Department of Computer Science and Engineering  
The University of Texas at Arlington

<<Put Project Team Name Here>>

<<Put Product Name Here>>

Team Members:   
member 1  
member 2  
member 3  
...  
member n

Late Updated: 22 February 2012 @ 9:46:00 AM

Table of Contents

[1 General Organization 1](#_Toc317666943)

[1.1 Project Manager 1](#_Toc317666944)

[1.2 Project Oversight 1](#_Toc317666945)

[1.3 Roles and Responsibilities 1](#_Toc317666946)

[1.4 Project Constraints 1](#_Toc317666947)

[1.5 Project Assumptions 1](#_Toc317666948)

[1.6 Preliminary Schedule and Cost Estimates 1](#_Toc317666949)

[2 Scope Statement 2](#_Toc317666950)

[3 Cost Management Plan 3](#_Toc317666951)

[4 Earned Value Management 4](#_Toc317666952)

[5 Scope Management Plan 5](#_Toc317666953)

[6 Work Breakdown Structure 6](#_Toc317666954)

[7 Quality Management Plan 7](#_Toc317666955)

[8 Communications Plan 8](#_Toc317666956)

[9 Change Management Plan 9](#_Toc317666957)

[9.1 Purpose of Integrated Change Management Plan 9](#_Toc317666958)

[9.2 Roles and Responsibilities 9](#_Toc317666959)

[9.3 Review and Approval Process 9](#_Toc317666960)

[9.4 Change Identification, Documentation, Implementation and Reporting 9](#_Toc317666961)

[10 Risk Management Plan 11](#_Toc317666962)

[10.1 Purpose of Risk Management Plan 11](#_Toc317666963)

[10.2 Roles and Responsibilities 11](#_Toc317666964)

[10.3 Risk Identification 11](#_Toc317666965)

[10.4 Risk Triggers 12](#_Toc317666966)

[10.5 Risk Analysis 12](#_Toc317666967)

[10.6 Risk Severity 12](#_Toc317666968)

[10.7 Risk Response Planning 12](#_Toc317666969)

[10.8 Risk Documentation and Reporting 12](#_Toc317666970)

[10.9 Risk Control 12](#_Toc317666971)

[11 Procurement Management Plan 13](#_Toc317666972)

[11.1 Purpose of the Procurement Management Plan 13](#_Toc317666973)

[11.2 Roles and Responsibilities 13](#_Toc317666974)

[11.3 Required Project Procurements and Timing 13](#_Toc317666975)

[11.4 Description of Items/ Services to be acquired 13](#_Toc317666976)

[12 Project Closeout Report 14](#_Toc317666977)

[12.1 The following are suggested sections for the Project Closeout Report: 14](#_Toc317666978)

[12.2 Purpose of Closeout Report 14](#_Toc317666979)

[12.3 Administrative Closure 14](#_Toc317666980)

# General Organization

## Project Manager

*Explicitly name the Project Manager and define his/her role and responsibility over the project. Also, list the Project Manager’s skill sets, and justify their selection for this project. Depending on the project complexities, this section may describe how the Project Manager will control matrix organizations and employees.*

## Project Oversight

*Describe team* ***project management/control*** *over the project. Within the project, internal control should be established to control the day-to-day activities of the project. The Project Manager should manage internal control. External oversight should be established to ensure that the organization’s resources are applied to meet the project and organization’s objectives. Describe or reference a process by which internal and external controls interact. Diagrams should be used where appropriate.*

## Roles and Responsibilities

*Discuss the* ***overall structure of the project organization*** *and individual roles and responsibilities throughout the project phases. Include the roles of identified project stakeholders****.***

## Project Constraints

*List and describe any identified project* ***constraints****. Typically, constraints will influence timing, cost, resources, and/or quality.*

## Project Assumptions

*List and describe any identified* ***assumptions****. Assumptions pose a risk to the project and will need further evaluation and validation during subsequent project process phases.*

## Preliminary Schedule and Cost Estimates

*Provide a rough estimate of dates to accomplish* ***key project tasks****. Consider any constraints and assumptions prepared above when considering the preliminary timing. Describe key management* ***checkpoints*** *established by the initiating authority. Similarly, provide a rough order of magnitude estimate of project costs.*

