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Kasper Langmann2024-08-28T23:34:25+00:00 Download Project Cost Control Template — Microsoft Excel Control project costs with this simple spreadsheet template. List activities or items for each project phase to track budgeted quantities, actual amounts, and cost variations. The template calculates subtotals and total project costs, and summarizes budgeted versus actual expenses at the top. Add descriptions and notes for a detailed project cost control template. Download Project Budget Control Template — Microsoft Excel Use this template to create a budget for multiple projects or project phases. For each project activity, keep track of status, planned versus actual starting dates, costs for labor and materials, and other expenses. Compare project spending with your original budget to monitor available resources. Manage budget variances for single or multiple projects. Download Earned Value Management Template — Microsoft Excel Track project progress and costs using the earned value method. The template calculates planned value, actual cost, and earned value to help you determine the total estimated cost at project completion. Project phases are broken down into time periods to track and forecast costs as the project progresses. List project tasks on the Earned Value Management tab on the template, and the template will automatically populate the other tabs with the work breakdown structure (WBS) IDs and task titles. Download Project Monitoring and Control Template Microsoft Excel | Google Sheets Monitor and control project work in hours and days with this template, which shows hourly work required for each project item and day of the week. The template also calculates estimated total work based on previous work completed, plus the estimated work remaining. Track any variance in the work days required as compared to the number you initially planned for, and note differences in planned versus estimated completion dates for each activity to help control project resources. The template provides separate sections for tracking issues and deliverables. Download Project Control Report Template Microsoft Excel | Microsoft Word Create a brief yet thorough control report that highlights project status. Assign a status to each project component and to the project as a whole for a given time period. A drop-down menu provides color-coded options (red, yellow, and green) to indicate which project elements face roadblocks or potential risks, or are on track. Edit the template to include any elements specific to your project, such as deliverables, change requests, or important milestones. Download Project Management Quality Control Template Microsoft Excel | Microsoft Word | Adobe PDF | Google Sheets | Google Docs Manage quality control with this succinct report template, which provides an easy-to-read checklist. Describe the problem area, then use the checklist to mark defects, highlight priority and severity, and indicate detection methods. Check problem status as open, closed, under review, or deferred. The template also includes sections for you to provide a lengthier status description, assign owners to tasks, and list fixes. Visit our guide to quality management processes for in-depth information on quality improvement methods, benefits, and challenges. Download Project Change Control Template — Microsoft Word This change control template includes details on the who, what, and why of a change request, as well as brief summaries of evaluation, approval, and implementation. Describe the impact and work required, and add approval status and signatures. The template also includes a log for tracking changes. Create an itemized list of change requests with assigned ID numbers and dates for authorization and execution. Get more project change templates, including plan and process forms, from our compilation of top change management templates. Download Construction Project Cost Control Sheet — Microsoft Excel This project control sheet template allows you to monitor cost variances, track progress, and manage outstanding payments. The template provides example categories for a construction project and an itemized list of tasks. Enter the projected and actual costs for each item, and the template will automatically calculate subtotals for each project category and variances for each item. Get a summary of total project costs, total variance, and amounts due at the top of the template. Download Construction Project Change Order Form Microsoft Word | Adobe PDF | Smartsheet Control project changes with this order request form template, which includes sections for outlining the change needed, reasons for the change, supporting documents, specifications, impact, and risk considerations. The form also provides tables for describing changes in contract price and timeline. Assign a priority to the change request, identify the parties who will evaluate it, and complete the form with approval signatures. Download Construction Project Risk Register Template Microsoft Excel | Microsoft Word | Adobe PDF This tracking template is designed for monitoring and controlling risk in construction projects. Create a list of risks, along with their potential consequences, risk rating, proposed response, and other details. The template distinguishes between original risk and residual risk after the proposed resolution, which allows you to compare the likelihood, impact, and risk rating before and after. Edit the template keys to create customized drop-down menus for these ratings. Download Contractor Quality Control Report Template — Microsoft Excel Produce daily quality control reports with notes on work