** Program Management Plan Template**

**YOUR LOGO**

**PROJECT NAME**

**AUTHOR**

**DATE**

**Version 0.0.0**

** Program Management Plan Template**

 **PAGE**

Project Responsibilities 3

 Stakeholder Analysis 4

 Milestone Chart 5

 Milestone Report 6

 Revision Form 7

 Risk Log 8

 Business Case Form 9

 Project Definition Form 10

 Progress Report 12

 Change Control Form 13

 Change Control Log 14

 Activities Analysis 15

 Project Management Checklist 16

**PROJECT RESPONSIBILITIES**

|  |  |
| --- | --- |
|  | **PERSONNEL NAME** |
| **TASKS / ACTIVITIES** | **Team Member 1** | **Team Member 2** | **Team Member 3** | **Team Member 4** | **Team Member 5** |
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**STAKEHOLDER ANALYSIS**

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| --- | --- | --- | --- | --- | --- |
| **STAKEHOLDER** | **INTEREST / REQUIREMENT FROM PROJECT** | **REQUIREMENT FROM STAKEHOLDER** | **PERCEIVED ATTITUDES** | **PERCEIVED RISKS** | **REQUIRED ACTIONS** |
|  |  |  |  |  |  |
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**MILESTONE CHART**

|  |  |  |
| --- | --- | --- |
| **MILESTONE** | **OWNER** | **TIME *(days, weeks, months, etc.)*** |
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**MILESTONE REPORT**

MILESTONE:

DATE OF MILESTONE MTG/DISCUSSION:

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| --- | --- | --- | --- |
| **DELIVERABLES** | **DUE DATE** | **IMPACT** ***(high, medium, low)*** | **ACTION PLAN** |
|  |  |  |  |

MILESTONE:

DATE OF MILESTONE MTG/DISCUSSION:

|  |  |  |  |
| --- | --- | --- | --- |
| **DELIVERABLES** | **DUE DATE** | **IMPACT** ***(high, medium, low)*** | **ACTION PLAN** |
|  |  |  |  |

**REVISION REPORT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACTIVITY** | **DESCRIPTION** | **DUE DATE** | **REASON FOR REVISION** | **EFFECT ON PROJECT** |
|  |  |  |  |  |

 PROJECT SPONSOR: PROJECT MANAGER:

 SIGNED: DATE:

|  |  |  |  |  |
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| **ACTIVITY** | **DESCRIPTION** | **DUE DATE** | **REASON FOR REVISION** | **EFFECT ON PROJECT** |
|  |  |  |  |  |

 PROJECT SPONSOR: PROJECT MANAGER:

 SIGNED: DATE:

**RISK ANALYSIS**

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| --- | --- | --- | --- | --- |
| **RISK DESCRIPTION** | **LIKELIHOOD** ***(high, medium, low)*** | **IMPACT** ***(high, medium, low)*** | **ACTION REQUIRED** | **OWNER** |
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**BUSINESS CASE FORM**

|  |  |
| --- | --- |
| **BRIEF PROJECT BACKGROUND** |  |
| **GENERAL AIMS** |  |
| **INITIAL RISKS** |  |
| **EXPECTED OUTCOMES** |  |
| **PROJECT BENEFITS** |  |
| **COST ESTIMATES** |  |
| **TIME ESTIMATES** |  |

 PROJECT SPONSOR: PROJECT MANAGER:

 SIGNED: DATE:

**PROJECT DEFINITION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT TITLE** |  | **PROJECT SPONSOR** |  |
| **CORPORATE AGENDA & LINK TO DOC** |  |
| **PROJECT BACKGROUND** |  |
| **PROJECT BENEFITS** |  |
| **PROJECT OBJECTIVES** |  |
| **PROJECT DELIVERABLES** |  |
| **PROJECT TO INCLUDE** |  |
| **PROJECT *NOT* TO INCLUDE** |  |
| **MEASURABLE CRITERIA FOR SUCCESS** |  |
| **CONSTRAINTS** |  |
| **KEY ASSUMPTIONS** |  |
| **PROJECT MANAGER** | NAME & ROLE RESPONSIBLITIES |
| **PROJECT SPONSOR** | NAME & ROLE RESPONSIBLITIES |

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| **BOARD / STEERING GROUP MEMBER** | **ROLE** | **TEAM MEMBER** | **ROLE** |
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| **BUDGET** |
| **RESOURCE COSTS** | **OTHER COSTS** |
|  |  |
| **TOTAL COSTS** |  |
| **LOCATION OF BUDGET DOCUMENT OR ATTACHMENT** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **START DATE** |  | **COMPLETION DATE** |  |
| **PROJECT MANAGER SIGNATURE** |  | **DATE** |  |
| **SPONSOR SIGNATURE** |  | **DATE** |  |

