<Project Name>

Project Management Plan



Department of Veterans Affairs

<Month><Year>

Version *<#.#>*

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This template conforms to the latest Section 508 guidelines. The user of the template is responsible to maintain Section 508 conformance for any artifact created from this template.

Revision History

Note: The revision history cycle begins once changes or enhancements are requested after the document has been baselined.

| Date | Version | Description | Author |
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Artifact Rationale

The Project Management Plan (PMP), according to the Guide to the Project Management Body of Knowledge (PMBOK®), is a formal, approved document used to guide both project execution and project control. The primary uses of the PMP are to document planning assumptions and decisions, facilitate communication among stakeholders, and document approved scope, cost, and schedule baselines. By showing the major products, milestones, activities and resources required on the project, it is also a statement of how and when a project's objectives are to be achieved.

The project manager creates the PMP following input from the project team and key stakeholders. The plan should be agreed on and approved by at least the project team and its key stakeholders.

The PMP is mandatory for all projects. While it is a project-level document, it should be updated as necessary, including for each increment.

Instructions

This template contains a style named Instructional Text. Text using this style is to only to provide guidance in completing the document – the final document should not contain Instructional Text. Text in paragraphs added after Instructional Text is automatically set to the appropriate body text style. For best results and to maintain formatting consistency:

* Use the provided paragraph styles
* Delete all Instructional Text before finalizing the document, including these instructions.

The following project types are required to complete this artifact. Exceptions are outlined where needed throughout the document.

| Activity | New Capability (1) | Feature Enhancement (2) |
| --- | --- | --- |
| **Field Deployment (A)** | Yes | Yes |
| **Cloud/Web Deployment (B)** | Yes | Yes |
| **Mobile Application (C)** | Yes | Yes |

Table of Contents

[1. Introduction 1](#_Toc422490704)

[1.1. Project Overview 1](#_Toc422490705)

[1.2. Scope Statements 1](#_Toc422490706)

[1.3. Goals and Objectives 1](#_Toc422490707)

[1.4. Stakeholders and Key Personnel 1](#_Toc422490708)

[2. Project Organization 1](#_Toc422490709)

[3. Acquisition Process 1](#_Toc422490710)

[4. Monitoring and Control Mechanisms 1](#_Toc422490711)

[5. Systems Security Plans and Requirements 1](#_Toc422490712)

[6. Work Breakdown Structure (WBS) and Schedule 2](#_Toc422490713)

[7. Project Success Criteria 2](#_Toc422490714)

[8. Communication Management Plan 2](#_Toc422490715)

[9. Risk Management Plan 2](#_Toc422490716)

[10. Software Configuration Management (SCM) Plan 2](#_Toc422490717)

[11. Training Plan 2](#_Toc422490718)

[12. Quality Assurance Plan 2](#_Toc422490719)

[13. Project Measurement Plan 2](#_Toc422490720)

[13.1. Description 3](#_Toc422490721)

[13.2. Performance Measurements 3](#_Toc422490722)

[14. Reference Materials 5](#_Toc422490723)

[Approval Signatures 6](#_Toc422490724)

[15. Project Plan Approval 6](#_Toc422490725)

# Introduction

This PMP describes the project management processes that <name of project team/entity managing the project > will follow during execution of the <project name> project. The project’s processes will align with plans and processes of the Project Management Accountability System (PMAS) Guide New processes will be defined for any management areas not covered by the PMAS Guide. This PMP will govern the management practices across the life of the project. As those practices evolve, this document will be updated to reflect the changes.

Sections 1.1 – 1.4 may be able to reference the Business Requirements Document (BRD), Project Charter, and/or Integrated Project Team (IPT) Charter for their content.

## Project Overview

Provide an executive summary of the project objectives, the product to be delivered, major work activities, major work products, major milestones, required resources, and master high-level schedules and budget requirements.

## Scope Statements

See project charter. Provide information on where it is located

## Goals and Objectives

See project charter.

## Stakeholders and Key Personnel

See project charter.

# Project Organization

See project charter.

# Acquisition Process

Refer the reader to the project’s Acquisition Plan or say there is no acquisition for the project.

# Monitoring and Control Mechanisms

This project follows standard monitoring and control processes as defined in ProPath for risk management, requirements traceability, and operational readiness.

*If non-standard and/or additional monitoring and control mechanisms are used, include that information.*

# Systems Security Plans and Requirements

System security plans and requirements will be developed as part of the project’s planning phase.