progress, equipment usage, inspection details, test results, and visitor information. List contractor or subcontractor information, including the number of workers involved and total hours. The template includes a signature line for the preparer, as well as the date and time the report was created. Add or remove sections to create a quality control template tailored to your specific construction project. A project monitoring and control plan template focuses on key performance indicators (KPIs) to track estimated versus actual project performance in order to identify and initiate required changes. The monitoring and control process includes controlling project scope, costs, quality, and risk, which might involve tracking, evaluating, and reporting on all of these project elements. Monitoring progress allows project managers to make informed decisions and effective changes based on clear data. Find more free project management templates, including Gantt chart, dashboard, and timeline options in our list of the top project management Excel templates. From simple task management and project planning to complex resource and portfolio management, Smartsheet helps you improve collaboration and increase work velocity -- empowering you to get more done. The Smartsheet platform makes it easy to plan, capture, manage, and report on work from anywhere, helping your team be more effective and get more done. Report on key metrics and get real-time visibility into work as it happens with roll-up reports, dashboards, and automated workflows built to keep your team connected and informed. When teams have clarity into the work getting done, there's no telling how much more they can accomplish in the same amount of time. Try Smartsheet for free, today. Try Smartsheet for Free Get a Free Smartsheet Demo The Introduction provides a high level overview of the project and what is included in this Project Management Plan. This should include a high level description of the project and describe the projects deliverables and benefits. Excessive detail is not necessary in this section as the other sections of the project plan will include this information. This section of the project management plan template should provide a summarized framework of the project and its purpose. Look back at the Project Charter for information to include in this section.Total Software Incorporated (TSI) has recently approved the SmartVoice project to move forward for project initiation within the research and development (R&D) group. This project will result in the development of new voice recognition software and supports TSI's corporate strategy of providing progressive solutions to clients which improve productivity in both the workplace and home environment. While voice recognition software is currently available, TSI believes that new technological developments will enable our team to develop a solution far superior to what is currently available.TSI has been successful in gaining market share because of its aggressive pursuit of product quality, ease of use, flexibility, and customer service. Additionally, customers understand that our products may be applied to a wide range of uses for business and personal functions. By leveraging our reputation for superior quality and user-friendly products, and capitalizing on new technology, TSI can position itself as the premier provider of effective and easy to use voice recognitions software in today's marketplace.Project Management ApproachThis section of the Project Plan template is where you outline the overall management approach for the project. This section should describe, in general terms, the roles and authority of project team members. It should also include which organizations will provide resources for the project and any resource constraints or limitations. If there are any decisions which must be made by specific individuals—for example authorizing additional funding by the project sponsor—this should also be stated here. It should be written as an Executive Summary for the Project Management Plan.The Project Manager, Joe Green, has the overall authority and responsibility for managing and executing this project according to this Project Plan and its Subsidiary Management Plans. The project team will consist of personnel from the coding group, quality control/assurance group, technical writing group, and testing group. The project manager will work with all resources to perform project planning. All project and subsidiary management plans will be reviewed and approved by the project sponsor. All funding decisions will also be made by the project sponsor. Any delegation of approval authority to the project manager should be done in writing and be signed by both the project sponsor and project manager.The project team will be a matrix in that team members from each organization continue to report to their organizational management throughout the duration of the project. The project manager is responsible for communicating with organizational managers on the progress and performance of each project resource.Project ScopeStatement the scope of the project in this section of the Project Management Plan. The scope statement from the project charter should be used as a starting point; however, the project plan needs to include a much more detailed scope than the charter. This detail should include what the project does and does not include. The more detail included in this section, the better the product. This will help to clarify what is included in the project and help to avoid any confusion from project team members and stakeholders.The scope of TSI's SmartVoice project includes the planning, design, development, testing, and