# 1.0 Introduction

<insert a concise overview the scope and objectives of the effort - limited to half a page – including a brief overview of the project planning and initiating processes>

<summarize the scope of the project, demonstrating your understanding of / insight into the requirements – both stated and unstated>

<summarize any products or deliverables generated as a result of completing the project – high level overview only, as compliance for deliverable requirements provides details in a separate section>.

# 2.0 Project Management and Execution Approach

<insert an introduction to the project team management approach – including any management processes, systems, and tools to be utilized for project / team management and project execution>

<detail the team’s organizational structure, lines of authority, lines of communication, and functional duties of each team role during project execution in the subsequent sections>

## 2.1 Organization

## 2.2 Roles and Responsibilities

# 3.0 Project Integration Management

<insert approach to coordinate all elements of the project (e.g., tasks, resources, internal/external team, etc.)>

# 4.0 Project Scope Management

<insert approach to managing project scope, including and processes related to requirements management and Work Breakdown Structure (WBS) development and maintenance>

# 5.0 Project Time Management

<insert schedule management and milestone approach>

# 6.0 Project Cost Management

<insert cost management approach – dependent on the contract type - to include how the WBS is used to control costs>

# 7.0 Project Quality Management

<insert quality management approach, to include the project’s quality assurance surveillance plan and quality control plan – procedures used by the project team to inspect and review all services and products>

# 8.0 Project Human Resources Management

<insert supervisory responsibilities for managing team members – to include timekeeping, performance reviews, etc. – from the framework of the team’s overarching performance management system, employee handbook, project work schedules, etc. – and address any employee benefits and professional development programs related to the project (e.g., performance bonus, career path, training)>

# 9.0 Project Communications Management

<insert approach to internal/external team communications, including who, what (e.g., agenda), when (e.g., established meeting schedule), where (e.g., locations for in-person meetings, systems for virtual meetings), and how (e.g., processes and tools used to communicate>

# **10.0 Project Risk Management**

<insert description of overall risk management process, including risk identification, analysis, planning, mitigation, and monitoring and control, and identification, analysis, and proposed mitigation techniques for project-specific risks>

# 11.0 Project Procurement Management

<insert description of financial and contractual processes for purchase of required equipment or supplies to support the project and/or to select subcontractors to be utilized in the project>

# 12.0 Project Stakeholder Management

<insert approach to manage stakeholder expectations – including specific communications and reporting procedures for stakeholders>

# 13.0 Monitoring and Controlling

<insert description of reporting procedures and review cycles – formal and informal – within and across the project team and with project stakeholders>

# 14.0 Project Closing

<insert overview of transition-out/phase-out procedures for all activities required to close out the project>