# Work Breakdown Structure (WBS) and Schedule

Use a scheduling tool to develop the project’s WBS and the related elements that support the project’s schedule and budget including the following:

* Task durations, dependencies, and resources,
* Project milestones (including PMAS milestones 0-4)
* Key increment deliverables

Attach the schedule as an appendix to this document and/or provide the location where the current schedule is kept.

# Project Success Criteria

See project charter.

# Communication Management Plan

See the project’s communication plan. Provide information on where it is located.

# Risk Management Plan

*Provide information on how risks will be handled for this project and where to find this project’s risk registry.*

# Software Configuration Management (SCM) Plan

This section applies to all software development projects.

See the software configuration management plan. Provide information as to where it is located.

# Training Plan

The training plan will be developed during the planning and active stages of the project. Describe who you intend to train and for what purpose.

# Quality Assurance Plan

The Quality Assurance (QA) Plan details the overall approach to QA activities for a project. The plan documents how the project defines, implements, and assures quality during the software development process. The plan is also a communication vehicle for the entire project team, including the project manager, technical project manager, developers, test analysts, SQA analysts, technical writers, functional analysts, other project teams, and users. Depending on the size and complexity of the project, the PM can determine if a separate document is needed or if the information will be included in this section. If a separate document, refer the reader to its location.

# Project Measurement Plan

If this project is tracked in PMAS, then this section can include the statement, “Project measurement is defined and tracked in the PMAS dashboard. If this project is not tracked in PMAS, then complete sections 13.1 and 13.2.

## Description

Describe the Project Measurement Plan for the project. This includes:

* Measurement objectives that are derived from project requirements and objectives;
* Metrics that support the measurement objectives;
* Measurement data collection and storage procedures; and
* Measurement data analysis and reporting procedures.

Include how the information from the measurement data will be collected, analyzed, maintained, and reported.

## Performance Measurements

Describe the performance measurements for the project. Do not focus solely on cost (i.e., on budget) and time (i.e., on schedule) measurements, but rather on other measures that indicate how well the project or contract is meeting its objectives. For software development projects, possible performance measures include changes to requirements, defects, rework, etc. For non-software development projects or contracts, performance metrics would be very specific to the work products specified in the SOW. The table below is an example of how the information can be described.

Table 5: *<Contract or Project Name>* Performance Measurements

| No. | Measurement Name | Measurement Objective | Metric |
| --- | --- | --- | --- |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| n. |  |  |  |

# Reference Materials

Provide a complete list of all documents and other sources referenced in the PMP including all referenced policies and procedures.

Approval Signatures

This section is used to document the approval of the Project Management Plan during the Formal Review. The review should be ideally conducted face to face where signatures can be obtained ‘live’ during the review however the following forms of approval are acceptable:

* Physical signatures obtained face to face or via fax
* Digital signatures tied cryptographically to the signer
* /es/ in the signature block provided that a separate digitally signed e-mail indicating the signer’s approval is provided and kept with the document

The following members of the governing Integrated Project Team (IPT) are required to sign. Please annotate signature blocks accordingly.

PAO has additional approver language:

# Project Plan Approval

The signatures below indicate that the undersigned:

* Have reviewed the Project Plan.
* Have formally voiced applicable concerns to the PM.
* Concur that the Project Plan accurately represents their expectations and conditions required for the project.
* Are committed to providing the required resources.
* Are unaware of undocumented conditions that prevent the success of this project.

REVIEW DATE: <date>

SCRIBE: <name>

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager Date

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Sponsor Date

See the [Digital Signature Guide](http://vaww.oed.wss.va.gov/process/Library/digital_signature_guide.doc) in the ProPath library for procedures to add digital signing capability to this form.

Template Revision History

| Date | Version | Description | Author |
| --- | --- | --- | --- |
| June 2015 | 1.4 | Edited to conform with latest Section 508 guidelines and remediated with Common Look Office tool | Process Management |
| March 2015 | 1.3 | Updates as per agreement at the February 2015 PMAS improvement lockdown meeting. | Ott, Michelle |
| November 2014 | 1.2 | Changed reference to AITC to CDCO, updated to current Section 508 conformance guidelines, and remediated with Common Look Office tool | Process Management |
| March 2013 | 1.1 | Formatted to current ProPath documentation standards and edited to conform with latest Alternative Text (Section 508) guidelines | Process Management |
| February 2013 | 1.0 | Initial Version | PMAS Business Office |

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