IMT Project Management Guidelines	Effective Date: 2011-01-13
Government of Alberta	**Type: Management**
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PROJECT MANAGEMENT PLAN	
Category: Project Management **Keywords: Project Management Plan, Project Plan, Plan**	

Description of Guideline

A project management plan is a formal, approved document that defines how the project is executed, monitored, and controlled. It may be a summary or detailed and may be composed of one or more subsidiary management plans and other planning documents. [PMBOK]

Process:
1. The objective of developing a Project Management Plan or Project Plan is to ensure that the various definitions of the projects are properly documented and coordinated.
2. The Project planning process provides a framework to develop project plans. Using the activities detailed in this process description and in supporting documents, project teams describe the work they will do, develop estimates of effort, develop a schedule, plan their management and technical approaches, identify measures to gather, and develop a risk management approach.
3. It is important that people working on a project discover early in its lifecycle what its dependencies are, what services and resources are available, and how to use them appropriately. Addressing integration requirements will help ensure that a project makes the best use of complex infrastructure, and avoids reinventing the wheel.
4. There should be a reasonable amount of clarity in terms of customer expectations with regard to project deliverables, product requirements, overall timelines, etc.
5. Estimate effort once more taking into account activities listed in the work breakdown structure and the project schedule.
6. Check to ensure that the governance structure is clear. Also ensure that the roles and responsibilities of the project team members in terms of quality audits/reviews, risk identification, project execution, etc. are clear.
7. Ensure that all risks are identified and analyzed in the Risk Management Plan. Ensure that mitigation strategies are identified for all risks with high probability and severe impact.

8. Ensure that all aspects of quality are taken care of. The quality plan should list out acceptance criteria, in-process control plans and the schedule of quality audits and reviews.
9. The schedule should have reviews built in.
10. Collate all the planning elements.
11. Ensure that the communication plan has identified all stakeholders who need to be informed of various pieces of information.
12. Ensure that training needs of the project team are identified and met.
13. Based on the project complexity, size and risk, the project plan will have a different number of planning activities. Check against the framework requirements to see if all the required plans are present.
14. Review the assumptions being used.

Outputs/Input:
Business Case, Project Charter, Work Breakdown Structure, Time and Cost Estimates, Work Plan, Project Approach, Communications Plan, Risk plan, Operational Transfer Plan, Resource Plan, Quality Strategy/Plan, Procurement Plan may provide input to the process

The output is a Project Management Plan

Participants:
The Project Manager prepares the project management plan with consultations from key stakeholders.

Guideline Specification

1. The Project Manager should establish a formal, approved integrated project plan (covering business and information systems resources) to guide project execution and control throughout the life of the project.

2. The plan should include details of required resources and responsibilities, clear work breakdown structures and work packages, estimates of resources required, milestones, key dependencies, and identification of a critical path. Identify interdependencies of resources (e.g., key personnel) and deliverables with other projects.

3. The project plan should describe the project deliverables and their acceptance criteria along with schedule and budget plans for delivering them. This includes documentation of any internal and external dependencies, and transition to operations.

4. The project plan should document the methods that will be used by the project team along with appropriate tasks and resources required to ensure the project delivers the project outcome.

5. Activities and interdependencies of multiple projects within an initiative/program should be understood and documented.

6. The project plan should have an original baseline data and maintain a current baseline by updating it on a regular basis to incorporate changes and current information. E.g. The project manager will verify the project plan periodically

with the project governance bodies to review progress and/or adjust plan to meet scheduled milestones

7. The project plan and any dependent plans should be maintained throughout the life of the project to ensure that they are up to date and reflect actual progress and approved material changes.

8. The Project Manager should maintain the project plan throughout the life of the project

9. The Project Manager should ensure that there is effective communication of project plans and progress reports throughout the life of the project. (see guideline for Project Status/Progress Reporting)

10. Integrated change control process should be utilized for managing any changes to the approved project plan including changes to scope, schedule, budget and resources allocated to the project. (see guideline for Project Change Control)

Where to Apply This Guideline

Guidelines provide information, advice or explanation to assist in implementation of policy or policy instruments. Guidelines are recommendations for ministries and are not mandatory.

Guideline applies to all ministries in the management of GoA IMT project or IMT enabled project.

Ministries for this document are defined as departments and exclude agencies, boards and commissions that do not report through the department unless the Minister responsible for administrating the department specifically identifies an agency, board or commission to be within scope.

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