

# Project Management Plan



**BELLEVUE**  
UNIVERSITY

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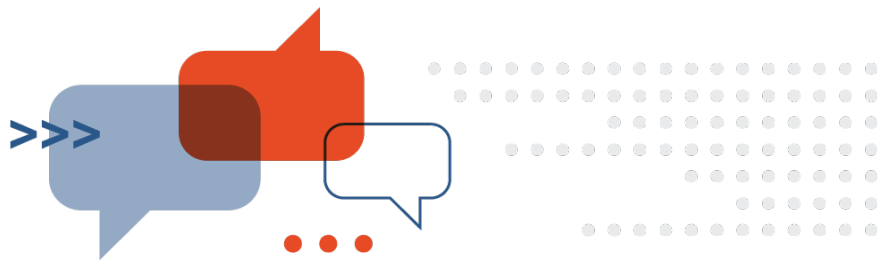
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# Project Concept Document



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## Section One - to be completed by requestor

### I. General Information

**Project Name**

**Project Number**

**Requestor Name**

**Date of Request**

**Requestor Contact Information**

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### II. Business Justification

**State the reason this project is needed and what problem or issues the project will resolve. Describe the impacts to the organization if the project is not approved.**

---

III. Project Description

Provide a high-level overview of the project objectives.

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IV. Project Costs

Provide high-level estimates if known.

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V. Timeframe

Is there a critical completion date?	Yes	Date Required
	No	
Desired completion date if not critical		

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Section Two - To be completed by the business unit manager or project manager.

#### VI. Planning Estimates

**Provide a high-level estimate of project completion.**

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#### VII. Business Areas Impacted

**List all business units impacted by this project.**

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Section Three - to be completed by the review committee

VIII. Selection Committee Review

Date of Review

Comments

Project Accepted

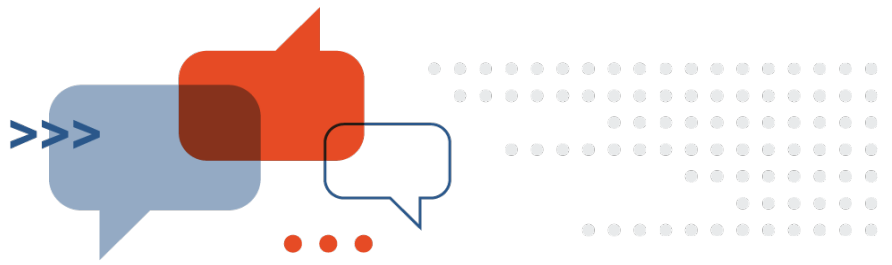
Yes

No

Project Priority

## IX. Signatures of Review Committee

# Project Charter Document



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## I. General Information

**Project Name**

**Project Number**

**Sponsor Name**

**Date**

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## II. Project Overview

**Describe the product or service of the project, the reason the project was undertaken, and the purpose of the project.**



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### III. Project Objectives

Describe the overall objectives of the project and what factors will determine the success of the project.

---

### IV. Requirements

Describe the expectations and requirements of the customer, sponsor, and stakeholders.

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## V. Business Justification

**State the reason this project is needed and what problem or issue the project will resolve. Describe the impacts to the organization if the project is not approved.**

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## VI. Resource Costs and Estimates

**Provide cost estimates if known, including monies already expended such as a feasibility study or consulting times.**

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## VII. Roles and Responsibilities

List the stakeholders and their responsibilities.

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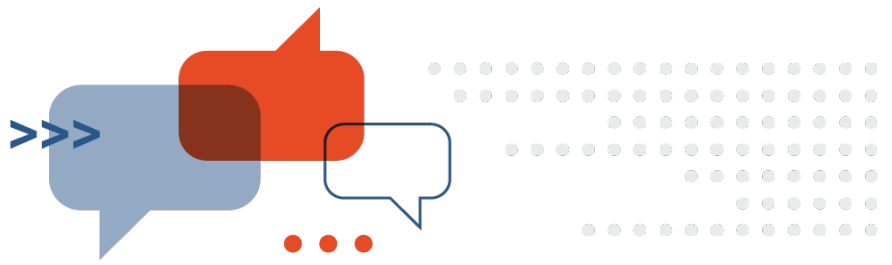
VIII. Signatures: project sponsor, project manager, key stakeholders, customers, and vendors.

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IX. Attachments

List the attachments to the charter here.

# Project Scope Document



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## I. General Information

**Project Name**

**Project Number**

**Project Manager Name**

**Date**

---

## II. Project Overview

**Describe the product or service of the project, the reason the project was undertaken, and the purpose of the project.**

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### III. Project Goals Objectives

Describe the project goals using the SMART (Specific, Measurable, Accurate and Agreed to, Realistic, Time Bound) formula. These goals will be used to measure and determine the project's success at its conclusion.

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### IV. Comprehensive List of Project Deliverables

These are the products or services that must be produced in order to fulfill the goals of the project. Deliverables should have measurable, verifiable results and outcomes. Identify critical success factors.

