



**Project Title**  
**Summary Project Management Plan**

**Date:**

**Version:**

Project Leadership		
<b>Executive Project Sponsor:</b>	<i>insert name</i>	
<b>Project Manager</b>	<i>insert name</i>	
Project Team Leaders	Key Project Members	
<i>Insert project responsibility</i>	<i>insert name</i>	<i>insert names</i>
<i>Insert project responsibility</i>	<i>insert name</i>	<i>insert names</i>
<i>Insert project responsibility</i>	<i>insert name</i>	<i>insert names</i>

Key Project 'Gate-Keeping' Stages	
<b>1</b>	<i>Insert key project stages</i>
<b>2</b>	
<b>3</b>	
<b>4</b>	
<b>5</b>	
<b>6</b>	

Project Management Processes (sample only)	
<b>1</b>	Clarify roles and responsibilities
<b>2</b>	Clarify deliverables and target dates
<b>3</b>	Clarify the processes, tools and templates to be used to quality manage this project
<b>4</b>	Development of detailed Project Team summary action plans
<b>5</b>	Develop project 'Stage Plans' and sign-off protocols
<b>6</b>	Develop an integrated Project Timeline and Task spreadsheet
<b>7</b>	Regular Project Management monitoring meeting (by exception – issues / risk management)
<b>8</b>	Regular Project Team meetings (action planning and implementation)
<b>9</b>	Change management plan (if required)
<b>10</b>	Communication plan and formal reporting (key internal stakeholders)
<b>11</b>	Post-Project Evaluation Review

Key Project Milestones									
<i>Week Beginning</i>	/	/	/	/	/	/	/	/	/
<i>Insert tasks</i>									
				→					
				→					
						→			