Project Title

**Project Management Plan**

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| **Internal Document Reference:** | |  | **External Document Reference:** | |  |
| **Issue:** | 05 | **Date Issued:** | Date Issued | **Status:** | Draft |
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# i - Document Information

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ii - Document Change Control Sheet

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iii - Distribution

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iv - Definitions

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v - Document Updates

An update to this document shall be carried out iaw the following ruleset (in prioritised order):

1. Annually in accordance with the start of each financial year, or
2. Following significant amendment to the contract scope, or
3. Following significant business/project team reorganisation

Table of Contents

[i - Document Information 2](#_Toc82181436)

[ii - Document Change Control Sheet 2](#_Toc82181437)

[iii - Distribution 2](#_Toc82181438)

[iv - Definitions 2](#_Toc82181439)

[v - Document Updates 2](#_Toc82181440)

[1 Project Overview 6](#_Toc82181441)

[2 Scope & Exclusions 6](#_Toc82181442)

[2.1 Scope Description 6](#_Toc82181443)

[2.2 Requirements 6](#_Toc82181444)

[2.3 Deliverables & Acceptance Criteria 6](#_Toc82181445)

[2.4 Dependencies 6](#_Toc82181446)

[2.5 Assumptions 6](#_Toc82181447)

[3 Project Approach 6](#_Toc82181448)

[3.1 Strategy 6](#_Toc82181449)

[3.2 OBS 6](#_Toc82181450)

[3.3 WBS 6](#_Toc82181451)

[3.4 Responsibility Assignment Matrix 6](#_Toc82181452)

[3.5 Document Hierarchy 6](#_Toc82181453)

[4 Resource Management 6](#_Toc82181454)

[5 Work Package Management 6](#_Toc82181455)

[5.1 Control Accounts 7](#_Toc82181456)

[5.2 Key Roles and Responsibilities 7](#_Toc82181457)

[5.3 Stakeholder Map 7](#_Toc82181458)

[5.4 Stakeholder Management & Engagement 7](#_Toc82181459)

[6 Project Governance 7](#_Toc82181460)

[6.1 Executive (sponsor) 7](#_Toc82181461)

[6.1.1 Project Board 7](#_Toc82181462)

[6.2 Management 7](#_Toc82181463)

[6.3 Disputes & Conflict Resolution 7](#_Toc82181464)

[6.3.1 Conflict resolution Principles 7](#_Toc82181465)

[6.3.2 Escalation Routes 7](#_Toc82181466)

[7 Reporting 7](#_Toc82181467)

[7.1 Internal 7](#_Toc82181468)

[7.2 External 8](#_Toc82181469)

[8 Financial & Cost Management 8](#_Toc82181470)

[8.1 Financial Modelling 8](#_Toc82181471)

[8.2 Project Costs 8](#_Toc82181472)

[8.2.1 Labour 8](#_Toc82181473)

[8.2.2 Materials 8](#_Toc82181474)

[8.2.3 Sub-Contractor 9](#_Toc82181475)

[8.2.4 Travel & Subsistence (T&S) 9](#_Toc82181476)

[8.3 Cost Management 9](#_Toc82181477)

[9 Project Controls 9](#_Toc82181478)

[9.1 Project Controls System Information Flow 9](#_Toc82181479)

[10 Change Control 9](#_Toc82181480)

[10.1 Configuration Management 9](#_Toc82181481)

[10.2 Document Control 9](#_Toc82181482)

[11 Earned Value Management 9](#_Toc82181483)

[11.1 EVM Toolset 10](#_Toc82181484)

[12 Risk and Opportunity Management 10](#_Toc82181485)

[13 Key Performance Indicators 10](#_Toc82181486)

[14 Procurement & Supply Chain 10](#_Toc82181487)

[14.1 Subcontractor Management 10](#_Toc82181488)

[14.2 Sub-Contractor Reporting 10](#_Toc82181489)

[15 Information Asset Management (IAM) 10](#_Toc82181490)

[16 Commercial Management 10](#_Toc82181491)

[17 Communication Management 10](#_Toc82181492)

[18 Engineering Management 10](#_Toc82181493)

[19 Quality Assurance 10](#_Toc82181494)

[20 Safety, Health & Environmental 10](#_Toc82181495)

[21 Benefits Management 11](#_Toc82181496)

[22 Handover and Close out 11](#_Toc82181497)

[23 Lessons learnt 11](#_Toc82181498)

[24 Appendices 11](#_Toc82181499)

[25 References 11](#_Toc82181500)

[26 Annex A 11](#_Toc82181501)

[27 Annex B 11](#_Toc82181502)

# Project Overview

Brief introduction to the project

# Scope & Exclusions

## Scope Description

What is the scope and how will it be delivered?

