

PROJECT MANAGEMENT PLAN TEMPLATE

Editable Word document for planning, executing, monitoring, controlling, and closing a project

Project Name	<i>[Enter project name]</i>
Project Code / ID	<i>[Enter project ID]</i>
Project Sponsor	<i>[Enter sponsor name]</i>
Project Manager	<i>[Enter project manager name]</i>
Organization / Department	<i>[Enter organization or department]</i>
Document Version	<i>[v1.0]</i>
Date Prepared	<i>[DD-MMM-YYYY]</i>

Branding

TARIQ NOOR | We build technologies for Project Managers | TEMPLATE22.COM |

Website: <http://template22.com/>

A. Document Control

Use this page to control document ownership, version history, and approval status.

Document Attribute	Details
Document Owner	[Name / role responsible for maintaining this plan]
Prepared By	[Name / role]
Reviewed By	[Names / roles]
Approved By	[Project sponsor / steering committee]
Confidentiality Level	[Public / Internal / Confidential / Restricted]
Storage Location	[SharePoint, Google Drive, PMIS, or repository link]

Version	Date	Author	Change Summary	Approval Status
0.1	[DD-MMM-YYYY]	[Name]	Initial draft created.	Draft
0.2	[DD-MMM-YYYY]	[Name]	Updated after stakeholder review.	In Review
1.0	[DD-MMM-YYYY]	[Name]	Approved baseline version.	Approved
[]	[]	[]	[]	[]

B. How to Use This Template

Replace bracketed text with project-specific information. Remove guidance text before issuing the approved version.

This template explains how the project will be planned, executed, monitored, controlled, reported, governed, changed, and closed. It combines the management approach with references to scope, schedule, cost, quality, resources, communications, risks, procurement, stakeholders, baselines, and approvals.

[] Confirm the project charter or mandate is approved before completing this plan.	[] Use the plan as the single reference for how the project will be managed.
[] Attach detailed subsidiary plans where needed instead of duplicating large documents.	[] Baseline scope, schedule, and cost only after sponsor approval.
[] Update version history whenever the approved plan changes.	[] Use the change-control section before altering baselines.

☐ Review risks, issues, decisions, and dependencies at every status cycle.

☐ Get final sponsor approval before execution begins.

C. Research Basis

The structure follows commonly used project management planning practices and public guidance.

Source Area	How it informs this template
Project integration	The project management plan should integrate planning decisions, subsidiary plans, and baselines into one coherent control document.
Project controls	Controls should cover scope, cost, schedule, risk, quality, communications, and contract/procurement administration where relevant.
Template sections	Common planning templates include project overview, scope, WBS, milestones, budget, communications, risks, stakeholders, change control, and approvals.

D. Template Contents

Use Word Navigation Pane to jump through the heading structure.

☐ 1. Project Overview and Purpose	☐ 2. Project Objectives and Success Criteria	☐ 3. Governance and Decision Rights
☐ 4. Scope Management Plan	☐ 5. Requirements and Deliverables Management	☐ 6. Schedule Management Plan
☐ 7. Cost and Budget Management Plan	☐ 8. Quality Management Plan	☐ 9. Resource and Team Management Plan
☐ 10. Communications Management Plan	☐ 11. Stakeholder Engagement Plan	☐ 12. Risk Management Plan
☐ 13. Issue and Dependency Management	☐ 14. Procurement and Vendor Management	☐ 15. Change Control and Configuration Management
☐ 16. Performance Measurement and Reporting	☐ 17. Implementation, Transition, and Closure	☐ 18. Approval Signatures
☐ Appendix A. Reference Logs and Registers	☐ Appendix B. Glossary and Source Notes	

1. Project Overview and Purpose

Define the business reason for the project and the management approach that will guide delivery.

