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May 16, 2015

[Ref. number]

Marc Arnecke, PMP

[Project Name]

[Sub-Project, Phase, etc.]

Project Management Plan

The project management plan is the document that describes how the project will be executed, monitored, and controlled.



REVISIONS AND DISTRIBUTION

Revision	Release date	Distributed to*											
		Client	Consultant	JV Main office(s)	All project mgmt. dept.	Sub-contractors	Suppliers						
Rev. 0 (draft)	29/10/2013												

*) Detailed distribution lists shall be prepared for each distribution event. Further details as per the project communication plan

Amendments

The Project Management Plan from time to time may require updates. Any amendment to this plan shall be **informed to the change control board by use of the change request form and approved by the project change control board** prior to distribution. Only revised parts of the plan will be distributed along with the approval and shall be accompanied by instructions how to implement the changes.

The initial page numbering system **(to be added upon initial approval)** will be a normal continuous numbering displayed in the lower right corner of each page. In the event that pages have to be added, characters shall be added to the number. In case entire pages are deleted, the corresponding page shall be replaced by a blank page stating "page removed".

Each added/changed page shall have the revision number and date of approval displayed on the bottom of the page.



[Project Name]

Project Management Plan

PROJECT SPONSOR APPROVAL

Prepared by:	Reviewed by:	Approved byProj. Sponsor:
Place, dd/mm/yyyy	Place, dd/mm/yyyy	Place, dd/mm/yyyy
Marc Arnecke, PMP Designation	Name Designation	Name Designation



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PROJECT LIFE CYCLE

Write a summary of the project life cycle and its phases. Include the key deliverables of each phase.



[Project Name]

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PROJECT MANAGEMENT APPROACH

Explain in general why this project is undertaken, how it will be organized and managed, what processes will be undergone and how exceptions will be managed.

Just give an overview without providing too many details.

Objective

What is the project undertaken for (business case etc.).

Project organization

xxx

Project tools and techniques

Identify which specific tools and techniques will be used (specific software – if any – should be mentioned here).



BASELINES & CHANGE CONTROL

Explain for each of the following the threshold and what to do in case of variance.

Schedule Baseline

xxx

Cost Baseline

xxx

Scope Baseline

xxx



SUBSIDIARY PLANS

The subsidiary plans listed below set out the planning details for the respective management areas and shall be prepared by the responsible manager(s).

- a) Project Scope Management Plan,
- b) Project Requirements Management Plan,
- c) Project Schedule Management Plan,
- d) Project Cost Management Plan,
- e) Project Quality Management Plan,
- f) Process Improvement Plan,
- g) Project Human Resource Management Plan,
- h) Project Communication Management Plan,
- i) Project Risk Management Plan,
- j) Project Procurement Management Plan,
- k) Project Stakeholder Management Plan,
- l) Project Financial Management Plan,
- m) Project Health and Safety Management Plan,
- n) Project Environmental Management Plan,
- o) Project Claim Management Plan.



[Project Name]

Project Management Plan

ATTACHMENTS:

Attachments:

Attachment 1	
Attachment 2	