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## V. Comprehensive List of Project Requirements

**Requirements are the specifications of the deliverables.**

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## VI. Exclusions from Scope

**List all deliverables or requirements that are not part of this project.**

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## VII. Time and Cost Estimates

**Include initial estimates of time and resources. These are estimates only and will be updated after additional project planning activities are completed.**

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## VIII. Roles and Responsibilities

**Attach a roles and responsibilities chart, detailing project responsibilities.**



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## IX. Assumptions

List all project assumptions.

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## X. Project Acceptance Criteria

List all project acceptance criteria.

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## XI. Constraints

List all project constraints.

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## XII. Signatures

Include the signatures of the project sponsor, project manager, key stakeholders, customers, and vendors.

[illegible]

Using a combination of analogous and bottom-up techniques, your team has identified the costs in Table 9.1.

**Table 9.1** Cost estimates

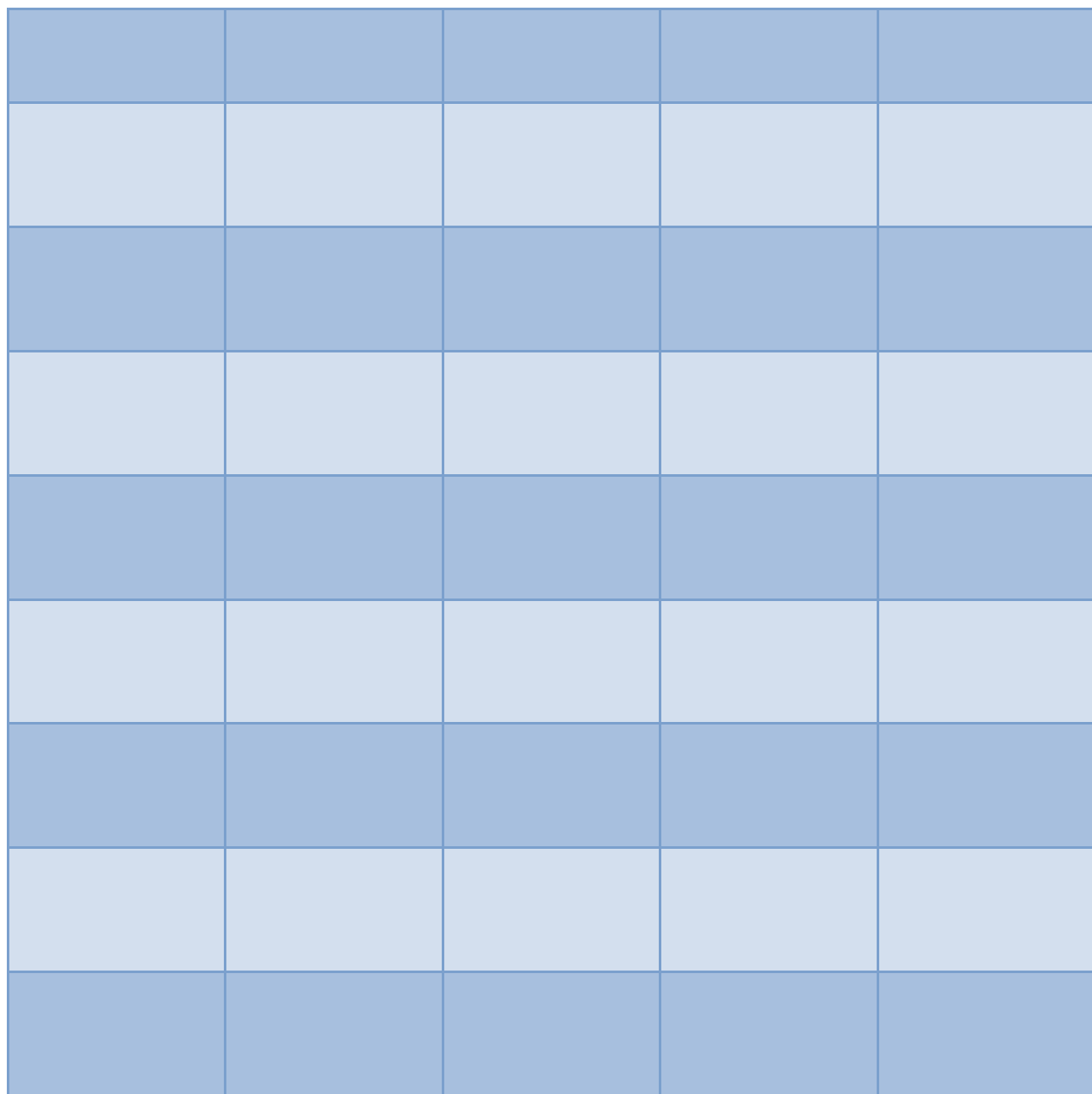
ID	WBS element	Cost estimate	Comments
<b>20-1</b>	<b>Lease</b>	<b>\$300</b>	<b>Total cost of lease</b>
20-1-1	Inspect property.	\$300	Contract inspector
20-1-2	Sign lease.	\$0	No additional costs for this item
<b>20-2</b>	<b>Storage</b>	<b>\$35,000</b>	<b>Total materials expense</b>
20-2-1	Build storage area.	\$25,000	Materials expense
20-2-2	Install cases and shelves.	\$10,000	Materials expense
<b>20-3</b>	<b>Checkout</b>	<b>\$28,500</b>	<b>Total materials and contract labor expense</b>
20-3-1	Install counters.	\$5,000	Materials expense
20-3-2	Install POS terminals.	\$23,500	\$18,500 materials, \$5,000 contract labor