Purpose of this project management plan: *[Explain why this plan exists and how it will be used by the sponsor, project manager, team, and stakeholders.]*

Project background: *[Summarize the opportunity, problem, business need, regulatory requirement, customer demand, or strategic driver behind the project.]*

Project Profile Item	Description
Project name	[Enter project name]
Business need	[What problem or opportunity does this project address?]
Project type	[Technology / construction / process improvement / product / compliance / other]
Target start date	[DD-MMM-YYYY]
Target finish date	[DD-MMM-YYYY]
Primary sponsor	[Name / role]
Project manager	[Name / role]
Delivery method	[Predictive / Agile / Hybrid / phase-gate / other]

2. Project Objectives and Success Criteria

Convert the business need into measurable outcomes and acceptance measures.

Objective ID	SMART Objective	Metric / Target	Owner	Due Date
OBJ-01	[Specific business result]	[Metric and target]	[Owner]	[Date]
OBJ-02	[Specific delivery result]	[Metric and target]	[Owner]	[Date]
OBJ-03	[Specific customer or operational result]	[Metric and target]	[Owner]	[Date]
OBJ-04	[]	[]	[]	[]

Success Area	Definition of Done	Evidence Required	Approver
Scope	[All approved deliverables completed]	[Signed deliverable acceptance / test evidence]	[Name]

Success Area	Definition of Done	Evidence Required	Approver
Schedule	[Milestones completed within tolerance]	[Approved schedule baseline and status records]	[Name]
Cost	[Final cost within approved budget tolerance]	[Budget report / variance approval]	[Name]
Quality	[Quality criteria met]	[QA checklist, test report, inspection record]	[Name]
Stakeholders	[Key stakeholder needs met]	[Feedback, sign-off, adoption metrics]	[Name]

3. Governance and Decision Rights

Clarify who makes decisions, who approves changes, and how issues are escalated.

Governance approach: *[Describe sponsor oversight, steering committee cadence, escalation rules, decision thresholds, and project manager authority.]*

Role / Body	Decision Authority	Key Responsibilities	Escalation Trigger	Meeting Cadence
Project Sponsor	[Funding, major scope, priority decisions]	[Champion benefits, remove blockers, approve baselines]	[Budget/scope/schedule threshold exceeded]	[Monthly / as needed]
Steering Committee	[Strategic trade-off decisions]	[Review progress, risks, and investment decisions]	[Critical risk or unresolved cross-functional issue]	[Monthly]
Project Manager	[Day-to-day delivery decisions within tolerance]	[Plan, coordinate, report, manage risks/issues/changes]	[Outside approved tolerance]	[Weekly]
Workstream Leads	[Technical/workstream decisions]	[Manage detailed delivery and team coordination]	[Dependency conflict or resource constraint]	[Weekly]

Decision ID	Decision Needed	Decision Owner	Due Date	Status	Notes
DEC-001	[Decision description]	[Name]	[Date]	[Open / Approved / Rejected]	[Notes]
DEC-002	[Decision description]	[Name]	[Date]	[Open / Approved / Rejected]	[Notes]
DEC-003	[]	[]	[]	[]	[]

4. Scope Management Plan

Define what is included, excluded, controlled, and accepted.

Scope management approach: *[Explain how scope will be defined, decomposed, validated, and controlled throughout the project.]*

Scope Element	Included in Scope	Out of Scope	Acceptance / Control Notes
Products / services	[List included products, services, or outcomes]	[List excluded items]	[Acceptance method or owner]
Departments / locations	[Included groups / sites]	[Excluded groups / sites]	[Boundary notes]
Processes / systems	[Included processes / systems]	[Excluded processes / systems]	[Interface notes]
Constraints	[Technical, legal, budget, schedule, resource constraints]	[Items not constrained by project]	[Control method]

WBS / Deliverable ID	Major Deliverable	Work Package Description	Acceptance Criteria	Owner
1.0	[Deliverable name]	[Description]	[Criteria]	[Owner]
1.1	[Work package]	[Description]	[Criteria]	[Owner]
1.2	[Work package]	[Description]	[Criteria]	[Owner]
2.0	[Deliverable name]	[Description]	[Criteria]	[Owner]

5. Requirements and Deliverables Management

Capture requirements, trace them to deliverables, and define verification evidence.