transition of the SmartVoice voice recognition software package. This software will meet or exceed organizational software standards and additional requirements established in the project charter. The scope of this project also includes completion of all documentation, manuals, and training aids to be used in conjunction with the software. Project completion will occur when the software and documentation package has been successfully executed and transitioned to TSI's manufacturing group for production.All SmartVoice project work will be performed internally and no portion of this project will be outsourced. The scope of this project does not include any changes in requirements to standard operating systems to run the software, software updates or revisions.Milestone ListProvide a summary list of milestones including dates for each milestone. Include an introductory paragraph in this section which provides some insight to the major milestones. This section of the project plan template should also mention or discuss actions taken if any changes to the milestones or delivery dates are required. The below chart lists the major milestones for the SmartVoice Project. This chart is comprised only of major project milestones such as project phase or gate review. There may be smaller milestones which are not included on this chart but are included in the project and WBS. If there are any scheduling delays which may impact a milestone or delivery date, the project manager must be notified immediately so proactive measures may be taken to mitigate slips in dates. Any approved changes to these milestones or dates will be communicated to the project team by the project manager.MilestoneDescriptionDateComplete Requirements GatheringAll requirements for SmartVoice must be determined to base design upon2/28/xxComplete SmartVoice DesignThis is the theoretical design for the software and its functionality5/31/xxComplete SmartVoice CodingAll coding completed resulting in software prototype7/31/xxComplete SmartVoice Testing and DebuggingAll functionality tested and all identified errors corrected8/31/xxComplete Transition of SmartVoice to TSI ProductionCompleted software and documentation transitioned to operations group to begin production11/30/xxSchedule Baseline and Work Breakdown StructureThis section of the Project Management Plan should discuss the WBS, WBS Dictionary, and Schedule baseline and how they will be used in managing the project's scope. The WBS provides the work packages to be performed for the completion of the project. The WBS Dictionary defines the work packages. The schedule baseline provides a reference point for managing project progress as it pertains to schedule and timeline. The schedule baseline and work breakdown structure (WBS) should be created in Microsoft Project. The WBS can be exported from the MS Project file. Be sure to consult our Work Breakdown Structure Template.The WBS for the SmartVoice Project is comprised of work packages which do not exceed 40 hours of work but are at least 4 hours of work. Work packages were developed through close collaboration among project team members and stakeholders with input from functional managers and research from past projects. The WBS Dictionary defines all work packages for the SmartVoice Project. These definitions include all tasks, resources, and deliverables. Every work package in the WBS is defined in the WBS Dictionary and will aid in resource planning, task completion, and ensuring deliverables meet project requirements. The SmartVoice Project schedule was derived from the WBS and project Charter with input from all project team members. The schedule was completed, reviewed by the Project Sponsor, and approved and base-lined. The schedule will be maintained as a WS Project Gantt Chart by the SmartVoice Project Manager. Any proposed changes to the schedule will follow TSI's change control process. If established boundary controls may be exceeded, a change request will be submitted to the Project Manager. The Project Manager and team will determine the impact of the change on the schedule, cost, resources, scope, and risks. If it is determined that the impacts will exceed the boundary conditions then the change will be forwarded to the Project Sponsor for review and approval. The SmartVoice boundary conditions are:CPI less than 0.8 or greater than 1.2 SPI less than 0.8 or greater than 1.2If the change is approved by the Project Sponsor then it will be implemented by the Project Manager who will update the schedule and all documentation and communicate the change to all stakeholders in accordance with the Change Control Process.The Project Schedule Baseline and Work Breakdown Structure are provided in Appendix A, Project Schedule and Appendix B, Work Breakdown Structure.Change Management PlanThis part of the Project Plan should describe your change control process. Ideally, this process will be some type of organizational standard which is repeatable and done on most or all projects when a change is necessary. Changes to any project must be carefully considered and the impact of the change must be clear in order to make any type of approval decisions. Many organizations have change control boards (CCBs) which review proposed changes and either approve or deny them. This is an effective way to provide oversight and ensure adequate feedback and review of the change is obtained. This section of the project management plan template gives you an place where you should also identify who has approval authority for changes to the project, who submits the changes, how they are tracked and monitored.For complex or large projects the Change Management Plan may