PROJECT Management PLAN

Describe in detail:

- methods of implementation and reasons for the proposed methodology;
- where the project is the prolongation of a previous action or project, how the action is intended to build on the results of this previous action and in what way it is innovative. Explain the main conclusions and recommendations of any evaluations that have been carried out;
- where the action is part of a larger programme, explain how it fits or is coordinated with this programme or any other eventual planned project. Specify the potential synergies with other initiatives and programmes;
- the procedures for follow up and internal/external evaluation;
- the role and participation in the action of the various actors and stakeholders (partners, target groups, local authorities, etc.), and the reasons for which these roles have been assigned to them; (see Stakeholder Roles and Responsibilities) ;
- the organisational structure and team proposed for implementation of the action and for carrying out the proposed activities. Specify to whom the equipment, material and supplies acquired for this action will belong to at the end of the action.

1.1   Risk Management

An initial assessment of risk associated with this Project is provided in the Project Risks and Issues Register.

This will be reviewed with the Project Team at the project commencement. The risk assessment will be modified accordingly.

The risk assessment will be regularly reviewed and updated by the Project Manager or the Business Analyst. A review will always occur before each Steering Group Meeting. The current risk assessment will be reported to the Steering Group.

The costs associated with the project risks have not been factored directly into the project costs (fixed or estimate). However, the project budget includes an item for risk contingency and this is directly related to the project risk assessment.

<Amend, add or remove as desired>

1.2   Change Control Management

The change control system is designed to allow the Business the flexibility to incorporate agreed changes to the project scope while retaining control over costs and time frames. Change control will become effective when the baseline for the project is established. The aim is to baseline all plans within 2 weeks of PEP sign-off.

All changes that have the potential to impact the project end-date will be reviewed against other project priorities / deliverables to identify potential trade-offs. The objective of this review is to protect the project end-date.

Change Control Procedures are the mechanism whereby any prospective change in any baseline document (Project Execution Plan, system specifications, baselined project schedules (Gantt charts) or process) is passed through a formal assessment and authorisation process.

<Amend, add or remove as desired>

1.3 Issues Management

Problems/Issues will be identified and reported, monitored and controlled, actioned and resolved via the Project Issues Register, maintained by the Project Manager or the Business Analyst. This will record all key dependencies and issues, which may potentially impact the successful completion of the project. The Project Manager will escalate issues / problems where appropriate.

While the Project Issues Register will be under the control of the Project Manager or Business Analyst, all members of the team and users are able to register issues. Problems/Issues can be raised directly with the Project Manager either verbally or in writing (including Email). Problems/Issues can also be raised via Project Team meetings. The Issues Register will be reviewed at the Project Team meetings and reported in Project Status Reports.

<Amend, add or remove as desired>

1.4 Escalation Procedures

Action points not progressed by the agreed completion date and which have a time or cost impact on the project, will automatically be escalated through the project hierarchy. Where issues remain unresolved within the project structure, the Project Manager will escalate the issue to the Project Sponsor as appropriate.

Consider also

- Procurement plan
- Project Quality Plan
- Risk Management Plan
    - o Project Risk Analysis Template
    - o Risk consequence Matrix
    - o Risk Likelihood Matrix
    - o Level of Risk
- Project team training plan
- Project Communication Plan
- Issues Management Plan
- Project Change Control Plan
- Deliverable Management Process Plan
- Manage Organizational Change Plan
- Meeting Structure
- Document Management