# Scope Statement

*A brief statement of the* ***general scope*** *of the project.*

# Cost Management Plan

*Exactly* ***what do you plan to do to stay within the budget****? How will you control costs in terms of person-hours and dollars? ($800 and roughly 2000 person-hours)*

# Earned Value Management

*How to you intend to* ***measure and report*** *earned value?*

# Scope Management Plan

*What is the* ***strategy and plan for controlling the scope*** *of the project and eliminating excessive feature creep?*

# Work Breakdown Structure

*What is the WBS (****to the top three levels****)? Show it here in outline form.*

# Quality Management Plan

*How do you intend to measure* ***quality of your documentation and your product*** *to verify that you meet the stated requirements or not?*

# Communications Plan

*How will you* ***ensure good communication*** *with each other – and with everyone else! How will you keep everyone on the same page throughout the life of the project? What about reports, impromptu meetings, scheduled team meetings, email, etc.?*

# Change Management Plan

## Purpose of Integrated Change Management Plan

*Describe the purpose of the Integrated Change Management Plan using the following guidelines. Do not merely describe the content of the plan, but explain why Integrated Change Management is necessary for the project.*

*Projects are dynamic efforts and as such,* ***change is inevitable****. One of the greatest challenges to a project’s success is controlling the impact of change or managing changes to the benefit of the project objectives. By accepting the fact that change will occur and planning for the management of change, the probability of project success is increased and enhanced.* ***Discuss here where you might expect change to arise, what might cause it, etc.***

*The purpose of the Integrated Change Control Plan is to* ***define all processes, practices, tools, review bodies, and authority necessary to monitor and control project performance, identified change and the potential impact of change on project objectives****.*

## Roles and Responsibilities

*Describe how the following project participants, at a minimum, perform in the planning and execution of project change management.*

*Project Sponsor*

*Project Manager*

*Project Team*

*Other Stakeholders*

## Review and Approval Process

*Describe the process to identify change in the project scope, cost, and budget. Describe the change approval authorities and review boards that will process change control documents. An example may be a change control board made up of leaders in various project disciplines such as project management, cost, scheduling, configuration management, technical design, and test. Sponsors, system owners, and users should also be considered. A process flow chart is appropriate for this section.*

## Change Identification, Documentation, Implementation and Reporting

*Define and describe the* ***change control form*** *and the documentation required to track a change request. Describe any automated tools used to manage and track changes and identify the process for entering and reporting changes. Describe the process for* ***updating any affected documents, the WBS (schedules) and budget/cost documents with approved changes****. If the baseline for these documents changes, describe the means for capturing the baseline change in the OMB Exhibit 300 process.*

# Risk Management Plan

## Purpose of Risk Management Plan

*Describe the purpose of the Risk Management Plan using the following guidelines. Do not merely describe the content of the plan, but why Risk Management is necessary for your project.*

*Risk is an indicator of uncertainty about the future. The greater the investment in a project, the more one has to lose should any problems delay or derail the project. Risks on any project must be identified and analyzed so that project teams can prepare for their potential occurrence and lessen or eliminate their chance of occurring.*

*The Risk Management Plan provides a systematic method of identifying and analyzing the effects of uncertainties in the project and to plan for minimizing or containing the consequences of any undesired event that may influence the success of the project.*

## Roles and Responsibilities

*Describe how the following project participants, at a minimum, perform in the planning and execution of project communications*

* *Project Sponsor*
* *Project Manager*
* *Project Team*
* *Project Stakeholders*
* *Risk Manager*

## Risk Identification

*During risk identification, the perception of a potential problem is documented in sufficient detail to enable effective assessment of the risk to support subsequent management decisions. Once the risk has been identified and reviewed, the risk is recorded into the risk database.*

*The project team systematically reviews the project deliverables and activities for possible risk information. Typically, risk information is derived from:*

*Analysis of high-level deliverables*

*Analysis of the work Breakdown Structure (WBS) and Network diagram*

*Analysis of change requests*

*Project team input (experience, lessons learned etc.)*

*Stakeholder input (assumptions, organizational requirements etc.)*

## Risk Triggers

*Risk triggers are events or performance characteristics that warn of the occurrence of risk events. An example of a risk trigger would be a supplier missing deliverable dates, delaying related activities, and adding cost to project.*

## Risk Analysis

*The goal of risk analysis is to ensure that the risks are examined in a structured and systematic manner. The risk owner may work with the risk coordinator to formulate the initial risk assessment. Two methods of risk analysis are employed in this process – qualitative and quantitative analysis.*

