

# **Project Overview Plan Template**

**Organization**

**Project Name**

**Project Overview Plan**

**Version #**

**Date**

**REVISION HISTORY**

VERSION #	REVISION DATE	COMMENT

**APPROVALS:**

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Authorized Signature

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DATE

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# 1 About This Document

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## 1.1 Purpose

The purpose of this Project Overview Plan is to provide a project management framework for the **Project Name**. This framework describes how the project will be managed, monitored and controlled throughout the project lifecycle.

## 1.2 Scope

The scope of this Project Overview Plan is to provide an overview of the **Project Name** and to describe the approach that will be employed to manage the project. The Project Overview Plan includes the summary descriptions of subsidiary project management plans that combined with this plan are the total body of management plans for the **Project Name**.

## 1.3 Assumptions and Constraints

The following assumptions and constraints were identified during the development of this plan:

Xxx

Xxx

Xxx

## 1.4 Acronyms

The following assumptions and constraints were identified during the development of this plan:

Xxx

Xxx

xxx

## 1.5 Document Maintenance

The Project Manager will maintain this plan as part of the normal maintenance and operations activities conducted for all **Project Name** subsidiary plans. This document contains a revision history log. When changes occur, the version number will be updated to the next increment as well as the revision date and change description. Lastly, notification of plan changes will follow the plan implementation procedures.

## 2 Introduction

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### 2.1 Background and Scope

Provide the background for why this particular project has been undertaken. Expand on the Case for Change and the Purpose found in the OE Charter Template. Also provide the scope statement developed in the Charter and further define.

### 2.2 Approach for managing the project

Provide the approach for managing the project by reviewing the project objectives and determining which project management processes, procedures, tools, and techniques would best effectively manage the project.

### 2.3 Project Milestones

Define the high level milestones and identify and key challenges. Provide a high level timeline showing when the key milestones are anticipated to be completed.

### 2.4 Objectives

Define the objectives of this Project Overview Plan.

### 2.5 Guiding Principles

Provide the guiding principles for your project.

For example: The project management framework for this project will be focused on providing an environment in which project activities can operate effectively and efficiently. These guiding principles help ensure that communication is timely, project issues are being resolved in a timely manner and that project risks are being managed appropriately. The key strategies that will be employed for the **Name Project** include:

Xxx

Xxx

xxx

## **3 Project Management Approach**

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### **3.1 Overview**

This section provides a high level overview of:

- An overview of the project organizational structure
- The core components of the project management
- How project management processes will be implemented
- How the project deliverables will be managed

### **3.2 PROJECT CHARTER**

The Project Charter authorizes the project. It documents the business requirements and includes a high level scope statement. Summarize key information from the OE Charter template here.

### **3.3 COMMUNICATION MANAGEMENT**

Communication Management consists of a structure for information exchange, both within and outside of the Project. All project communications should be managed through a formal process that provides processes for facilitating communication between all project stakeholders and participants throughout the duration of the project. It should also describe the processes required to ensure timely and appropriate generation, collection, dissemination, storage, and disposition of project information.

### **3.4 DOCUMENT MANAGEMENT**

Document Management consists of managing and tracking repositories of project documents and historical information. All project documents should be managed and tracked through a formal process that ensures a consistent style and approach to document creation, update, approval and tracking.

### **3.5 SCHEDULE MANAGEMENT (WORK PLAN)**

Schedule Management provides the framework for how the timely completion of a project will be accomplished. This section/plan should include items like what tool(s) will be utilized to manage the schedule, how will a baseline schedule be established, how often will the schedule(s) be updated, how will schedule related information be collected and how will changes to the schedule be proposed and approved.

### **3.6 RESOURCE MANAGEMENT**

Resource Management refers to the set of activities that organize and manage the project team(s). The project should be managed through a formal process that identifies the processes and procedures used to manage staff throughout the project's life cycle. The plan should include the identification of project roles, responsibilities, organizational reporting structure, training needs, transition planning and processes, and procedures to manage project personnel resources.

### **3.7 ISSUE MANAGEMENT**

Issue Management consists of the proper oversight and management of unanticipated or unplanned issues or actions that arise throughout the project lifecycle for which advanced planning is not possible. All project issues should be managed through a formal process. This section/plan should include a process to handle identification and resolution of issues and issue escalation to minimize impact to project scope, schedule, cost, quality and/or functionality.

### **3.8 RISK MANAGEMENT**

Risk Management consists of the identification, analysis, planning, tracking, controlling, and communication of threats to project success. All project risks should be managed through a formal process that includes a process to mitigate or eliminate negative impacts to the project, as well as develop contingency plans to lessen the impact on the schedule, scope or cost, if the risk should occur.

### **3.9 CHANGE MANAGEMENT AND CHANGE CONTROL**

Change Management is a structured approach to shifting/transitioning individuals, teams, and organizations from a current state to a desired future state. It is an organizational process aimed at empowering employees to accept and embrace changes in their current business environment. Change Management consists of the identification, analysis and disposition of a proposed change. Change Control is managed through a formal process that includes procedures for all items that can affect the scope, schedule and/or cost of the Project.

### **3.10 OTHER POTENTIAL PROJECT OVERVIEW PLANS**

- Requirements Management Plan
- Configuration Management Plan
- Quality Management Plan



**3.11 Appendix A: Reference to Supporting Plans**

<b>Project Charter</b>	
<b>Communication Management Plan</b>	
<b>Document Management Plan</b>	
<b>Schedule Management Plan</b>	
<b>Resource Management Plan</b>	
<b>Issue Management Plan</b>	
<b>Risk Management Plan</b>	
<b>Project Change Control Plan</b>	

*Table 1:* Reference to Supporting Plans