Requirements management approach: *[Explain how requirements will be collected, prioritized, validated, changed, and traced.]*

Req. ID	Requirement Statement	Priority	Source / Stakeholder	Linked Deliverable	Verification Method
REQ-001	[Requirement]	[High / Med / Low]	[Name / group]	[Deliverable ID]	[Test / review / inspection / demo]
REQ-002	[Requirement]	[High / Med / Low]	[Name / group]	[Deliverable ID]	[Test / review / inspection / demo]
REQ-003	[Requirement]	[High / Med / Low]	[Name / group]	[Deliverable ID]	[Test / review / inspection / demo]
REQ-004	[]	[]	[]	[]	[]

Deliverable ID	Deliverable Name	Acceptance Owner	Acceptance Evidence	Target Date	Status
DEL-001	[Name]	[Owner]	[Signed form / test evidence]	[Date]	[Not Started]
DEL-002	[Name]	[Owner]	[Signed form / test evidence]	[Date]	[Not Started]
DEL-003	[Name]	[Owner]	[Signed form / test evidence]	[Date]	[Not Started]

6. Schedule Management Plan

Define how activities, milestones, dependencies, and schedule changes will be managed.

Schedule management approach: *[Explain planning tool, scheduling method, baseline approval, progress updates, tolerance, and recovery actions.]*

Milestone ID	Milestone	Planned Date	Actual Date	Owner	Dependency	Status
MS-01	Project kickoff approved	[Date]	[Date]	[Owner]	[Dependency]	[Status]
MS-02	Requirements baseline approved	[Date]	[Date]	[Owner]	[Dependency]	[Status]
MS-03	Design / solution approved	[Date]	[Date]	[Owner]	[Dependency]	[Status]
MS-04	Testing complete	[Date]	[Date]	[Owner]	[Dependency]	[Status]
MS-05	Go-live / handover complete	[Date]	[Date]	[Owner]	[Dependency]	[Status]

Schedule Control Item	Rule / Tolerance	Action Required
Progress update frequency	[Weekly / biweekly / sprint / monthly]	[Update schedule and publish status report]
Variance threshold	[Example: +/- 10% duration or 5 business days]	[Escalate and prepare recovery plan]
Baseline change rule	[Only approved change requests may alter baseline]	[Submit change request]
Critical path review	[Frequency and owner]	[Review constraints, dependencies, and corrective actions]

7. Cost and Budget Management Plan

Define estimate basis, budget baseline, funding controls, and variance thresholds.

Cost management approach: *[Explain estimate method, budget approval, funding release, cost tracking, variance thresholds, and financial reporting cadence.]*

Cost Category	Estimate Basis	Approved Budget	Forecast at Completion	Variance	Owner
Labor	[Rate card / estimate / vendor quote]	[Amount]	[Amount]	[Amount / %]	[Owner]
Software / tools	[Quote / subscription pricing]	[Amount]	[Amount]	[Amount / %]	[Owner]
Hardware / materials	[Quote / estimate]	[Amount]	[Amount]	[Amount / %]	[Owner]
Vendor services	[Proposal / SOW]	[Amount]	[Amount]	[Amount / %]	[Owner]
Contingency	[Risk-based estimate]	[Amount]	[Amount]	[Amount / %]	[Owner]

Budget Control Rule	Threshold	Approval Authority	Reporting Action
Minor variance	[Example: <= 5%]	[Project Manager]	[Explain in status report]
Moderate variance	[Example: > 5% and <= 10%]	[Sponsor]	[Prepare corrective action]
Major variance	[Example: > 10%]	[Steering Committee]	[Submit change request]

8. Quality Management Plan

Define standards, reviews, assurance activities, and quality-control evidence.