*A qualitative risk assessment qualifies the expected impact, probability, and timeframe of a risk. The results of the risk analysis are recorded on a risk identification form. The results are used to determine Risk Management priorities.*

*A quantitative risk analysis is also accomplished where the impact of a risk is ranked against other risk events or in the case or performance, the risk is assessed as a percentage of reduction in performance.*

## Risk Severity

*The results of qualitative analysis and quantitative analysis are captured on an impact/probability chart, called the Risk Severity Grid. The grid is used to determine the priority that is assigned each risk and the need to develop containment strategies.*

## Risk Response Planning

*Risk response planning involves identifying the strategy for minimizing the effects of the risk to a level where the risk can be controlled and managed to ensure the project objectives are achieved. Risk reduction strategies include research, watch, mitigate, accept, or transfer.*

## Risk Documentation and Reporting

Create a central repository for risk information and mitigation strategies. This is typically an automated system where risk information is available to appropriate project team members and risk owners. Typical tools include the risk register (the complete risk database) and a monthly risk status report that is part of the OMB Exhibit 300 process.

## Risk Control

*Define the risk control process that addresses risks on a periodic basis. Describe how risks are regularly reassessed and the risk database is updated. Describe how the risk triggers are regularly assessed and validated. Insure, on a periodic basis that new risks are being identified, assessed and captured in the database.*

# Procurement Management Plan

## Purpose of the Procurement Management Plan

*Describe the purpose of the Procurement Management Plan using the following guidelines. Do not merely describe the content of the plan, but explain why Procurement Management is necessary for the*

*The organization is unable to create or supply all the products and services necessary to complete the project and therefore needs to use external sources that have the expertise in certain areas to assist in completing all required project deliverables. Procurement planning gives the project team knowledge and confidence to obtain quality products and services from qualified vendors in a timely manner.*

## Roles and Responsibilities

*Describe how the following project participants, at a minimum, perform in the planning and execution of project procurement*

*Project Sponsor*

*Project Manager*

*Project Team*

*Project Stakeholders*

*Contract Office Technical Representative (COTR)*

## Required Project Procurements and Timing

*Discuss the necessity for planned procurements, including the results of alternative analyses and make or buy analyses. Discuss the best times to initiate the procurement processes to meet the detailed project schedule.*

## Description of Items/ Services to be acquired

*Briefly describe the overall scope of the project. What are the specific items/services/major contract deliverables that will be acquired?*

# Project Closeout Report

## The following are suggested sections for the Project Closeout Report:

## Purpose of Closeout Report

*Describe the purpose of the Closeout Report using the following guidelines:*

*The closeout report insures that personnel, contract, administrative, and financial issues are resolved, that documents are archived, and lessons learned are captured.*

## Administrative Closure

### Were the objectives of the project met?

*Review the project objectives and indicate if the objectives were met. If there were deviations from the baseline objectives and the final product, describe those here.*

### Archiving Project Artifacts

*Describe how project documents will be collected and archived for future reference. Documentation to consider:*

*Financial records*

*Cost and schedule performance reports and records*

*Quality data*

*Correspondence*

*Meeting Notes*

*Status Reports*

*Issue and Action Log*

*Risk Log*

*Contract Files*

*Change Requests*

*Technical documents*

*Acceptance records*

### Lessons Learned

*Conduct a lessons learned session to discuss and capture the performance (e.g., what worked well, what did not work well) from start to finish on the project. Capturing and incorporating lessons learned on future projects are among the most important ways in which an organization gathers information to institutionalize repeatable processes and avoid repeated mistakes.*

### Plans for Post Implementation Review (PIR)

*Describe the plan to conduct the Post Implementation Review (PIR).*

### Final Customer Acceptance

*Describe the achievement of final customer acceptance. Describe the final meeting with customer, who attended and what disciplines were represented (finance, contracts, quality, etc.) Discuss the documents signed. If open issues remain, discuss the plan for their resolution.*

### Financial Records

*Discuss the review of invoices, purchase orders, and final cost reporting. Describe where the final cost records are archived.*

### Final Project Performance Report

*Summarize the project’s scope management, schedule performance, cost performance, quality achievements, and a review of the risk containment performance. Discuss the reasons for cost or schedule variances.*