**PROGRESS REPORT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PROJECT NAME** |  | **PROJECT MANAGER** |  | **PROJECT SPONSOR** |  |
| **DATE PREPARED** |  | **REPORTING PERIOD** |  | **PROJECT START DATE** |  |
| **PREPARED BY** |  | **PROJECT STATUS** |  | **PROJECT END DATE** |  |
| **PROJECT DESCRIPTION** |  |
| **KEY DELIVERABLES COMPLETED THIS PERIOD** | **DELIVERABLES OUTSTANDING** | **DELIVERY DATE** | **DELIVERABLES FOR NEXT PERIOD** | **DELIVERY DATE** |
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| **RISK MANAGEMENT** | **ISSUE MANAGEMENT** | **CHANGE MANAGEMENT** |
| **ID NO.** | **RISK** | **ACTION / STATUS** | **ID NO.** | **ISSUE** | **ACTION / STATUS** | **ID NO.** | **DESCRIPTION** | **ACTION / STATUS** |
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| **FINANCIAL STATEMENT** |
| **CAPITAL** | **REVENUE** | **EXTERNAL** |
| **Source** | **Budget** | **Actual** | **Remain** | **Forecast** | **Source** | **Budget** | **Actual** | **Remain** | **Forecast** | **Source** | **Budget** | **Actual** | **Remain** | **Forecast** |
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**CHANGE CONTROL FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT TITLE** |  | **PROJECT SPONSOR** |  |
| **CHANGE REQUEST** |
| **ORIGINATOR NAME** |  | **DATE OF REQUEST** |  |
| **ORIGINATOR CONTACT INFO** |  | **CHANGE** **ID NO.** |  |
| **ITEMS TO BE CHANGED** |  | **ARGUMENT REFERENCE(S)** |  |
| **CHANGE DESCRIPTION** |  | **ESTIMATED FINANCIAL IMPACT** |  |
| **ESTIMATED TIMELINE IMPACT** |  | **PRIORITY / CONSTRAINTS** |  |
| **CHANGE EVALUATION** |
| **ASPECTS AFFECTED** | **WORK REQUIRED** |
|  |  |
| **RELATED REQUESTS** |  | **DATE EVALUATED** |  |
| **EVALUATOR NAME** |  | **EVALUATOR SIGNATURE** |  |
| **CHANGE APPROVAL** |
| **ACCEPTED - REJECTED - HOLD** | **DATE APPROVED** |  |
| **APPROVED BY** |  | **SIGNATURE** |  |
| **COMMENTS** |  |
| **CHANGE IMPLEMENTATION** |
| **ASSET** |  | **IMPLEMENTER** |  |
| **DATE EXECUTED** |  | **SIGNATURE** |  |

**CHANGE CONTROL LOG**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CHANGE** **ID NO.** | **AUTHORIZER** | **CHANGE DESCRIPTION** | **DATE EVALUATED** | **DATE EVALUATED** | **DATE APPROVED** | **DATE EXECUTED** |
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**ACTIVITIES ANALYSIS**

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| **ACTIVITY** | **PLANNED TIME** | **ACTUAL TIME** | **DIFFERENCE** | **PLANNED COST** | **ACTUAL COST** | **DIFFERENCE** |
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**PROJECT MANAGEMENT CHECKLIST STATUS: N=Not Yet Started • P=In Progress • C=Complete**

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| --- | --- | --- |
| **ACTIVITY** | **COMMENTS** | **STATUS: N • P • C** |
| **SET UP / INITIATION** |  |  |
| Business Case |  |  |
| Options Appraisal (if necessary) |  |  |
| Project in line with Strategic Plan |  |  |
| Project Plan approved by sponsor / board |  |  |
| **SET UP / DEFINITION** |  |  |
| Project Definition Form complete |  |  |
| Roles defined and documented |  |  |
| Clear levels of authority defined |  |  |
| Stakeholder Analysis approved |  |  |
| Risks assessed with monitor system created |  |  |
| Project Review procedure developed |  |  |
| Team selected and evaluated for project needs |  |  |
| **DELIVERY PLANNING** |  |  |
| Work Breakdown created |  |  |
| Evaluate estimates for accuracy |  |  |
| Milestone or Gantt Chart developed |  |  |
| Budget developed and reviewed |  |  |
| Critical Path identified |  |  |
| Communications Plan developed |  |  |
| Risk Analysis Plan for duration of project |  |  |
| Measurements for Success developed |  |  |
| **DELIVERY EXECUTION** |  |  |
| Control Type identified |  |  |
| Project Reporting process defined |  |  |
| Change Management process defined |  |  |
| Planned vs. Actual Schedule developed |  |  |
| Tolerance Figures set |  |  |
| Variation Flagging process defined |  |  |
| **PROJECT COMPLETION AND REVIEW** |  |  |
| Project Review process defined |  |  |
| Project Success monitoring |  |  |
| Case for abandoning project (if necessary) |  |  |
| Project Completion Reports produced and distributed |  |  |