



Project Management Plan Template

PROJECT MANAGEMENT PLAN			
Project Number		Title	
End Date	--/--/----	Project Manager	
Brief Description			
Prepared by		Date	

The first step in the Project Planning phase involves the creation of a Project Plan. This plan includes all the criteria that will be used to evaluate the performance of the project. It defines a complete list of the activities required to complete the project, as well as the milestones, resources and timeframes involved in undertaking the project.

The actions involved in creating a Project Plan are the following:

Work Breakdown Structure (WBS)

The Work Breakdown Structure lists all the Outputs/Results and activities required undertaking the project. **Results**

Result	Description

Activities

Result	Activity	Human Resources	Workload	Duration	Activity Sequence(*)
1	1.1				
	1.2				
	1.3				1.1;1.2
2	2.1				
	2.2				

(*)Indicate the activities that must be performed prior



Schedule

Result	Activity Description	Duration	M 1	M 2	M 3									M 12
1	1.1 < enter activity >													
	1.2 < enter activity >													
	1.3 < enter activity >													
	...													
2	2.1 < enter activity >													
	2.2 < enter activity >													
	2.3 < enter activity >													
	...													
3	3.1 < enter activity >													
	3.2 < enter activity >													
	3.3 < enter activity >													
	...													



Milestone

Procurement Plan

For choosing the right suppliers, it's necessary to create a Procurement Plan:

- Define the requirements;
- Analyze the market offerings;
- Create a detailed procurement schedule.

Result	Activity Description	Item or service	Quantity	Estimated Budget	Estimated Date
1	1.1 < enter activity >				
	1.2 < enter activity >				
	1.3 < enter activity >				
	...				
2	2.1 < enter activity >				
	2.2 < enter activity >				
	2.3 < enter activity >				
	...				
3	3.1 < enter activity >				
	3.2 < enter activity >				
	3.3 < enter activity >				
	...				



Quality Plan

Quality Target

Identify the deliverables to be produced by the project, as well as the criteria that deliverable are to achieve.

Deliverable	Quality Criteria

Risk Management Plan

This plan identifies the foreseeable risks, assess their likelihood and impact, and classify them according to the method proposed below, to provide mitigation measures for risks that will be supported

Priority

Use the following table to assign the Likelihood and Impact scores for each risk.

Proposal scoring

1	2	3	4	5
Very Low	Low	Medium	High	Very High

Calculating the priority is equal to the multiplication of the two scores

Risk ID	Description	Likelihood Score	Impact Score	Priority Score	Priority Rating
R01		3	4	12	2
R02		4	5	20	1
R03		2	4	8	3
R04		2	2	4	4

Risk Schedule

After analysis of all risks, accept certain risks that the ratio is low, or where it is difficult to provide mitigation actions. For risks that are supported, Project Manager should use the following table to identify the preventative actions required to reduce the level of risk to the project.

Risk Rating	Risk ID / description	Preventative Actions	Resource	Action Date
1	R02			
2	R01			



Communication Plan

The project manager must plan specific activities to carry out effective communication:

- Define the list of stakeholders who should be informed about the progress of the project;
- Identify the type of information to be transmitted to each group of stakeholders;
- Identify methods of communication to be used;
- Build a communication plan as proposed below.
- .

Communications Activities				
Activity ID	Information (what)	Stakeholders (who)	Timeframes (when)	Methods (how)
C01	Kick of Scope / Outputs / Results / planning / Project Management Team / etc.	Stakeholder representatives	To start project	Meeting ppt presentation
C02	Progress Report	Steering Committee	First week after the quarter	Meeting + document (to send 5 days before meeting)