[Project Name]

Project Management Plan

Information Technology Services (ITS)  
Version .00   
[Date]

# VERSION HISTORY

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Version# | Author | Revision Date | Approved By | Approval Date | Reason |
|  |  |  |  |  |  |
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# Project Overview

[Replace this section of text with a brief description of project and associated business need, how the project goals align with goals of division, cabinet area, campus. This information can come from the Description section of the Project Charter.]

# Scope

## Objectives

[Replace this section of text with what the project intends to achieve in both business and technical terms]

## High-Level Requirements

[Replace this section of text with a description of the functions that must be in place when the project is complete.]

## Assumptions

[Replace this section with a state any assumption(s) that would have significant impact on the project if proven incorrect. Assumptions are circumstances and events that need to occur for the project to be successful but are outside the total control of the project team.]

## Constraints

[Replace this section with a list of any constraints that must be taken into consideration prior to the initiation of the project. A constraint is anything that might restrict, limit, or regulate the project. Generally, constraints are outside the total control of the project team.]

## In Scope

[Replace this section with items that are in scope. The In Scope section of the Project Charter can be added here but may require refinement based on current scope of the project]

## Out of Scope

[Replace this section with items that are out of scope. The Out of Scope section of the Project Charter can be added here but may require refinement based on current scope of the project]

## Major Deliverables and Milestones

[Replace this section with a list of the major deliverables that will be completed by the end of this project. A deliverable is a tangible, verifiable outcome of work that achieves an objective. The existence of one or more deliverables proves that an objective has been reached. To be verifiable, the deliverable must meet predetermined standards for its completion, such as a design specification for a product or a checklist of steps that is completed as part of a service. Certain projects may choose to focus on overall product deliverables as opposed to individual project deliverables. The information included in the Important Dates and Milestones section of the Project Charter may be added here, or may be further refined and detailed here as appropriate].

# Schedule

## Schedule Management

[Describe who will be responsible for managing the schedule, how frequently it will be updated, how any variances will be addressed, and what will be considered an unacceptable variance. Any unacceptable increase in schedule should be reviewed according to the project’s Change Control processes].

## Project Schedule

[A project schedule is the agreed upon set of tasks and due dates used to guide and monitor the project to completion. Replace this section with a project schedule or provide a link to the project’s schedule].

# Project Organization

## Roles and Responsibilities

|  |  |  |
| --- | --- | --- |
| Name and Department | Project Role | Project Responsibilities |
|  |  |  |
|  |  |  |
|  |  |  |

## Stakeholders

[A stakeholder is a person or organization that is actively involved in the project, and/or that could be positively or negatively impacted by the achievement of the project objectives, and/or whose interests may be positively or negatively affected by the execution or completion of the project. Replace this section with a list of all identified project stakeholders, both internal and external to the project, or a link to the **Stakeholder Register** ([see template](https://sfsu.box.com/s/vbeasdn49e8qdgmgjl4eqbma2tzm65c5))].

# Risk Management

[It is recommended that a Risk Management Strategy be prepared and a Risk Log be used for ongoing tracking and reporting. Project Risks can be tracked using the Risk, Action Items, Issue, Decision (RAIID) Log ([see template](https://sfsu.box.com/s/3af752pl5g1rr1f8xc7ko4x8qcsn5nsq)) – provide link to document in this section].

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Risk Factor | Probability (H-M-L) | Impact (H-M-L) | Priority | Response | Strategy |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Issue Management

[It is recommended that an Issue Management Strategy be prepared and an Issue Log be used for ongoing tracking and reporting. Issues can be tracked using the Risk, Action Items, Issue, Decision (RAIID) Log ([see template](https://sfsu.box.com/s/3af752pl5g1rr1f8xc7ko4x8qcsn5nsq)) – provide link to document in this section].

# Change Management

[Describe the Change Management Process, also known as Change Control, by which change requests will be identified, tracked, approved and prioritized]

## Change Request Process Flow

|  |  |
| --- | --- |
| Step | Description |
| Generate Change Request (CR) |  |
| Log CR Status |  |
| Evaluate CR |  |
| Review CR |  |
| Authorize |  |
| Implement |  |

## Change Request Form and Change Management Log

[Describe how changes will be requested and logged. Changes can be requested using the Change Management Form [[see template](https://sfsu.box.com/v/CRF)] and tracked using the Change Management Log ([see template](https://sfsu.box.com/s/y0xoi8idryxurqjrqhc86dzz3eyhbtey)) – provide link to document in this section.]

## Evaluating and Authorizing Change Requests

Change requests are evaluated using the following priority criteria:

|  |  |
| --- | --- |
| Priority | Description |
| Mandatory |  |
| High |  |
| Medium |  |
| Low |  |

Change requests are evaluated and assigned one or more of the following change types:

|  |  |
| --- | --- |
| Type | Description |
| Scope | Change affecting scope |
| Schedule | Change affecting schedule |
| Cost | Change affecting cost |
| Resources | Change affecting resources |
| Deliverables | Change affecting deliverables |
| Processes | Change affecting process |
| Quality | Change affecting quality |

Change requests are evaluated and assigned one of the following status types:

|  |  |
| --- | --- |
| Status | Description |
| Open | Entered/Open but not yet approved or assigned |
| Work in Progress | CR approved, assigned, and work is progressing |
| Closed | CR work is complete, has passed all tests, and updates have been released. |

## Change Control Board

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Name | Contact | Description |
|  |  |  |  |

# Communications Management

[Replace this section with Communication Management Plan or a link to the external Communication Management Plan ([see template](https://sfsu.box.com/s/u98agp46f28xjpqqw5izydup411qjg96))]

# Quality

[Replace this section with a description of the approach that will be followed to manage product quality during the project as well as the corrections that will be implemented and how.]

# Deployment Plan / Transition to Service

[Replace this section with a description of the approach that will be used to transition the project into service. This section should include any necessary training plans as well as documentation, help guides, and service design documents]

## Training Plan

### Initial Product Rollout Training

|  |  |  |  |
| --- | --- | --- | --- |
| Course / Class Title | Dates | Objective  *(Why is the course needed for this project to be successful and what attendee is expected to gain from course)* | Required Attendees |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Ongoing Training Programs

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Training Type | Frequency | Hosted by | Available | Funded by |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Service Design Plan

[Describe what service documents (SLA/SLE/OLA), guides, documentation will be needed once project transitions to service].

# Appendix A:

# Project Management Plan Approvals

The undersigned acknowledge they have reviewed the Project Management Plan and agree with the approach it presents. Changes to this Project Management Plan will be coordinated with and approved by the undersigned or their designated representatives.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name:

Title:

Role: Project Sponsor

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name:

Title:

Role: Project Manager

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name:

Title:

Role:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name:

Title:

Role:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name:

Title:

Role:

# Appendix B:

# References

The following table summarizes the documents referenced in this document.

|  |  |  |
| --- | --- | --- |
| Document Name and Version | Description | Location |
|  |  |  |
|  |  |  |
|  |  |  |

# Appendix C:

# Key Terms

The following table provides definitions for terms relevant to this document.

|  |  |
| --- | --- |
| Term | Definition |
|  |  |
|  |  |
|  |  |