

The Project Management Plan

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What is the PMP?

- The Project Management Plan (PMP)
 - A set of documents that define how the project is executed, monitored/controlled, and closed
 - Is developed and changed over time, and through a series of integrated processes until the end of a project
 - Consolidates the subsidiary plans for each component of project management

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Subsidiary Plans within the PMP

- Quality Management Plan
- Cost Management Plan
- Human Resource Plan
- Communications Management Plan
- Risk Management Plan
- Scope Management Plan
- Process Improvement Plan
- Schedule Management Plan
- Procurement Management Plan

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How Does One Develop a PMP? (1/3)

To develop a PMP, the project management staff should use 'expert judgment' to help determine the inputs needed for the PMP:

- Expert judgment:
 - Sponsors
 - Project staff with specialized training
 - Consultants
 - Staff from units within the organization

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How Does One Develop a PMP? (2/3)

- Tasks for Team Experts:
 - Tailor the process to meet the project needs
 - Determine resources and skill levels needed for each of the specific tasks
 - Determine the management and technical details to be included
 - Determine the resources necessary to develop the PMP
 - Determine level of input from stakeholders

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How Does One Develop a PMP? (3/3)

- Additional tasks for Team Experts:
 - Consider organizational factors that could impact the PMP
 - Use established templates, as available
 - Consider resources to be used to review content, and decide how to facilitate 'open' issues and pending decisions as work moves forward
 - Document changes to procedures

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Enhancing Existing Project Documents

- Research projects often have a Manual of Operations (MOO) or a Manual of Procedures (MOP) that outline study procedures
- Before beginning an outline for a PMP, look at the Table of Contents within existing MOO or MOP documents
- Version control is important when saving electronic files, particularly when documents are used for more than one purpose

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Summary

Document PMP Processes	Most of the documentation of project operations should be done during the planning stage, though updates to the Project Management Plan are made throughout the project life cycle.
Use Expert Judgment	Experience from team members with special training and those invited to contribute is the primary tool for developing the Project Management Plan.
Enhance Documents on File	SOPs and existing study-specific manuals can be updated to include templates and additional text to support project management content.

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Questions and Comments



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