Project Plan Project Name

Version Number:

Date:

Executive Sponsor: *Name & Phone* **Project Manager**: *Name & Phone*

- 1. Introduction
 - 1.1. Purpose
 - 1.2. Definitions and Acronyms
- 2. Scope
 - 2.1. Scope Statement
 - 2.2. Requirements
 - 2.3. Project Deliverables
- 3. Cost and Schedule
 - 3.1. Planned Budget
 - 3.2. Milestone Chart with Planned Start and Finish Dates
- 4. Human Resource Management
 - 4.1. Project Organization Chart
 - 4.2. Key Roles and Responsibilities
- 5. Risk Management
 - 5.1. Risk Events
 - 5.2. Risk Response Plans
- 6. Quality Management
 - 6.1. Quality Performance Measures
 - 6.1.1. Project Management Metrics
 - 6.1.2. Product Metrics
 - 6.2. Quality Process/Inspections/Audit Plan
 - 6.3. Council/Customer Acceptance Criteria
- 7. Communications Management
 - 7.1. Project Team Communication
 - 7.2. Management Communication
 - 7.3. GIS Council Communication
 - 7.4. Project Document Management Plan
- 8. Monitoring and Controlling Mechanisms
 - 8.1. Performance Reporting
 - 8.2. Change Control
 - 8.3. Configuration Management