be included as an appendix to the Project Management Plan or as a separate, stand-alone document. We have a detailed Change Management Plan Template available on our website.This Communications Management Plan sets the communications framework for this project. It will serve as a guide for communications throughout the life of the project and will be updated as communication requirements change. This plan identifies and defines the roles of SmartVoice project team members as they pertain to communications. It also includes a communications matrix which maps the communication requirements of this project, and communication conduct for meetings and other forms of communication. A project team directory is also included to provide contact information for all stakeholders directly involved in the project.The Project Manager will take the lead role in ensuring effective communications on this project. The communications requirements are documented in the Communications Matrix below. The Communications Matrix will be used as the guide for what information to communicate, who is to do the communicating, when to communicate it, and to whom to communicate.Communication TypeDescriptionFrequencyFormatParticipants DistributionDeliverableOwnerWeekly Status ReportEmailProject Sponsor, Team and StakeholdersStatus ReportProject ManagerWeekly Project Team MeetingMeeting to review action register and statusWeeklyIn PersonProject TeamUpdated Action RegisterProject ManagerMonthly Review (PMR)Present metrics and status to team and sponsorMonthlyIn PersonProject Sponsor, Team, and StakeholdersStatus and Metric PresentationProject ManagerProject Gate ReviewsPresent closeout of project phases and kickoff next phase's needsIn PersonProject Sponsor, Team and StakeholdersPhase completion report and phase kickoffProject ManagerTechnical Design ReviewReview of any technical designs or work associated with the projectAs NeededIn PersonProject TeamTechnical Design PackageProject ManagerProject team directory for all communications isNameTitleEmailOffice PhoneCell PhoneJohn DavisProject Sponsorjdavis@tsi.com(xxx) xxx-xxx(xxx) xxx-xxx(xxx) Joe GreenProject Managerjgreen@tsi.com(xxx) xxx-xxx(xxx) xxx-xxxHerb WalkerSenior Programmerh.walker@tsi.com(xxx) xxx-xxx(xxx) xxx-xxxJason BlackProgrammerj.black@tsi.com(xxx) xxx-xxx(xxx) xxx-xxxMary WhiteSr. Quality Specialistm.white@tsi.com(xxx) xxx-xxx(xxx) xxx-xxxRon SmithQuality Specialistr.smith@tsi.com(xxx) xxx-xxx(xxx) xxx-xxxTom SundayTechnical Writer_t.sunday@tsi.com(xxx) xxx-xxx(xxx) xxx-xxxKaren BrownTesting Specialistk.brown@tsi.com(xxx) xxx-xxx(xxx) xxx-xxxCommunications Conduct:Meetings: The Project Manager will distribute a meeting agenda at least 2 days prior to any scheduled meeting and all participants are expected to review the agenda prior to the meeting. During all project meetings the timekeeper will ensure that the group adheres to the times stated in the agenda and the recorder will take all notes for distribution to the team upon completion of the meeting. It is imperative that all participants arrive to each meeting on time and all cell phones and blackberries should be turned off or set to vibrate mode to minimize distractions. Meeting minutes will be distributed no later than 24 hours after each meeting is completed.Email: All email pertaining to the SmartVoice Project should be professional, free of errors, and provide brief communication. Email should be distributed to the correct project participants in accordance with the communication matrix above based on its content. All attachments should be in one of the organization's standard software suite programs and adhere to established company formats. If the email is to bring an issue forward then it should discuss what the issue is, provide a brief background on the issue, and provide a recommendation to correct the issue. The Project Manager should be included on any email pertaining to the SmartVoice Project.Informal Communications: While informal communication is a part of every project and is necessary for successful project completion, any issues, concerns, or updates that arise from informal discussion between team members must be communicated to the Project Manager so the appropriate action may be taken.Cost Management PlanThe Cost Management Plan clearly defines how the costs on a project will be managed throughout the project's lifecycle. It sets the format and standards by which the project costs are measured, reported, and controlled. Working within the cost management guidelines is important to ensure successful completion of the project. These guidelines may include which level of the WBS cost accounts will be created in and the establishment of acceptable variances. The Cost Management Plan identifies who is responsible for managing costsIdentifies who has the authority to approve changes to the project or its budgetHow cost performance is quantitatively measured and reported uponReport formats, frequency and to whom they are presentedFor complex or large projects the Cost Management Plan may be included as an appendix to the Project Plan or as a separate, stand-alone document. In addition to this project plan template we have a detailed Cost Management Plan Template available on our website.The Project Manager will be responsible for managing and reporting on the project's cost throughout the duration of the project. The Project Manager will present and review the project's cost performance during the monthly project status meeting. Using earned value calculations, the Project Manager is responsible for accounting for cost deviations and presenting the Project Sponsor with options for getting the project back on budget. All