

Subject: Project Management Plan	Effective Date: July 25, 2001	Initiated by: Engineering and Technical Infrastructure
	Supersedes: TOP 20.008 Rev 0 August, 1 1988 and TCR-20.008,R0-001	Approved: Director

Introduction

This procedure covers the content, preparation, approval, and distribution of the Project Management Plan, which is required for a project with a total project cost exceeding ten million dollars.

The Project Management Plan is the top level planning and guidance document for the project. It provides directions to the project personnel concerning how the project will be managed and establishes the project baselines.

Reference Documents

DOE 430.1 Life-Cycle Asset Management

Procedure**A. Notification****Responsibility****Action**

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| Project Manager | 1. Assigns individuals to prepare appropriate sections of the Project Management Plan and the responsibility for updating as necessary. |
| Assigned Individuals | 2. Draft appropriate sections of the Project Management Plan in accordance with Exhibit I, obtaining input from the Project Manager, key project personnel, and cognizant department heads. |
| Project Manager/Designee | 3. Assembles plan, reviews and incorporates changes and issues for review. |
| Cognizant Department Heads, Managers and Key Project Personnel | 4. Review, comment, and concur in those portions of the Project Management Plan that affect their work; QA review is required to verify inclusion of necessary quality requirements. |
| Project Manager | 5. Approves Project Management Plan and obtains approval of the PPPL Deputy Director. |
| | 6. Submits, if required, Project Management Plan for Department of Energy approval. |
| | 7. Distributes the Plan in accordance with GEN-003, Document Distribution Control, as a controlled document. |

Exhibit

- I. Contents of the Project Plan

Guidelines for Developing the Project Management Plan

The initial decision to be made by the Project Manager is the scope and level of detail to be included in the Project Management Plan. It is self-evident that small projects do not require an extensive plan. The degree of detail and complexity of the Project Management Plan should reflect somewhat the size and complexity of the project. However, the Project Management Plan should meet the intent of DOE Order 430.1, Life-Cycle Asset Management.

In making a determination of how extensive a Project Management Plan should be, the Project Manager should bear in mind that the plan is to be a viable, useful document. The object is not to prepare a document that will go on the shelf and never be used, but rather to prepare a living document that will serve the following functions:

- (a) Provide information regarding the project including its objectives and basic project requirements.
- (b) Provide the overall information of the project for indoctrination of new project personnel.
- (c) Outline the overall project organization and the interface requirements with other project participants and the DOE.

Sections of the Project Management Plan

- Title Page - will include the project title and will show the controlled copy number, revision level and approved signatures for the plan.
- Foreword - will describe the purpose of the Project Management Plan, identify any documents which will supplement the plan and describe how changes to the plan are effected.
- Introduction - will provide a description of the project and a basic overview of the project.
- Objectives - will identify the project objectives from a performance, engineering, cost, and schedule basis.
- Management Organization and Responsibilities - will describe the principal organizational elements (DOE, PPPL and Subcontractors) including their responsibilities. As a minimum, project management, engineering, quality assurance and procurement responsibilities must be defined. Specific details for the interfaces between organization shall be included.
- Project Management and Control - will describe system to define work activities and the measurement of cost and schedule progress against those defined elements. This section should also include a description of the review process for work products produced and reporting requirements.
- Annexes and Appendices - may include one or more of the following:
 - Procurement policy and practices
 - Test and evaluation plan
 - Environmental, safety and health protection plan
 - Performance parameters/goals
 - Project funding, cost and manpower estimates
 - Milestones
 - Key personnel
 - Committee charters