

**PROJECT MANAGEMENT PLAN TEMPLATE**

🚩Project Objectives and KPIs

|  |
| --- |
| **Project Purpose** |
|  |
| **Project Goal** | **Project Objectives** |
| Goal 1 |  |
|  |
|  |
| Goal 2 |  |
|  |
|  |
| Goal 3 |  |
|  |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Success Metric** | **Measurement Method** | **Target** | **Assigned to** |
| Scope |  |  |  |  |
| Schedule |  |  |  |  |
| Budget |  |  |  |  |
| Quality |  |  |  |  |
| Stakeholder satisfaction |  |  |  |  |
| Risk management |  |  |  |  |
| Resource utilization |  |  |  |  |
| Compliance |  |  |  |  |

🎯Project Scope and Deliverables

|  |
| --- |
| **Scope Baseline** |
| **Task** | **Dependencies** | **Deliverables** | **Acceptance Criteria** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

\*For each task identified, list the resources allocated to complete the task.

|  |  |
| --- | --- |
| **Task** | **Resource requirements** |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **Exclusions, Assumptions and Constraints** |
| **Exclusions** |  |
| **Assumptions** |  |
| **Constraints** |  |

🗓️ Project Timeline and Milestones

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Description** | **Delivery Date** |
|  |  | xx/yy/zz |
|  |  |  |
|  |  |  |

👥 Team Roles and Responsibilities

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Responsibilities** |
|  |  |  |
|  |  |  |
|  |  |  |

💲Budget Summary

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task** | **Labor Costs** | **Material Costs** | **Other Costs** | **Budget** | **Actual** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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⚠️ Risks and Assumptions

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| --- | --- |
| **Risk Matrix** | **Severity** |
|
| **Insignificant** | **Minor** | **Moderate** | **Major** | **Severe** |
|
| **Likelihood** | **Almost Certain** | Medium | High | Very High | Very High | Very High |
|
| **Likely** | Medium | High | High | Very High | Very High |
|
| **Possible** | Low | Medium | High | High | Very High |
|
| **Unlikely** | Low | Low | Medium | Medium | High |
|
| **Rare** | Low | Low | Low | Low | Medium |
|

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk** | **Likelihood** | **Impact** | **Response** | **Risk Level** | **Risk Owner** |
| 1 |  | Schedule |  | High | Risk owner name  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

🗯️Communication Brief & Stakeholders Management

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Role** | **Power** | **Interest** | **Contact information** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Level of Influence |  | Keep Satisfied | Manage Closely |
| High |  |  |  |
| Medium |  |  |  |
| Low |  |  |  |
|  | Monitor | Keep Informed |
|  | Low | Medium |  | High |
|  |  | Level of Interest |

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