budget authority and decisions, to include budget changes, reside with the SmartVoice Project Sponsor.For the SmartVoice Project, control accounts will be created at the fourth level of the WBS which is where all costs and performance will be managed and tracked. Financial performance of the SmartVoice Project will be measured through earned value calculations pertaining to the project's cost accounts. Work started on work packages will grant that work package with 50% credit; whereas, the remaining 50% is credited upon completion of all work defined in that work package. Costs may be rounded to the nearest dollar and work hours rounded to the nearest whole hour.Cost and Schedule Performance Index (CPI and SPI respectively) will be reported on a monthly basis by the Project Manager. Variances of 10% or +/- 0.1 in the cost and schedule performance indexes will change the status of the cost to yellow or cautionary. These will be reported and if it's determined that there is no or minimal impact on the project's cost or schedule baseline then there may be no action required. Cost variances of 20% or +/- 0.2 in the cost and schedule performance indexes will change the status of the cost to red or critical. These will be reported and require corrective action from the Project Manager in order to bring the cost and/or schedule performance indexes back in line with the allowable variance. Any corrective actions will require a project change request and be must approved by the CCB before it can be implemented.Earned value calculations will be compiled by the Project Manager and reported at the monthly project status meeting. If there are indications that these values will approach or reach the critical stage before a subsequent meeting, the Project Manager will communicate this to the Project Sponsor immediately.Procurement Management PlanThe Procurement Management Plan should be defined enough to clearly identify the necessary steps and responsibilities for procurement from the beginning to the end of a project. The project manager must ensure that the plan facilitates the successful completion of the project and does not become an overwhelming task in itself to manage. The project manager will work with the project team, contracts/purchasing department, and other key players to manage the procurement activities.For larger projects or projects with more complicated procurement management requirements, you can include the Procurement Management Plan as a separate document apart from the Project Management Plan. In addition to this Project Plan Template we have a detailed Procurement Management Plan Template available on our website.The Project Manager will provide oversight and management for all procurement activities under this project. The Project Manager is authorized to approve all procurement actions up to \$50,000. Any procurement actions exceeding this amount must be approved by the Project Sponsor.While this project requires minimal or no procurement, in the event procurement is required, the Project Manager will work with the project team to identify all items or services to be procured for the successful completion of the project. The Project Manager will then ensure these procurements are reviewed by the Program Management Office (PMO) and presented to the contracts and purchasing groups. The contracts and purchasing groups will review the procurement actions, determine whether it is advantageous to make or buy the items or resource required, and begin the vendor selection, purchasing and the contracting process. In the event a procurement becomes necessary, the Project Manager will be responsible for management any selected vendor or external resource. The Project Manager will also measure performance as it relates to the vendor providing necessary goods and/or services and communicate this to the purchasing and contracts groups.Project Scope Management PlanIt is important that the approach to managing the projects' scope be clearly defined and documented in detail. Failure to clearly establish and communicate project scope can result in delays, unnecessary work, failure to achieve deliverables, cost overruns, or other unintended consequences. This section of our project management plan template provides a summary of the Scope Management Plan in which it addresses the following:Who has authority and responsibility for scope managementHow the scope is defined (i.e. Scope Statement, WBS, WBS Dictionary, Statement of Work, etc.)How the scope is measured and verified (i.e. Quality Checklists, Scope Baseline, Work Performance Measurements, etc.)The scope change process (who initiates, who authorizes, etc.)Who is responsible for accepting the final project deliverable and approves acceptance of project scopeWe have a detailed Scope Management Plan Template available on our website which can be included as an appendix to the Project Management Plan for larger or more complex projects. Be sure to review it and determine if it's necessary for managing your project.Scope Management for the SmartVoice Project will be the sole responsibility of the Project Manager. The scope for this project is defined by the Scope Statement, Work Breakdown Structure (WBS) and WBS Dictionary. The Project Manager, Sponsor, and Stakeholders will establish and approve documentation for measuring project scope which includes deliverable quality checklists and work performance measurements.Proposed scope changes may be initiated by the Project Manager, Stakeholders or any member of the project team. All change requests will be submitted to the Project Manager who will then evaluate the requested scope changes. Upon acceptance of the scope change