The deliverables level (which is level 2 on the WBS) shows item numbers 20-1, 20-2, and 20-3. These are in bold in Table 9.1. Each of these items is the total cost of all the individual activities below it. These costs have been rolled up, using the bottom-up estimating technique, to give a total for each level-2 item. Each of the level-2 estimates can be added together to come up with a total budget for this level-1 element titled “Store Build-Out,” for a total of \$63,800. When you’ve established the cost of the other level-1 elements, you can add all of those together for an overall project estimate.

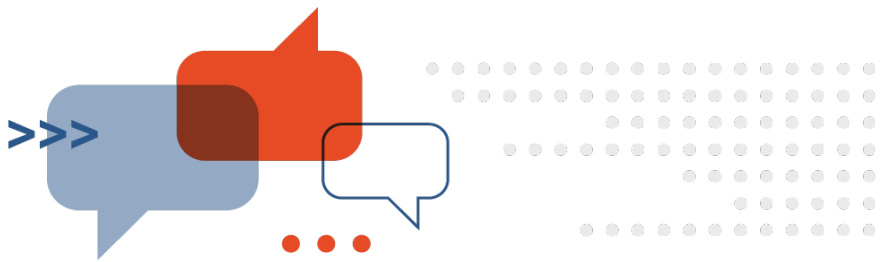
## Design Program Modules

**EXAMPLE**





# Change Request Form



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## Section One - to be completed by the requestor

### I. General Information

**Project Name**

**Project Number**

**Requestor Name**

**Date of Request**

**Change Request  
Tracking Number**

**Date Request  
Approved/Denied**

**Requestor Contact  
Information**

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### II. Description of Change Request

**Include a detailed description of the requested scope change.**

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### III. Business Justification for Change

Describe how the business, project, or product will benefit from the requested change.

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### IV. Impacts of Not Making the Change

Describe how the business, project, or product will be impacted if the change is not made.



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## V. Alternatives to Change

**Describe any known alternatives to change.**

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Section Two - to be completed by the project manager

## VI. Impacts of the Change

**Describe the impacts of this change to the project schedule, budget, and quality.**

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## VII. Alternatives to Change

**Describe alternative solutions to the change.**

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#### VIII. Recommendation to the Change Control Board

**Describe the project manager's recommendation to approve or deny the change. Include justification for the recommendation.**

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### Section Three - to be completed by the Change Control Board

#### IX. Recommendation

**Include a discussion concerning the goals of the project. Does this change significantly impact the goals of the project such that the project goals can no longer be met? Should this change be considered a new project or phase two of the existing project, etc.?**

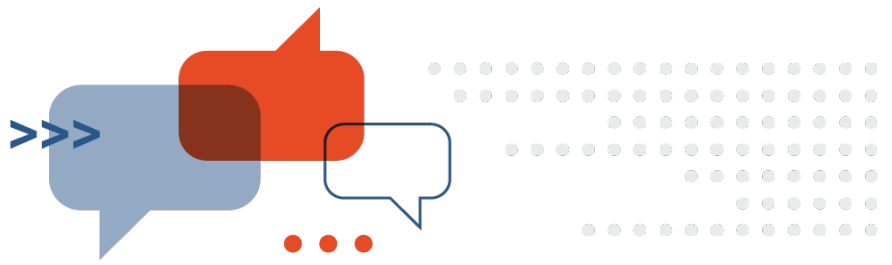
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X. Date of Review:

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XI. Signature

# Final Status Report



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## Section One - to be completed by the requestor

### I. General Information

**Project Name**

**Project Number**

**Project Manager  
Name**

**Date of Report**

---

### II. Project Overview

**Describe the final product or service of the project, the reason the project was undertaken, and the purpose of the project. Include a description of the business problem that was solved by implementing this project.**

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### III. Project Goals and Objectives

Identify the goals that were met during this project and compare them to the goals on the scope statement.

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### IV. Project Deliverables and Milestones

Identify the major deliverable or milestones met, their due dates according to the final plan, their actual delivery dates, and stakeholder acceptance dates.

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## V. Project Budget

Give a final overview of the project budget and variances from the budget.

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## VI. Quality Assurance

Document acceptance of the quality criteria and inspections.

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## VII. Comments

Include any information that reminds stakeholders of agreements made concerning deliverable that were moved to phase two of the project, major problems that were encountered and how they were resolved, risk events that need further explanation, and so on.



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## VIII. Final Acceptance and Signatures

**Provide a way for each stakeholder to indicate their acceptance of the project and sign their name.**