *acceptance criteria for the work activity products, and*
 - *predecessor and successor work activities.*
- *The level of decomposition internally within the WBS may vary depending on the quality of the requirements, familiarity of the work, applicable level of technology, etc.*

3.3.2 Project Schedule and Time Management

<develop the Project Schedule and describe Project Time Management, as described in the bullets below. Use the bullets as guidelines for completing this section.>

- *Specify the scheduling relationships among the project work activities in a manner that depicts the time-sequencing constraints and illustrates opportunities for concurrent work activities.*
- *Identify the critical path (also called Critical Path Method or “CPM”) in the schedule.*
- *Indicate dependencies and constraints on the scheduling of particular work activities, which may be caused by external factors.*
- *Identify appropriate schedule milestones to assess the scope and quality of project work products and of project achievement status.*
- *Techniques for depicting schedule relationships may include milestone charts, activity lists, activity Gantt charts, activity networks, critical path networks and PERT charts.*

3.3.3 Resource Allocation

<summarize the allocation of project resources, as described in the bullets below. Use the bullets as guidelines for completing this section.>

- *Provide a detailed itemization of the resources allocated to each major work activity in the project WBS.*
- *Specify, as appropriate, the allocation of the following resources:*
 - *personnel (by skill level),*
 - *computing resources*
 - *software tools*
 - *special testing and simulation facilities, and*
 - *administrative support.*
- *Use a separate line item for each type of resource for each work activity.*

3.3.4 Project Human Resource Management

<summarize the management of project human resources, as described in the bullets below. Use the bullets as guidelines for completing this section.>

- *Specify the numbers and required skill levels of personnel for each work activity.*
- *Describe the acquiring of the project team members.*
- *Describe the methods to manage the project team members, to include roles and responsibilities, measurement of participation, achievement of objectives, performance reviews (as individuals and as part of a team), and communications with the team members supervisor.*

3.3.5 Project Procurement Management & Budget Allocation

<detail the procurement plans and allocation of the project budget, as agreed by the Project Sponsor, and as described in the bullets below. Use the bullets as guidelines for completing this section.>

- *Specify planned purchases and acquisitions.*
- *Describe planned contracts for resources (e.g., contracts for external consulting services)*
- *Provide a detailed breakdown of the necessary resource budgets for each of the major work activities in the WBS.*
- *Specify the estimated cost for activity personnel, and include as appropriate, the costs for the following items:*
 - *travel,*
 - *meetings,*
 - *computing resources,*
 - *software tools,*
 - *special testing and simulation facilities, and*
 - *administrative support.*
- *Use a separate line item for each type of resource in each activity budget.*

3.4 Project Monitoring & Control

<summarize the Project Monitoring & Control processes, documentation, and deliverables, for example the Project Performance Measurement is a primary project monitoring & control activity. Use the bullets as guidelines for completing this section summary.>

3.4.1 Requirements Management

<specify the requirements gathering, approvals, and change control, as described in the bullets below. Use the bullets as guidelines for completing this section.>

- *Specify the process for initial requirements gathering and review & acceptance by business stakeholders.*
- *Develop the initial Acceptance Criteria, based on the approved set of requirements, and obtain business stakeholder approval.*
- *Specify the process for measuring, reporting and controlling changes to the project requirements, during the life of the project.*
- *Specify the processes to be used in assessing the impact of requirements changes on product scope and quality, and the impacts of requirements changes on project schedule, budget, resources and risk factors.*
- *In the configuration management processes, specify change control procedures and the formation and use of a change control board.*
- *In the processes for requirements management, include traceability, prototyping and modeling, impact analysis and reviews.*

3.4.2 Project Scope & Schedule Management

<summarize the project scope and schedule management, monitoring and control activities, as described in the bullets below. Use the bullets as guidelines for completing this section.>

- *Specify the schedule control activities by identifying the processes (such as “Earned Value”) to be used for the following purposes:*
 - *to measure the progress of work completed at the major and minor project milestones,*
 - *to compare actual progress to planned progress, and*
 - *to implement corrective action when actual progress does not conform to planned progress.*
- *Specify the use of the Earned Value (EV) method and tools (if any) for the measurement and control of schedule progress.*
- *Identify the objective criteria that will be used to measure the scope and quality of work completed at each milestone, and hence to assess the achievement of each schedule milestone.*

3.4.3 **Project Budget and Cost Management**

<summarize project budget and cost management, as described in the bullets below. Use the bullets as guidelines for completing this section.>