request the Project Manager will submit the scope change request to the Change Control Board and Project Sponsor for acceptance. Upon approval of scope changes by the Change Control Board and Project Sponsor the Project Manager will update all project documents and communicate the scope change to all stakeholders. Based on feedback and input from the Project Manager and Stakeholders, the Project Sponsor is responsible for the acceptance of the final project deliverables and project scope.The Project Sponsor is responsible for formally accepting the project's final deliverable. This acceptance will be based on a review of all project documentation, testing results, beta trial results, and completion of all tasks/work packages and product functionality.Schedule Management PlanThis section of the Project Plan provides a general framework for the approach which will be taken to create the project schedule. Effective schedule management is necessary for ensuring tasks are completed on time, resources are allocated appropriately, and to help measure project performance. This section of the Project Plan should include discussion of the scheduling tool/format, schedule milestones, and schedule development roles and responsibilities.Be sure to check out the detailed Schedule Management Plan Template available on our website. The separate Schedule Management Plan is suitable for larger projects or projects where the schedule management is more formalized. The Schedule Management Plan can be broken out as an appendix to the Project Plan.Project schedules for the SmartVoice Project will be created using MS Project 2007 starting with the deliverables identified in the project's Work Breakdown Structure (WBS). Activity definition will identify the specific work packages which must be performed to complete each deliverable. Activity sequencing will be used to determine the order of work packages and assign relationships between project activities. Activity duration estimating will be used to calculate the number of work periods required to complete work packages. Resource estimating will be used to assign resources to work packages in order to complete schedule development.Once a preliminary schedule has been developed, it will be reviewed by the project team and any resources tentatively assigned to project tasks. The project team and resources must agree to the proposed work package assignments, durations, and schedule. Once this is achieved the project sponsor will review and approve the schedule and it will then be base lined.In accordance with TSI's organizational standard, the following will be designated as milestones for all project schedules:Completion of scope statement and WBS/WBS DictionaryBasedlined project scheduleApproval of final project budgetProject kick-offApproval of roles and responsibilitiesRequirements definition approvalCompletion of data mapping/inventoryProject implementationAcceptance of final deliverablesRoles and responsibilities for schedule development are as follows:The project manager will be responsible for facilitating work package definition, sequencing, and estimating duration and resources with the project team. The project manager will also create the project schedule using MS Project 2007 and validate the schedule with the project team, stakeholders, and the project sponsor. The project manager will obtain schedule approval from the project sponsor and baseline the schedule.The project team is responsible for participating in work package definition, sequencing, duration, and resource estimating. The project team will also review and validate the proposed schedule and perform assigned activities once the schedule is approved.The project sponsor will participate in reviews of the proposed schedule and approve the final schedule before it is base lined.The project stakeholders will participate in reviews of the proposed schedule and assist in its validation.Quality Management PlanThis portion of the Project Management Plan Template discusses how quality management will be used to ensure that the deliverables for the project meet a formally established standard of acceptance. All project deliverables should be defined in order to provide a foundation and understanding of the tasks at hand and what work must be planned. Quality management is the process by which the organization not only completes the work, but completes the work to an acceptable standard. Without a thorough Quality Management Plan, the project manager will not be able to ensure that the project meets the quality standards required for acceptance. The Quality Management Plan is a critical component of the project management process. It provides a framework for the project manager to ensure that the project meets the quality standards required for acceptance. A detailed Quality Management Plan Template is available for use on our website.All members of the SmartVoice project team will play a role in quality management. It is imperative that the team ensures that work is completed at an adequate level of quality from individual work packages to the final project deliverable. The following are the quality roles and responsibilities for the SmartVoice Project:The Project Sponsor is responsible for approving all quality standards for the SmartVoice Project. The Project Sponsor will review all project tasks and deliverables to ensure compliance with established and approved quality standards. Additionally, the Project Sponsor will sign off on the final acceptance of the project deliverable.The Project Manager is responsible for quality management throughout the duration of the project. The Project Manager is responsible for implementing the