Date of Project Request: MM/DD/YYYY

Requesting Agency:

Project Number:

State of Alabama

Information Technology

Project Management Plan (Major)

*Project Name*

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# [Section 1 – Introduction](#TOC)

[1.1 Purpose](#TOC)

***Describe the overall Project Management Plan (PMP) document content and organization. Define the standards that will be applied to your project. The PMP approach generally follows some kind of standards either your agency’s standards and/or professional standards, such as the Project Management Body of Knowledge (PMBOK). Define key planning and control documents that serves as the basis for defining how the project team will carry out the project administration and management activities.***

# [Section 2 – Project Charter and Objectives](#TOC)

## [2.1 Project Scope](#TOC)

***Define the scope of the project. This high-level statement should directly correlate with the business need that is driving the project, and it should communicate the general criteria for project success as well the boundaries that identify irrelevant or unplanned activity that are out of scope with the project. The project scope should give everyone involved in the project the understanding of what this project is intended to accomplish. The Project Charter Approval should be a signed document by stakeholders, sponsors, managers and the project manager.***

## [2.2 Objectives](#TOC)

***Define the primary purpose and objectives for the project. A project objective describes an outcome, which is the result or change that the project is expected to deliver.***

## [2.3 Critical Success Factors](#TOC)

***Define the critical success factors for the project. Critical success factors are those outputs, products, or services that the project must produce in order to be considered successful.***

## [2.4 Defining Conditions, Constraints, Assumptions and Benefits](#TOC)

### [2.4.1 Defining Conditions](#TOC)

***Describe any significant defining conditions that must be met during the execution of the project, such as type of resources, process requirements, or approvals.***

### [2.4.2 Project Constraints](#TOC)

***Identify any constraints such as a limiting condition, circumstance or event that establishes a boundary for the*** *project* ***process and expected results.***

### [2.4.3 Project Assumption](#TOC)

***Identify any assumptions such as human and hardware resources, performance, skills, delivery times, budgets or any discernible assumptions that may applied to the project.***

### [2.4.4 Project Benefits](#TOC)

***List the primary project benefits in general terms, financial terms and business intelligence.***

## [2.5 Milestones](#TOC)

***Define, at a high level, the milestones for the project based on the project plans.***

| **Milestones** | **Estimated Completion Timeframe** |
| --- | --- |
| **[Insert milestone information (e.g., Project planned and authorized to proceed)]** | **[Insert completion timeframe (e.g., Two weeks after project concept is approved)]** |
| **[Add additional rows as necessary]** |  |

## [2.6 Project Overall Timeline](#TOC)

***Construct a high-level timeline of the project to reflect milestones and durations. List the acquisition of human resources and their titles/roles. List a timeline of the budget as it is consumed.***

## [2.7 Project Organization](#TOC)

***List the key members of the project team. Identify the sponsors and stakeholders of this project. Outline the primary roles and responsibilities of each member or group of the project management structure.***

## [2.8 Project Manager Authority and Responsibilities](#TOC)

### [2.8.1. Project Manager Authority](#TOC)

***Describe the Project Manager’s express authority for decision-making and any associated limitations of that authority.***

### [2.8.2 Project Manager Responsibilities](#TOC)

***Describe the Project Manager’s responsibilities in executing the project. Identify any reporting authorities and any required timeframes pertaining to the stated responsibilities.***

Section 3 – Project Governance and Organization

## [3.1 Project Management Structure](#TOC)

***Create a chart that depicts project management structure such as executive committees, sponsors, directors, project administrator, agencies and project team. This chart would be similar to an organization chart.***

[Section 4 – Scope Management/Change Control Plan](#TOC)

## [4.1 Change Control Process](#TOC)

***Define the specific policies, procedures and best practices that will control the analysis, approvals and priorities of the change control process. Create a flow chart of the change control process from the initiation thru the approval/reject of a change request. This should include what roles/individuals are at each step of the process.***

[Section 5 – Deliverable Management](#TOC)

***Define, in detail, the deliverables for the project based on the project plans. Also include as deliverables items such as training, documentation, status reports and communications and coordinated meetings.***

**Deliverable Matrix**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Deliverables |  |  |
| Number | **Name** | **Description** | **Delivery Date** | **Person(s)/Group** |
| *[Insert Deliverable Information]* |  |  |  |  |
| *[Add additional rows as necessary]* |  |  |  |  |

# [Section 6 – Document Management](#TOC)

***Describe how the Project Library will be established and what medium will be used such as SharePoint. Describe the format, organization and contents to be used for preparing work products and deliverables.***

***Describe the degree of access, or limitations to access, to all pertinent documents, systems, equipment, facilities, or other associated State of Alabama resources. Identify any varying degrees of access that applies to team members, such as project manager, systems engineer, database administrators, clerical staff, etc. Identify the grantor of the access or contact person where appropriate to include limitations that apply, such as when access is authorized, the duration of the access, or prerequisites for obtaining access.***

# [Section 7 – Human Resource Management](#TOC)

[7.1 Project Organization Chart](#TOC)

***Insert an organizational chart.***

## [7.2 Roles and Responsibilities](#TOC)

***Summarize the primary roles and responsibilities of your human resources.***

[7.3 Staffing Management Plan](#TOC)

***From the staffing management plan summarize the following items:***

* ***How the staff will be acquired?***
* ***How long the staff will be needed?***
* ***The skills required.***
* ***What training is needed?***

# [Section 8 – Risk Management Plan](#TOC)

***Summarize how project risks will be managed. Document the procedures for identifying, analyzing, prioritizing, assigning and mitigating a risk. Define key roles and responsibilities for risk management activities. Define the escalation procedures for risks. Identify the primary individual responsible for managing risks.***

# [Section 9 – Issue Management](#TOC)

***Summarize the process for identifying, analyzing, recording, tracking, and resolving issues. Define key roles and responsibilities for issue management activities. Identify the primary individual responsible for managing issues.***

# [Section 10 – Quality Management](#TOC)

***Summarize how your project will establish a process to build quality into each major activity. Summarize the project’s quality planning, quality control, quality assurance and quality improvement. Develop an Acceptance Document.***

# [Section 11 – Communication Plan](#TOC)

***Summarize and define the lines of communication and the methods of communication to be used. For example, if an issue is identified, define how the issue should be communicated, and to whom.***

***Identify roles and responsibilities with respect to communications activities. Identify what each role is responsible for communicating, how often they need to communicate, what communication tool and medium to use and any specific triggers for communication. Also, identify who should receive communications and how often.***

**Project Communication Matrix**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Communication  Type | Objective of Communication | Medium | Frequency | Audience | Deliverable | Format |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# [Section 12 – Configuration Management](#TOC)

***Summarize how the Configuration Management process tracks and controls changes, executes revision control and establishes baselines.***

# [Section 13 – Procurement Management](#TOC)

***Summarize the Procurement Management process for the project. Items to consider for Procurement Management are:***

* ***Items to be procured with justification statements and timelines***
* ***Type of contract to be used***
* ***Determining costs and if/how they’re used as evaluation criteria***
* ***Any standardized procurement templates or documents to be used***
* ***How multiple suppliers will be managed if applicable***
* ***Contract approval process***
* ***Decision criteria***
* ***Establishing contract deliverables and deadlines***

# [Section 14 – Benefit Realization Plan](#TOC)

***Describe the plan for measuring the stated benefits vs. realized benefits over the life of the solution. The plan should include the desired benefit, the performance goal, the outcome, how it is measured, when it is measured, who measures it, and how it is reported. Benefits may be realized during the project but some benefits may not be realized until after the project portion has completed.***