- *Specify the project budget and cost management and control activities by identifying the processes to be used (such as “Earned Value”) for the following purposes:*
 - *to measure the cost of work completed,*
 - *to compare the actual cost to the planned and budgeted costs, and*
 - *to implement corrective action when the actual cost does not conform to the budgeted cost.*
- *Specify when cost reporting will be done in the project schedule.*
- *Specify the use of the Earned Value (EV) method and tools (if any) for the measurement and control of the project budget.*
- *Identify the schedule milestones and objective indicators that will be used to assess the scope and quality of the work completed at those milestones.*

3.4.4 **Project Quality Management**

<summarize the project quality management and control plan and activities, as described in the bullets below. Use the bullets as guidelines for completing this section.>

- *Specify the processes to be used to measure and control the quality of the work and the resulting work products.*
- *Specify the use of quality control processes such as quality assurance of conformance to work processes, verification and validation, joint reviews, audits and process assessment.*

3.4.5 **Project Communications Plan**

<summarize the project communications plan and activities, as described in the bullets below. Use the bullets as guidelines for completing this section.>

- *Specify the project communications plan to include:*
 - *communications purpose & objectives*
 - *reporting mechanisms*
 - *report formats*
 - *information flows*
 - *communications sources*
 - *recipients of communications (internal and external)*
- *Describe the communications to include status of requirements, schedule, budget, quality, and other desired or required status metrics.*
- *Specify the methods, tools and techniques of communication.*
- *Specify a frequency and detail of communications related to project management and metrics measurement that is consistent with the project scope, criticality, risk and visibility.*

3.4.6 Project Performance Management

<summarize project performance measurement and management, as described in the bullets below. Use the bullets as guidelines for completing this section.>

- *Specify the methods, tools, and techniques to be used in collecting and retaining project metrics.*
- *Describe the frequency of performance measurement*
- *Specify the following metrics process information:*
 - *identification of the metrics to be collected,*
 - *frequency of collection, and*
 - *processes for validating, analyzing, and reporting the metrics.*
- *Describe the objective of project performance measurements and the possible corrective measures for poor performance*

3.4.7 Project Risk Management

<summarize the risk management plan and activities, as described in the bullets below. Use the bullets as guidelines for completing this section.>

- *Specify the risk management plan for identifying, analyzing, prioritizing and addressing project risks.*
- *Specify plans for assessing initial risk factors and for the ongoing identification, assessment, and mitigation of risk factors throughout the life cycle of the project.*
- *Describe the following:*
 - *procedures for contingency planning,*
 - *procedures for tracking the various risk factors,*
 - *procedures for evaluating changes in the levels of the risk factors and responding to changes in the levels of the risk factors,*
 - *risk management work activities,*
 - *procedures and schedules for performing risk management work activities,*
 - *risk documentation and reporting requirements,*
 - *organizations and personnel responsible for performing specific risk management activities, and*
 - *procedures for communicating risks and risk status among the various project stakeholders.*
- *Identify and describe the applicable impact of any of the following risk factors:*
 - *risks in the customer-project relationship,*
 - *contractual risks,*
 - *technological risks,*
 - *risks caused by the size and complexity of the product,*
 - *risks in the development and target environments,*
 - *risks in personnel acquisition, skill levels and retention*
 - *risks to schedule and budget, and*
 - *risks in achieving customer acceptance of the deliverables.*

3.4.8 Project Change Management

<summarize the project change management procedures and controls, as described in the bullets below. Use the bullets as guidelines for completing this section.>

- *Specify the change management procedures, controls, approvals, required forms, and responsibilities.*
- *Describe the integration of change management with configuration management (see section 5.1).*
- *Describe the effect of change on the plan baselines and how the integrity of the baselines will be maintained.*

3.5 Project Closure

<summarize the Project Closure processes, documentation, and deliverables, for example the Final Acceptance (of the project deliverable) is a primary Project Closure milestone. Use the bullets as guidelines for completing this section summary.>

- *Identify the plans necessary to ensure orderly closeout of the Project.*
- *Describe the final review of the Acceptance Criteria, including any changes during the course of the project (as approved by the business stakeholders), and the satisfaction of the Acceptance Criteria (for example, during user testing).*
- *Specify the following:*
 - *staff reassignment plan*
 - *process for archiving project materials,*
 - *process for capturing project metrics in the business projects database,*
 - *process for post-mortem debriefings of project personnel, and*
 - *plan for preparation of a final report to include lessons learned and an analysis of project objectives achieved.*
- *Close all contracts.*
- *Develop and present the final project report to the Project Sponsor.*

4. Project-Specific Process Plans

This section of the Project Management Plan specifies the project-specific process, for this unique project. This section defines the underlying processes, the project management methodology, the infrastructure for this project, and the agreed-to criteria for project acceptance.