Quality Management Plan and ensuring all tasks, processes, and documentation are compliant with the plan. The Project Manager will work with the project's quality specialists to establish acceptable quality standards. The Project Manager is also responsible for communicating and tracking all quality standards to the project team and stakeholders.The Quality Specialists are responsible for working with the Project Manager to develop and implement the Quality Management Plan. Quality Specialists will recommend tools and methodologies for tracking quality and standards to establish acceptable quality levels. The Quality Specialists will create and maintain Quality Control and Assurance Logs throughout the project.The remaining member of the project team, as well as the stakeholders will be responsible for assisting the Project Manager and Quality Specialists in the establishment of acceptable quality standards. They will also work to ensure that all quality standards are met and communicate any concerns regarding quality to the Project Manager.Quality control for the SmartVoice Project will utilize tools and methodologies for ensuring that all project deliverables comply with approved quality standards. To meet deliverable requirements and expectations, we must implement a formal process in which quality standards are measured and accepted. The Project Manager will ensure all quality standards and quality control activities are met throughout the project. The Quality Specialists will assist the Project Manager in verifying that all quality standards are met for each deliverable. If any changes are proposed and approved by the Project Sponsor and CCB, the Project Manager is responsible for communicating the changes to the project team and updating all project plans and documentation.Quality assurance for the SmartVoice Project will ensure that all processes used in the completion of the project meet acceptable quality standards. These process standards are in place to maximize project efficiency and minimize waste. For each process used throughout the project, the Project Manager will track and measure quality against the approved standards with the assistance of the Quality Specialists and ensure all quality standards are met. If any changes are proposed and approved by the Project Sponsor and CCB, the Project Manager is responsible for communicating the changes to the project team and updating all project plans and documentation.Risk Management PlanThis part of the Project Plan provides a general description for the approach taken to identify and manage the risks associated with the project. It should be a short paragraph or two summarizing the approach to risk management on this project.Since risk management is a science in itself, we have many risk management templates available on our website. Look for the detailed Risk Management Plan Template, Risk Register Template along with our article on how to perform a risk assessment.meeting.The approach for managing risks for the SmartVoice Project includes a methodical process by which the project team identifies, scores, and ranks the various risks. Every effort will be made to proactively identify risks ahead of time in order to implement a mitigation strategy from the project's onset. The most likely and highest impact risks were added to the project schedule to ensure that the assigned risk managers take the necessary steps to implement the mitigation response at the appropriate time during the schedule. Risk managers will provide status updates on their assigned risks in the bi-weekly project team meetings, but only when the meetings include their risk's planned timeframe.Upon the completion of the project, during the closing process, the project manager will analyze each risk as well as the risk management process. Based on this analysis, the project manager will identify any improvements that can be made to the risk management process for future projects. These improvements will be captured as part of the lessons learned knowledge base.Risk RegisterThe Risk Register for this project is provided in Appendix C, Risk Register.Staffing Management PlanHere the Project Plan Template discusses how you plan to staff the project. This section should include discussion on matrixed or projectized organizational structure depending on which is being used for this project. This section of the project plan should also include how resources will be procured and managed as well as the key resources needed for the project.The SmartVoice Project will consist of a matrix structure with support from various internal organizations. All work will be performed internally. Staffing requirements for the SmartVoice Project include the following:Project Manager (1 position) – responsible for all management for the SmartVoice Project. The Project Manager is responsible for planning, creating, and/or managing all work activities, variances, tracking, reporting, communication, performance evaluations, staffing, and internal coordination with functional managers.Senior Programmer (1 position) – responsible for oversight of all coding and programming tasks for the SmartVoice Project as well as ensuring functionality is compliant with quality standards. Responsible for working with the Project Manager to create work packages, manage risk, manage schedule, identify requirements, and create reports. The Senior Programmer will be managed by the Project Manager who will provide performance feedback to the functional manager.Programmer (1 position) – responsible for coding and programming for the SmartVoice Project. All coding and programming tasks will be reviewed by the Senior Programmer prior to