## Requirements

What are the key requirements and outputs?

## Deliverables & Acceptance Criteria

What are the key deliverables and acceptance criteria

## Dependencies

This section should include both internal and external dependencies and how they will be managed

## Assumptions

List of key assumptions made during bid

# Project Approach

## Strategy

Overall strategy, principles and methodologies e.g. APM

## OBS

Describe how the project organisation is structured and how it relates to the business organisation

## WBS

Describe how the work is structured and broken down into packages

## Responsibility Assignment Matrix

Describe what the RAM is and provide the RAM

## Document Hierarchy

Describe the project document heirachy

# Resource Management

Brief description of how resources will be managed and assessed

# Work Package Management

Brief description of how the work packages will be managed

## Control Accounts

Describe how control accounts are split and allocated including level of budget responsibility/accountability

## Key Roles and Responsibilities

Describe and list the key roles and responsibilities of the customer v internal project teams

## Stakeholder Map

Provide a map of internal and external stakeholders

## Stakeholder Management & Engagement

Describe how stakeholders will be engaged, explain the relation between the PM and other stakeholders

# Project Governance

Describe what goverance is and why we need it

## Executive (sponsor)

Describe the role of Executive level governance

### Project Board

Describe the role of the Project Board

## Management

Describe the role of Senior Management

## Disputes & Conflict Resolution

Describe how will Disputes and conflicts be managed?

### Conflict resolution Principles

Insert principles of conflict resolution

### Escalation Routes

The chain of which disputes/conflicts take when they can’t be resolved

# Reporting

What reporting is required both internally to the business and externally to the client. What frequency is it required? What software vehicle will be used for each reporting instance?

## Internal

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| **Report** | **Description** | **Originator** | **Frequency** | **Destination** |
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## External

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# Financial & Cost Management

Purpose of financial management and relevance to WBS and project controls

## Financial Modelling

How contract price is built?

## Project Costs

How forecast project costs will be managed, collected and its process?

### Labour

How is labour cost calculated?

### Materials

Material costs associated with procurement

### Sub-Contractor

What are sub-contractor costs?

### Travel & Subsistence (T&S)

What is travel and subsistence and what is recoverable under the contract?

## Cost Management

How actual costs are used to monitor Progress, when and how does it feed into project controls and EVM? Using what system?

# Project Controls

Overview of what Project Controls is, what it does, what it is used for, what does it control and why?

Refer to the Project Controls Plan for detailed information.

## Project Controls System Information Flow

Diagram showing how the various software systems integrate and feed one another, inputs and outputs

# Change Control

Describe the change control process

## Configuration Management

How will contract scope and data configuration be managed? In accordance with what standard?

## Document Control

Describe the document control process

# Earned Value Management

What is the EVM? What standards do we work to?

Reference the EVM Plan

## EVM Toolset

What tools are going to be used to track EV and how will they be used?

# Risk and Opportunity Management

What tools and processes will be used?

Ref ROMP

# Key Performance Indicators

Describe the KPI requriements and plans

# Procurement & Supply Chain

How will procurement be managed? What is supply chain role?

## Subcontractor Management

Outline major sub-contractors

## Sub-Contractor Reporting

How will sub-contractors report on progress and in what format

# Information Asset Management (IAM)

Who is the local Information Asset Owner and how will it be managed

# Commercial Management

Overview of commercial officer role and interactions with the project team

# Communication Management

Purpose and objectives of a Communication Plan

Reference to the CMP

# Engineering Management

Describe the purpose of the engineering management plan

Reference to the EMP

# Quality Assurance

Describe the purpose of quality assurance function

Reference to the QMP

# Safety, Health & Environmental

Describe the purpose of the HSE Plan including key standards applicable

Reference to the SHEP

# Benefits Management

What are benefits and how will they be realised?

# Handover and Close out

Describe the handowver an dclose out procedure

Reference close out procedure

# Lessons learnt

Describe how LL will be captured and integrated

# Appendices

# References

# Annex A

# Annex B