<compose a brief summary as described above>

4.1 Project Specific Processes

<summarize the specific approach to managing this unique project. This should include references to the Project Management Processes described in section 3, above. Use the bullets as guidelines for completing this section summary.>

- *Define the relationships among major project work activities and supporting processes.*
- *Describe the flow of information and work products among activities and functions.*
- *Specify the timing of work products to be generated.*
- *Identify the reviews to be conducted.*
- *Specify the major milestones to be achieved.*
- *Define the baselines to be established.*
- *Identify the project deliverables to be completed.*
- *Specify the required approvals within the duration of the project.*
- *In the process model for the project, include project initiation and project closure activities.*
- *Use a combination of graphical and textual notations to describe the project approach for this specific project.*
- *Indicate any tailoring of your organization's standard process model, or an industry-accepted model for a project.*

4.2 Methods, Tools, and Techniques

<summarize the specific project methods to be used and describe specific tools and techniques to be employed in completing the scope of this project. Use the bullets as guidelines for completing this section summary.>

- *Specify the development methodologies, programming languages and other notations, and the processes, tools and techniques to be used to specify, design, build, test, integrate, document, deliver, modify and maintain the project deliverable and non-deliverable work products.*
- *Specify the technical standards, policies, and procedures governing development and/or modification of the work products.*

4.3 Infrastructure

<summarize the specific project tools and infrastructure supporting and facilitating the success of this project. Use the bullets as guidelines for completing this section summary.>

- *Specify the plan for establishing and maintaining the development environment (hardware, operating system, network and software), and the policies, procedures, standards, and facilities required to conduct the Project. These resources may include workstations, local area networks, software tools for analysis, design implementations, testing, and project management, desks, office space, and provisions for physical security, administrative personnel, and janitorial services.*
- *Describe the supporting tools and infrastructure for the project team members (e.g., MS-Project scheduling tool, web-based collaboration tools, project information server, use of Blackberry communication devices, etc.).*

4.4 Project and Work Product Acceptance

<summarize the acceptance process for the individual work products and the overall project. Also describe the development of the acceptance criteria, approval of the criteria, and the acceptance process. Use the bullets as guidelines for completing this section summary.>

- *Specify the plan for stakeholder and/or end user (customer) acceptance of the deliverables generated by the Project.*
- *Specify objective criteria for determining acceptability of the deliverables.*

- *Reference a formal agreement of the acceptance criteria signed by stakeholders and/or end user representative (and agreed-to by the Project Manager and Project Sponsor).*
- *Specify any technical processes, methods, or tools required for deliverable acceptance, such as testing, demonstration, analysis and inspection.*
- *Describe the project acceptance criteria, agreed-to by the Project Sponsor and the stakeholders during the Initiation of the project.*

5. Project-Supporting Process Plans

This section of the Project Management Plan specifies the specific processes supporting the success of this project. This section defines configuration management of the work products; verification and validation steps and approach; project documentation; project quality assurance; project reviews and audits; problem resolution; and the selection and management of the project subcontractors.

<compose a brief summary as described above>

5.1 Configuration Management

<summarize the configuration management for the individual work products. Use the bullets as guidelines for completing this section summary.>

- *Specify or reference the configuration management plan for the Project, providing the information identified in the following lines.*
- *Specify the methods that will be used to perform the following activities:*
 - *configuration identification,*
 - *configuration control,*
 - *status accounting,*
 - *evaluation, and*
 - *release management.*
- *Specify the processes of configuration management including procedures for the following activities:*
 - *initial baselining of work products,*
 - *logging and analysis of change requests,*
 - *change control board procedures,*
 - *tracking of changes in progress, and*
 - *procedures for notification of concerned parties when baselines are established or changed.*
- *Identify the automated configuration management tools used to support the configuration management process.*

5.2 Verification and Validation

<summarize the approach to verification and validation for this project (this typically encompasses the Quality Control activities focused on testing and

verification of the project work product). Use the bullets as guidelines for completing this section summary.>

