



## Project Plan

Project Name	
Project Manager	
Date of Issue	/ / 20

PMO Review	
Date	/ / 20
Notes	





### Summary

(Project overview)

### Project Objectives

(List of project objectives)

### Project Scope

(All activities included in the project's scope)

Project start date: / / 20

Project finish date: / / 20

Project Budget:

SR

### Project Milestone/ Deliverables

	Milestone/ Deliverables	Date of completion	Notes
1			
2			

### Acceptance Criteria

(Identifies the criteria that will be used in the approving the project deliverable)



Human Resources Management Plan				
<b>Project Organizational Structure</b>	(Assign tasks to team members)			
	<b>Responsibilities Matrix (RACI)</b> R: Responsible A: Accountable I: informed C: consulted	<b>Task</b>	<b>Team member</b>	<b>Team member</b>
	<b>Task 1</b>		R	
	<b>Task 2</b>	A	R	
	<b>Task 3</b>			C

Project schedule			
	Phase	Date of completion	Notes
1			
2			
3			

Budget Management Plan			
	Phase	Estimated Budget	Notes
1			
2			
3			

#### Change Management Plan

If any change occurs in one of the areas below, a change request should be issued through the Project Management Office (EPMO), filling out the template and approved it by the department director.

- 1- Project scope
- 2- Project schedule
- 3- Project budget



### Communication Management Plan

- Communication Matrix**

	Material	Responsible Person	Recipient	Communication Objective	Communication Channel	Frequency
1	Status report	Project manager	Project owner	Status report	Email	Monthly

- Escalation Plan**

Identifies the escalation processes during the project lifecycle, what is being scaled up, when and to whom

### Project Quality Management Plan

(Identifies quality standards that will be used in quality control)

### Procurement Management Plan

(Determines agreements and contracts, to implement some or all of the project's services - if any-)

### Assumptions and Constraints

(Determines all the assumptions and constraints which may affect or restrict the project)



Risk Management Plan						
	Risk	Description	Date	Impact	Responsible	Notes
1			/ / 20	Select		
2			/ / 20	Select		
3			/ / 20	Select		

Project Manager Approval		
Name:	Signature:	Date: / / 20
Department Director Approval		
Name:	Signature:	Date: / / 20