**ADVANCED**

**MICROSOFT WORD
PROJECT PLAN TEMPLATE**

# VERSION HISTORY

PROJECT NAME

PROJECT MANAGEMENT PLAN

COMPANY NAME

Street Address

City, State and Zip

webaddress.com

Version 0.0.0

00/00/0000

| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
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| PREPARED BY | TITLE | DATE |
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Template provides a basic outline for a project management plan. Add, delete, rearrange, or adapt the included sections, tables, and calendar as necessary to meet the needs of your organization and project. You can also briefly introduce plans in each section and then link or attach a larger document.

# EXECUTIVE SUMMARY

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# PROJECT MANAGEMENT APPROACH AND GOVERNANCE

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## PROJECT SCOPE

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## DELIVERABLES

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## WORK BREAKDOWN STRUCTURE (WBS)

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## STAKEHOLDER ANALYSIS

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## SCHEDULE BASELINE

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## MILESTONE LIST

Summarize the major milestones. Then, list each milestone and its date.
Describe how to update any changes to the schedule and milestones
and how to communicate those changes.

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| MILESTONE | DESCRIPTION | DATE |
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## CHANGE MANAGEMENT PLAN

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## PROJECT SCOPE MANAGEMENT PLAN

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# COMMUNICATION MANAGEMENT PLAN

A communication plan defines who needs information and updates on the project, what information they need, how frequently those people must be updated, and how they will be updated. A communication management plan is often used in tandem with a stakeholder list. Outline the plan here or link to a separate document.

|  |  |  |  |
| --- | --- | --- | --- |
| NAME | TITLE | EMAIL | OFFICE PHONE |
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| COMMUNICATION TYPE | DESCRIPTION | FREQUENCY | MESSAGE DISTRIBUTION | DELIVERABLE | DELIVERABLE OWNER |
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# RESOURCE MANAGEMENT PLAN

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# HUMAN RESOURCES MANAGEMENT PLAN

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## PROJECT STAFF LIST

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| --- | --- | --- | --- |
| NAME | TITLE | EMAIL | PHONE |
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## RESOURCE REQUIREMENT CALENDAR

A resource calendar details key resources for the project. It describes what resources will be needed when and for how long. Note that not all resources will necessarily be required for the duration. Complete this calendar or link to an external document.



# SCHEDULE MANAGEMENT PLAN

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# QUALITY MANAGEMENT PLAN

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# RISK MANAGEMENT PLAN

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## RISK LOG

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# COST BASELINE

Detail the cost baseline for the project. This information provides the basis for tracking, reporting, and managing costs.
Complete this table or link to an external document.

|  |  |  |
| --- | --- | --- |
| PROJECT PHASE | BUDGETED TOTAL | COMMENTS |
|  |  |  |
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# QUALITY BASELINE

Define the quality baseline for the project, which includes any tolerances or standards.
Complete this table or link to an external document.

|  |  |  |
| --- | --- | --- |
| ITEM | ACCEPTABLE LEVEL | COMMENTS |
|  |  |  |
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# APPENDICES

Attach or link to separate plan documents or other reference documents. *Optional.*

|  |  |
| --- | --- |
| ATTACHMENT NAME | LOCATION / LINK |
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# AUTHORIZATION SIGNATURES

**PREPARED BY**

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|  |
| *Name and Title (Printed)* |
|  |  |
| *Signature* | *Date* |

**RECOMMENDED BY**

|  |
| --- |
|  |
| *Name and Title (Printed)* |
|  |  |
| *Signature* | *Date* |

**APPROVED BY**

|  |
| --- |
|  |
| *Project Sponsor Name and Title (Printed)* |
|  |  |
| *Project Sponsor Signature* | *Date* |

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