**PROGRAM**

**MANAGEMENT**

**PLAN EXAMPLE**

PROGRAM

MANAGEMENT

PLAN

Program Name

Company Name

The program management plan is a single document that articulates how your team should manage and execute a program. It includes the program timeline and components, along with sections on program governance and more detailed program management plans.

A program management plan is also dynamic, changing as your program changes. At the beginning of your program, use this template to outline the basic plan. As the program evolves, make updates to the plan.

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# PROGRAM DEFINITION

| CREATED BY | REVIEWED AND MODIFIED BY | APPROVED BY |
| --- | --- | --- |
|  |  |  |

| PROGRAM NAME |
| --- |
|  |

| PROGRAM SPONSOR | PROGRAM MANAGER | EST. START DATE | EST. END DATE |
| --- | --- | --- | --- |
|  |  | 00/00/0000 | 00/00/0000 |

## Program Description

|  |
| --- |
| Provide a basic description of the program. FYI: The program charter will also include this program description, so be sure to link the program management plan document to the program charter document. |

## Program Overview

|  |
| --- |
| Provide a slightly more detailed description of the overall program and its goals. FYI: The program charter will also include this program overview. |

## Program Vision

|  |
| --- |
| Provide information regarding the overall vision and ultimate goals of the program. FYI: The program charter will also include this program vision. |

## Business Need

|  |
| --- |
| Explain why the organization needs this program to help meet its overall goals. FYI: The program charter will also include this business need section. |

## Program Outcome and Deliverables

|  |
| --- |
| Describe the tangible outcomes and deliverables that a successful program will generate. FYI: The program charter will also include this program outcome and deliverables section. |

## Program Scope

|  |
| --- |
| Provide the details and parameters of the program scope, including both what is in scope and what is out of scope. |

## Program Timeline

|  |
| --- |
| Provide the details and a Gantt chart regarding major project deliverables and dependencies. |

## Program Components

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **COMPONENT** **NAME** | **PERSON / DEPARTMENT RESPONSIBLE** | **COMPONENT** **DETAILS** | **MAIN** **DELIVERABLE** | **STATUS** Proposed, Approved to Begin, In Progress, Complete | **START****DATE** | **END****DATE** |
|  |  |  |  |  | 00/00/00 | 00/00/00 |
|  |  |  |  |  |  |  |
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## Program Dependencies

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| --- |
| Describe the dependencies between the components of the program as well as any external dependencies that could affect the program. |

## Program Constraints

|  |
| --- |
| Describe the constraints that could affect the program. Constraints would include limits on financial and human resources.  |

## Program Success Criteria

|  |
| --- |
| Provide specifics regarding metrics and other methods that your organization’s leaders can use to assess the program's success. |

# PROGRAM MANAGEMENT PLANS

## Benefits and Benefits Realization Management

|  |
| --- |
| Describe the process your team will implement to manage benefits. |

## Roadmap and Schedule Management

|  |
| --- |
| Describe the process your team will implement to create and update the program roadmap and schedule.  |

## Budget and Cost Management

|  |
| --- |
| Describe how the team will manage the budget and costs of the program. |

## Change Management

|  |
| --- |
| Describe the process your team will implement to review, approve, and manage proposed changes to the program. |

## Stakeholder Management

|  |
| --- |
| Describe how the team will communicate and engage with and manage important stakeholders of the program. |

## Communication Management

|  |
| --- |
| Describe how the team will communicate effectively with all its stakeholders. |

## Risk Management

|  |
| --- |
| Describe the process your team will implement to assess, monitor, and mitigate risks to the program. |

# PROGRAM GOVERNANCE

## Governance Committee(s)

|  |
| --- |
| Describe the groups that will help govern the program. Be sure to include the members, roles, and structure of the steering committee. |

## Governing/Decision-Making

|  |
| --- |
| Describe how the steering committee will make decisions about the program. Be sure to include the committee’s methods for assessing priorities as well as its guidelines for making decisions. |

# VERSION HISTORY

| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
| --- | --- | --- | --- | --- |
| 1.0 | John Smith | 02/22/20XX | Steering committee adjustment | Marion Jones |
|  |  |  |  |  |
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