implementation. Responsibilities include assisting with risk identification, determining impacts of change requests, and status reporting. The Programmer will be managed by the Project Manager and feedback will be provided to the functional manager for performance evaluations by the Project Manager and Senior Programmer.Senior Quality Specialist (1 position) – responsible for assisting the Project Manager in creating quality control and assurance standards. The Senior Quality Specialist is also responsible for maintaining quality control and assurance logs throughout the project. The Senior Quality Specialist will be managed by the Project Manager who will also provide feedback to the functional manager for performance evaluations.Quality Specialist (1 position) – responsible for assisting the Project Manager and Senior Quality Specialist in creating and tracking quality control and assurance standards. The Quality Specialist will have primary responsibility for compiling quality reporting and metrics for the Project Manager to communicate. The Quality Specialist will be managed by the Project Manager who will provide feedback, along with the Senior Quality Specialist to the functional manager for performance evaluations.Technical Writer (1 position) – responsible for compiling all project documentation and reporting into organizational formats. Responsible for assisting the Project Manager in Configuration Management and revision control for all project documentation. Responsible for scribing duties during all project meetings and maintaining all project communication distribution lists. The Technical Writer will be managed by the Project Manager who will also provide feedback to the functional manager for performance evaluations.Testing Specialist (1 position) – responsible for helping establish testing specifications for the SmartVoice Project with the assistance of the Project Manager and Programmers. Responsible for ensuring all testing is complete and documented in accordance with TSI standards. Responsible for ensuring all testing resources are coordinated. The Testing Specialist will be managed by the Project Manager who will also provide feedback to the functional manager for performance evaluations.The Project Manager will negotiate with all necessary TSI functional managers in order to identify and assign resources for the SmartVoice Project. All resources must be approved by the appropriate functional manager before the resource may begin any project work. The project team will not be co-located for this project and all resources will remain in their current workspace.Resource CalendarInclude a Resource Calendar as part of your project plan. The resource calendar identifies key resources needed for the project and the times/durations they'll be needed. Some resources may be needed for the entire length of the project while others may only be required for a portion of the project. This information must be agreed to by the Project Sponsor and Functional Manager prior to beginning the project.The SmartVoice Project will require all project team members for the entire duration of the project although levels of effort will vary as the project progresses. The Project is scheduled to last one year with standard 40 hour work weeks. If a project team member is not required for a full 40 hour work week at any point during the project, their efforts outside of the SmartVoice Project will be at the discretion of their Functional Manager.Cost BaselineThis section of the Project Plan Template contains the cost baseline for the project upon which cost management will be based. The project will use earned value metrics to track and manage costs and the cost baseline provides the basis for the tracking, reporting, and management of costs.The cost baseline for the SmartVoice project includes all budgeted costs for the successful completion of the project.Project PhaseBudgeted TotalCommentsPlanning\$350,000Includes work hours for all project team members for gathering requirements and planning projectDesign\$250,000Includes work hours for all project team members for work on SmartVoice conceptual designCoding\$200,000Includes all work hours for coding of SmartVoiceTesting\$175,000Includes all work hours for testing (including beta testing) of SmartVoice softwareTransition and Closeout\$150,000Includes all work hours for transition to operations and project closeoutQuality BaselineThis section of the Project Management Plan should include the quality baseline for the project. The purpose of this baseline is to provide a basis for ensuring that quality can be measured to determine if acceptable quality levels have been achieved. It is important for all projects to clearly define and communicate quality standards and the quality baseline serves this purpose. This is why the quality baseline is included in the Project Management Plan Template.The SmartVoice Project must meet the quality standards established in the quality baseline. The quality baseline is the baseline which provides the acceptable quality levels of the SmartVoice Project. The software must meet or exceed the quality baseline values in order to achieve success.ItemAcceptable LevelCommentsCode RecognitionAt least 98% recognition level with 2% or less error in textUsing standard TSI English language databasesCompatibilityNo errors associated with running software with compatible applicationsUsing the _____ suite of applicationsSupporting DocumentationLess than 1% failure rate in beta testing new users to run setup and execute software functionalityTo download this free project management plan template in MS Word format, click on the Download Template at the top of this page.