Quality management approach: *[Explain quality standards, review gates, testing approach, defect handling, acceptance process, and continuous improvement.]*

Quality Area	Standard / Criteria	Review Method	Frequency / Timing	Owner	Evidence
Deliverable quality	[Criteria]	[Peer review / QA review]	[Timing]	[Owner]	[Checklist]
Process quality	[Criteria]	[Audit / retrospective]	[Timing]	[Owner]	[Audit log]
Customer acceptance	[Criteria]	[Demo / UAT / inspection]	[Timing]	[Owner]	[Sign-off]
Compliance	[Criteria]	[Compliance review]	[Timing]	[Owner]	[Compliance record]

☐ Quality criteria are measurable.	☐ Reviewers and approvers are named.
☐ Defect severity levels are defined.	☐ Acceptance evidence is documented.
☐ Nonconformance process is agreed.	☐ Lessons learned are captured.

9. Resource and Team Management Plan

Define roles, responsibilities, skills, availability, and team operating rules.

Resource management approach: *[Explain staffing model, team structure, availability assumptions, onboarding, performance expectations, and conflict resolution.]*

Role	Name / Resource	Responsibilities	Required Skills	Availability	Backup
Sponsor	[Name]	[Executive ownership]	[Decision making]	[% / dates]	[Backup]
Project Manager	[Name]	[Plan and manage delivery]	[PM, leadership, reporting]	[% / dates]	[Backup]
Business Lead	[Name]	[Requirements and acceptance]	[Domain expertise]	[% / dates]	[Backup]
Technical Lead	[Name]	[Solution design and technical delivery]	[Technical expertise]	[% / dates]	[Backup]
QA Lead	[Name]	[Quality and testing]	[Testing / QA]	[% / dates]	[Backup]

Team Working Agreement	Agreed Standard
Core working hours	[Time zone / hours]
Meeting etiquette	[Preparation, agenda, minutes, actions]
Decision turnaround	[Expected response time]
Escalation method	[How blockers are raised]
Documentation standard	[Repository, naming, versioning]

10. Communications Management Plan

Define what information is shared, with whom, when, and through which channel.

Communication management approach: *[Explain communication objectives, channels, meeting rhythm, status report standards, stakeholder updates, and escalation communications.]*

Audience	Information Need	Format / Channel	Frequency	Owner	Escalation Notes
Sponsor	[Strategic status, risks, decisions]	[Dashboard / meeting]	[Monthly]	[PM]	[Escalate major variance]
Steering Committee	[Progress, issues, change requests]	[Pack / meeting]	[Monthly]	[PM]	[Decision items highlighted]
Project Team	[Tasks, blockers, dependencies]	[Standup / Teams / Slack]	[Weekly / daily]	[PM]	[Unresolved blockers escalated]

Audience	Information Need	Format / Channel	Frequency	Owner	Escalation Notes
Business Users	[Impact, training, readiness]	[Email / workshop]	[As scheduled]	[Change lead]	[Resistance or adoption risk]
Vendors	[SOW, deliverables, invoices]	[Meeting / contract channel]	[Weekly]	[Vendor manager]	[Contract dispute escalation]

Meeting	Purpose	Participants	Cadence	Output
Kickoff	[Align on scope, objectives, roles]	[Sponsor, PM, team]	[Once]	[Kickoff minutes]
Core team meeting	[Coordinate delivery]	[PM and workstream leads]	[Weekly]	[Actions / decisions]
Risk review	[Review risks and responses]	[PM, leads, SMEs]	[Biweekly / monthly]	[Updated risk log]
Steering meeting	[Governance decisions]	[Sponsor, committee, PM]	[Monthly]	[Approved decisions]

11. Stakeholder Engagement Plan

Identify stakeholder expectations, influence, impact, and engagement strategy.

