

Tool: Project Management Plan

WHAT IT IS	A formalized method for gathering information and organizing all the work that has to be done in a project. A living document that is used to plan, implement, and control a project and its progress.
WHEN TO USE IT	<p>During the planning phase to lay out all the requirements and objectives of the change effort and the processes by which they will be accomplished.</p> <p>During implementation to monitor and track the change and to make sure all the work has been done.</p>
HOW TO USE IT	<ol style="list-style-type: none">1. Follow the format to address each of the applicable sections of the change.2. Gather the necessary information to complete the form. Use it as a living document that has to be referred to and refined throughout the entire process of leading and managing the change.

A Project Management Plan should include the following:

PROJECT MANAGEMENT PLAN
Goals and Objectives
Strategies to Achieve the Goals and Objectives
Who Will Be Involved and What Responsibilities They Will Have
Resource Requirements/Cost Estimates
Schedules/Timelines
A Strategy for Monitoring the Plan