

Example Project Management Plan (PMP) Outline

1 INTRODUCTION

1.1 Background

(This section provides the background context for the reader of the PMP. This establishes the relevant history and goals of the connected vehicle program and how the Certification Testing Program relates.)

1.2 Overview

(This section provides an overview of the PMP and how the project will be executed, monitored, and controlled. It includes summaries of the sections defining the Scope Management Plan, Communication Plan, Deliverables and Milestones, Quality Management Plan, Human Resources Management Plan, and Risk Management Plan.)

2 SCOPE MANAGEMENT PLAN

2.1 Purpose of Plan

(This section discusses the plan for ensuring that all of the required award activities are performed and that only the required activities are performed. This section also discusses mechanisms for verifying and controlling the overall scope. This will involve addressing changes to the task order scope over time as well as changes to the scope of individual work items that will impact the overall task order scope.

The scope management plan discusses how activities will be defined, developed, and verified. The plan, detailed below defines the scope statement, the scope verification process, and the scope control process.)

3 COMMUNICATIONS PLAN

(This section describes the communications plan for the project. This must include how the Awardee will communicate with USDOT and other relevant entities, how often, and the type and nature of said communications.)

4 DELIVERABLES AND MILESTONES

4.1 Conduct Project Meetings

(This section describes the nature, purpose, timing, and roles for regularly scheduled project meetings.)

4.2 Prepare Quarterly Progress Reports

(This section describes the process, and contents to be provide in the Quarterly Progress Reports.)

4.3 Deliverable Summary

(This section identifies planned deliverables and expected delivery dates for each deliverable and version, where applicable.)

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5 QUALITY MANAGEMENT PLAN ---

5.1 Purpose of Plan

(This section documents the plan for effectively managing the quality of the deliverables produced under this agreement, from planning to delivery. This plan discusses the Quality Planning, Quality Control (QC), and Quality Assurance (QA) processes.)

5.2 Quality Planning

(This section outlines the steps taken to ensure that the project deliverables are of high quality, meeting the requirements, and the goals of the Certification Testing Program. This is the Quality Management Plan.)

5.3 Quality Control

(This section describes the quality control program used in the project.)

5.4 Quality Assurance

(This section describes the Quality Assurance (QA) methods used to ensure that the project quality can be maintained and improved.)

6 HUMAN RESOURCES MANAGEMENT PLAN ---

6.1 Purpose of Plan

(The human resources management plan is a tool which will aid in the management of human resource activities throughout the project until closure. The human resources management plan includes:

- Roles, responsibilities, and reporting relationships of team members
- A task order organization chart
- Staffing management plan, including expected levels of effort for staff by month

The purpose of the human resources management plan is to achieve project success by ensuring the appropriate staff are utilized on the task order, that these staff have or acquire the necessary skills and expertise, and that team activities are effectively managed.)

6.2 Roles and Responsibilities

(Roles and responsibilities, and the staff assigned to each role are described in in this section.)

6.3 Task Order Organizational Chart

(This section describes the organization that will be used for this project.)

6.4 Staffing Management

(This section describes the staff and how they will be managed over the life of the project, estimated hours and the percentage of time on this project.)

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7 RISK MANAGEMENT PLAN

7.1 Purpose of Plan

(This section documents the plan for identifying and managing Task A risks in a timely and efficient manner.)

7.2 Risk Management Approach

(Risks that may impact the schedule, scope, or costs of activities performed under this task order shall be identified, documented, and tracked using a Risk Log. This section describes the risk log and how it will be used in the project.)