Stakeholder engagement approach: *[Explain how stakeholders will be identified, analyzed, engaged, communicated with, and monitored.]*

Stakeholder / Group	Interest / Expectation	Influence	Impact	Current Engagement	Desired Engagement	Strategy
[Name / group]	[Expectation]	[High/Med/Low]	[High/Med/Low]	[Unaware/Neutral/Supportive]	[Supportive/Leading]	[Engagement action]
[Name / group]	[Expectation]	[High/Med/Low]	[High/Med/Low]	[Unaware/Neutral/Supportive]	[Supportive/Leading]	[Engagement action]
[Name / group]	[Expectation]	[High/Med/Low]	[High/Med/Low]	[Unaware/Neutral/Supportive]	[Supportive/Leading]	[Engagement action]

Stakeholder Concern	Impact if Unmanaged	Response / Message	Owner	Due Date
[Concern]	[Impact]	[Response]	[Owner]	[Date]
[Concern]	[Impact]	[Response]	[Owner]	[Date]
[Concern]	[Impact]	[Response]	[Owner]	[Date]

12. Risk Management Plan

Define how uncertainty will be identified, analyzed, responded to, and monitored.

Risk management approach: *[Explain risk categories, probability-impact scoring, review cadence, owners, escalation triggers, response strategies, and contingency controls.]*

Risk ID	Risk Event	Cause	Impact	Prob.	Impact Score	Response Strategy	Owner
R-001	[If event occurs]	[Cause]	[Impact]	[L/M/H]	[L/M/H]	[Avoid / reduce / transfer / accept]	[Owner]
R-002	[If event occurs]	[Cause]	[Impact]	[L/M/H]	[L/M/H]	[Avoid / reduce / transfer / accept]	[Owner]
R-003	[If event occurs]	[Cause]	[Impact]	[L/M/H]	[L/M/H]	[Avoid / reduce / transfer / accept]	[Owner]

Risk Level	Definition	Required Action
Low	[Low likelihood or low impact]	[Monitor through normal reporting]
Medium	[Moderate likelihood or impact]	[Assign owner and response action]
High	[High likelihood or impact]	[Escalate to sponsor / committee and track weekly]
Critical	[Threatens major baseline or business outcome]	[Immediate executive decision and change-control review]

13. Issue and Dependency Management

Track current problems and external dependencies that can affect delivery.

Issue management approach: *[Explain how issues are logged, prioritized, assigned, escalated, resolved, and closed.]*

Issue ID	Issue Description	Impact	Priority	Owner	Due Date	Status	Resolution Notes
I-001	[Issue]	[Impact]	[H/M/L]	[Owner]	[Date]	[Open]	[Notes]
I-002	[Issue]	[Impact]	[H/M/L]	[Owner]	[Date]	[Open]	[Notes]
I-003	[]	[]	[]	[]	[]	[]	[]

Dependency ID	Dependency Description	Needed From	Needed By	Impact if Late	Owner	Status
DEP-001	[Dependency]	[Team/vendor]	[Date]	[Impact]	[Owner]	[Status]
DEP-002	[Dependency]	[Team/vendor]	[Date]	[Impact]	[Owner]	[Status]
DEP-003	[]	[]	[]	[]	[]	[]

14. Procurement and Vendor Management

Define what will be bought, how vendors will be selected, and how contracts will be controlled.

