



CHECKLIST

PROJECT MANAGEMENT PLAN

Issue Date: <mm/dd/yyyy>
Revision Date: <mm/dd/yyyy>

Document Purpose

This checklist is a brief document listing the items to be noted, checked, remembered, and delivered when completing the accompanying template and/or project management practice.

Activities Checklist

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| | Has an executive summary of the approved Project Charter been provided in the Project Management Plan (PMP) along with updates that may have occurred after approval? |
| | Has a scope management plan been defined, outlined, and documented as part of the PMP, or a reference to where it is located included in the PMP? |
| | Has a change control management process been defined, outlined, and documented as part of the PMP, or a reference to where it is located included in the PMP? |
| | Has a training plan (for the project team) been defined, outlined, and documented as part of the PMP, or a reference to where it is located included in the PMP? |
| | Has a schedule/time management plan been defined, outlined, and documented as part of the PMP, or a reference to where it is located included in the PMP? |
| | Have project milestones been defined, outlined, and documented as part of the PMP, or a reference to where they are located included in the PMP? |
| | Has the project's work breakdown structure been included as part of the PMP, or a reference to where it is located included in the PMP? |
| | Has the project's schedule been included as part of the PMP, or a reference to where it is located included in the PMP? |
| | Has a cost/budget management plan been defined, outlined, and documented as part of the PMP, or a reference to where it is located included in the PMP? |
| | Has an earned value management plan been defined, outlined, and documented as part of the PMP, or a reference to where it is located included in the PMP? |
| | Has a quality management plan been defined, outlined, and documented as part of the PMP, or a reference to where it is located included in the PMP? |
| | Has a human resource management plan been defined, outlined, and documented as part of the PMP, or a reference to where it is located included in the PMP? |
| | Has a communications management plan been defined, outlined, and documented as part of the PMP, or a reference to where it is located included in the PMP? |
| | Has a communication matrix been included as part of the PMP, or a reference to where it is located included in the PMP? |
| | Has a risk management plan been defined, outlined, and documented as part of the PMP, or a reference to where it is located included in the PMP? |
| | Has an acquisition strategy been defined, outlined, and documented as part of the PMP, or a reference to where it is located included in the PMP? |
| | Has compliance-related planning been defined, outlined, and documented as part of the PMP, or a reference to where it is located included in the PMP? |
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