

PROJECT MANAGEMENT PLAN

Document Purpose

The purpose of this document is to provide guidance on the practice of developing a **Project Management Plan** and to describe the practice overview, requirements, best practices, activities, and key terms related to these requirements. In addition, templates relevant to this practice are provided at the end of this guide.

Practice Overview

Project Management Institute (PMI) Project Management Body of Knowledge (PMBOK) defines a Project Management Plan (PMP) as a formal approved document that defines the overall plan for how the project will be executed, monitored and controlled.

The PMP may be a single detailed document or composed of one or more subsidiary planning documents. These additional planning documents provide guidance and direction for specific management, planning, and control activities such as schedule, cost, risk, staffing, change control, communication, quality, procurement, deployment, etc. Each of the subsidiary planning documents should be detailed to the extent required by the specific project.

A PMP is essential for defining how project integration management will be executed when situations arise where individual processes interact. For example, estimating cost involves not only the cost management process but also integration of planning, time, risk, scope etc.

Project Management Institute (PMI) Project Management Body of Knowledge (PMBOK) defines Project Integration Management as the processes and activities needed to identify, define, combine, unify, and coordinate the various processes and project management activities.

In context of project management, integration includes characteristics of unification and consolidation actions necessary for project completion. Integration management also involves making trade-offs among competing objectives and alternatives. Integration in the context of managing a project is making choices about where to concentrate resources and effort on any given day, anticipating potential issues, dealing with these issues before they become critical, and coordinating work. A properly developed PMP outlines how these activities will be conducted taking into consideration any effect they may have on each other and other management processes and/or activities. As the project environment changes updates in the form of change requests should reflect any changes to the PMP and/or its subsidiary plans.

Sample Project Management Plan Document

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