Procurement management approach: *[Explain make-or-buy decisions, sourcing method, vendor evaluation, contracting approach, performance management, invoice approval, and closeout.]*

Procurement Item	Reason Needed	Sourcing Method	Vendor / Supplier	Contract Type	Owner	Status
[Item/service]	[Need]	[RFQ/RFP/direct]	[Vendor]	[Fixed price/T&M/etc.]	[Owner]	[Status]
[Item/service]	[Need]	[RFQ/RFP/direct]	[Vendor]	[Fixed price/T&M/etc.]	[Owner]	[Status]
[]	[]	[]	[]	[]	[]	[]

Vendor Control Area	Control Method	Review Frequency	Evidence
Deliverable acceptance	[Acceptance checklist / milestone review]	[Per deliverable]	[Signed acceptance]
Contract performance	[KPI review / SLA tracking]	[Weekly / monthly]	[Performance report]
Invoice approval	[Match invoice to milestone / PO]	[Per invoice]	[Approved invoice record]

Vendor Control Area	Control Method	Review Frequency	Evidence
Contract changes	[Formal change request]	[As needed]	[Approved contract amendment]

15. Change Control and Configuration Management

Define how scope, schedule, cost, quality, and configuration changes are requested, reviewed, approved, and recorded.

Change control approach: *[Explain change categories, decision thresholds, required analysis, approval authorities, baseline update rules, and communication process.]*

Step	Activity	Responsible Role	Required Output	SLA / Timing
1	Submit change request	[Requester]	[Change request form]	[Within 1 business day]
2	Screen and log request	[Project Manager]	[Change log entry]	[Within 2 business days]
3	Analyze impact	[PM / leads]	[Impact assessment]	[Defined by complexity]
4	Approve / reject / defer	[Sponsor / CCB]	[Decision record]	[Next governance meeting]
5	Update baselines and communicate	[PM]	[Updated plan and status report]	[After approval]

Change ID	Description	Baseline Affected	Impact Summary	Decision	Approver
CR-001	[Change]	[Scope / schedule / cost / quality]	[Impact]	[Approved/Rejected/Deferred]	[Name]
CR-002	[Change]	[Scope / schedule / cost / quality]	[Impact]	[Approved/Rejected/Deferred]	[Name]
CR-003	[]	[]	[]	[]	[]

16. Performance Measurement and Reporting

Define how progress, health, variance, forecasts, and benefits will be measured.

Performance reporting approach: *[Explain reporting cadence, data sources, KPI definitions, thresholds, ownership, and status narrative expectations.]*

KPI / Metric	Definition	Target / Tolerance	Data Source	Owner	Reporting Frequency
Schedule variance	[Planned vs actual progress]	[Target/tolerance]	[Schedule tool]	[PM]	[Weekly]
Cost variance	[Budget vs actual/forecast]	[Target/tolerance]	[Finance report]	[PM/Finance]	[Monthly]
Scope completion	[Accepted deliverables / total deliverables]	[Target/tolerance]	[Deliverable tracker]	[PM]	[Weekly]
Risk exposure	[Open high risks / trend]	[Target/tolerance]	[Risk register]	[PM]	[Biweekly]

KPI / Metric	Definition	Target / Tolerance	Data Source	Owner	Reporting Frequency
Quality defects	[Open defects / severity]	[Target/tolerance]	[QA log]	[QA lead]	[Weekly]

Status Color	Definition	Required Management Action
Green	Project is within approved tolerance.	Continue planned execution and monitor normally.
Amber	One or more areas are at risk of exceeding tolerance.	Create corrective action and report to sponsor.
Red	One or more areas have exceeded tolerance or require executive decision.	Escalate, request decision, and consider change control.

17. Implementation, Transition, and Closure

Plan go-live, adoption, operational handover, benefits tracking, and formal closure.

Implementation and transition approach: *[Explain deployment, release, training, communications, cutover, support, handover, and operational readiness.]*

Transition Area	Readiness Criteria	Owner	Target Date	Evidence
Operational handover	[Support team ready, documents complete]	[Owner]	[Date]	[Handover checklist]
Training	[Users trained / materials published]	[Owner]	[Date]	[Training attendance]
Communications	[Go-live notices and support contacts issued]	[Owner]	[Date]	[Communication record]
Support model	[Hypercare/support process agreed]	[Owner]	[Date]	[Support plan]
Benefits tracking	[Benefit owner and measures confirmed]	[Owner]	[Date]	[Benefits tracker]

☐ All deliverables accepted.	☐ All open high-priority issues resolved or transferred.
☐ Lessons learned completed.	☐ Final costs and benefits reviewed.
☐ Contracts and procurements closed.	☐ Project records archived.
☐ Sponsor closure approval obtained.	☐ Operations owner accepts handover.