- *Specify or reference the verification and validation plan (could be a part of the Project Quality Management Plan) for the project, providing the information identified in the following lines.*
- *Specify the scope, tools, techniques and responsibilities for the verification and validation work activities.*
- *Specify the organizational relationships and degrees of independence between development activities and verification and validation activities.*
- *Specify the use of verification techniques such as traceability, milestone reviews, progress reviews, peer reviews, prototyping, simulation and modeling.*
- *Specify the use of validation techniques such as testing, demonstration, analysis and inspection.*
- *Identify the automated tools to be used in verification and validation.*

5.3 Documentation

<summarize the documentation procedures for the project, including project and work product deliverables. Although the focus of this section is on documentation, much of this might be contained in the Project Communications Plan (section 3.3.5, above). Use the bullets as guidelines for completing this section summary.>

- *Specify the plans for generating non-deliverable and deliverable project documentation.*
- *Specify the organizational entities responsible for providing input information, and for generating and reviewing the project documentation.*
- *Specify the following information or object identification:*
 - *list of documents to be prepared,*
 - *controlling template or standard for each document,*
 - *who will prepare each document,*
 - *who will review each document,*
 - *due dates for review copies,*
 - *due dates for initial baseline versions, and*

- *a distribution list for review copies and baseline versions and quantities required*

5.4 Work Product Quality Assurance

<summarize the quality assurance plan for the project, with a focus on the quality of the work products. Much of this may also be contained in the Project Quality Management Plan (section 3.3.4, above). Use the bullets as guidelines for completing this section summary.>

- *Specify or reference the quality assurance plan for the Project, containing the information identified in the following lines.*
- *Specify the plans for assuring that the Project fulfills its commitments to the IM/IT process and the IM/IT product as specified in the requirements specification, the Project Management Plan, supporting plans and any standards, procedures, or guidelines to which the process or the product must adhere.*
- *As applicable, specify the quality assurance procedures to be used, such as analysis, inspection, review, audit, and assessment.*
- *Indicate the relationship among the quality assurance, verification and validation, review, audit, configuration management, system engineering, and assessment processes.*

5.5 Project Reviews and Audits

<summarize the approach and plan for project reviews and any required audits of work activities and work product (audits may fall under Project Quality Management and be contained in the Project Quality Management Plan). Use the bullets as guidelines for completing this section summary.>

- *Specify the schedule, resources, and processes, and procedures to be used in conducting project reviews and audits.*
- *Specify the plans for joint customer-project reviews, management progress reviews, developer peer reviews, quality assurance audits, and customer-conducted reviews and audits.*
- *List the external agencies that approve or regulate any project deliverable.*

5.6 Problem Resolution

<summarize the tracking, documentation, and resolution of project issues and problems. Use the bullets as guidelines for completing this section summary.>

- *Specify the resources, methods, tools, techniques and procedures to be used in reporting, analyzing, prioritizing and processing problem reports generated during the project.*
- *Indicate the roles of development, configuration management, the change control board, and verification and validation in problem resolution.*
- *Provide for separate tracking of effort expended on problem reporting, analysis and resolution, so that rework can be tracked and process improvement accomplished.*

5.7 Subcontractor Management

<summarize the approach for identifying a need for a subcontractor, the selection process, and the management of the subcontractor. Use the bullets as guidelines for completing this section summary.>

- *Specify or reference the plans for selecting and managing any subcontractors that may participate in or contribute to the Project.*
- *Specify the criteria for identifying a need for a subcontractor and then selecting the appropriate subcontractor.*
- *Generate a separate management plan for each subcontract, using a tailored version of this Project Plan, and include all items necessary to ensure successful completion of each subcontract as follows:*
 - *requirements management,*
 - *monitoring of technical progress,*
 - *schedule and budget control*
 - *product acceptance criteria,*
 - *risk management procedures,*
 - *additional topics as needed to ensure successful completion of the subcontract, and*
 - *a reference to the official subcontract and subcontractor/prime contractor points of contact.*

6. Additional Plans

- *Specify or reference any additional plans required to satisfy project needs, work product requirements and contractual terms, which may include:*
 - *plans for assuring that safety, privacy, and security requirements are met*
 - *special facilities or equipment specification*
 - *product installation plans*
 - *user training plans*
 - *integration plans*
 - *data conversion plans*
 - *system transition plans*
 - *product maintenance plans*
 - *product support plans*

7. Project Management Plan Attachments

7.1 Attachment A. _____

7.2 Attachment B. _____

<examples of attachments would include:

- *The Project Charter (showing all approvals)*
- *Initial Project Plans, Schedules, and Budgets (could be initial project planning information and be “attached by reference”)*
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