18. Approval Signatures

Use this section to formally approve the project management plan and its baseline assumptions.

Approval statement

By signing below, the named approvers confirm that this Project Management Plan is accepted as the agreed approach for managing the project. Future baseline changes must follow the approved change-control process.

Role	Name	Signature	Date	Comments
Project Sponsor	[Name]	[Signature]	[Date]	[Comments]
Project Manager	[Name]	[Signature]	[Date]	[Comments]
Business Owner	[Name]	[Signature]	[Date]	[Comments]
Finance Approver	[Name]	[Signature]	[Date]	[Comments]
Steering Committee Chair	[Name]	[Signature]	[Date]	[Comments]

Appendix A. Reference Logs and Registers

Copy these compact registers into the main plan or keep them as linked appendices.

Assumption ID	Assumption	Validation Method	Owner	Status
A-001	[Assumption]	[How it will be checked]	[Owner]	[Open/Validated/Invalid]
A-002	[Assumption]	[How it will be checked]	[Owner]	[Open/Validated/Invalid]
A-003	[]	[]	[]	[]

Constraint ID	Constraint	Impact	Owner	Control Action
C-001	[Constraint]	[Impact]	[Owner]	[Control action]
C-002	[Constraint]	[Impact]	[Owner]	[Control action]
C-003	[]	[]	[]	[]

Action ID	Action	Owner	Due Date	Priority	Status
ACT-001	[Action]	[Owner]	[Date]	[High/Med/Low]	[Open]
ACT-002	[Action]	[Owner]	[Date]	[High/Med/Low]	[Open]
ACT-003	[]	[]	[]	[]	[]

RAID Category	Count	Highest Priority Item	Owner	Next Review Date
Risks	[#]	[Risk ID / summary]	[Owner]	[Date]
Assumptions	[#]	[Assumption ID / summary]	[Owner]	[Date]
Issues	[#]	[Issue ID / summary]	[Owner]	[Date]
Dependencies	[#]	[Dependency ID / summary]	[Owner]	[Date]

Appendix B. Glossary and Source Notes

Use this section to define project terms and keep source references.

Term	Definition
Baseline	An approved version of scope, schedule, or cost information used for comparison and control.
Change Request	A formal proposal to modify an approved plan, baseline, deliverable, or requirement.
Deliverable	A unique product, result, or capability that must be completed and accepted.
Governance	The decision-making and oversight structure used to direct and control the project.
Milestone	A significant point or event in the project schedule.
RAID	A combined view of risks, assumptions, issues, and dependencies.
Stakeholder	A person, group, or organization that can affect or be affected by the project.

Source notes used while designing this template

The following sources were consulted to align this editable Word template with standard project management planning practices. Replace these notes with your organization-specific policy references if required.

PMI - What's in a Project Plan?: <https://www.pmi.org/learning/library/project-plan-assembly-elements-summary-3128>

Federal Highway Administration - Project Management Plan Guidance: <https://www.fhwa.dot.gov/majorprojects/pmp/guidance17.cfm>

ProjectManager - Project Plan Template for Word: <https://www.projectmanager.com/templates/project-plan-template>

Smartsheet - Project Management Plan Templates: <https://www.smartsheet.com/content/project-management-plan-templates>

Mastt - Project Management Plan Template: <https://www.mastt.com/resources/project-management-plan>

Final customization reminder

Before issuing this document, replace all bracketed placeholders, remove example rows, confirm approvers, attach detailed supporting documents, and save the approved version as the official project baseline.