Parsons Brinckerhoff, Inc.

# Section 4 – Project Management Plan (PMP)

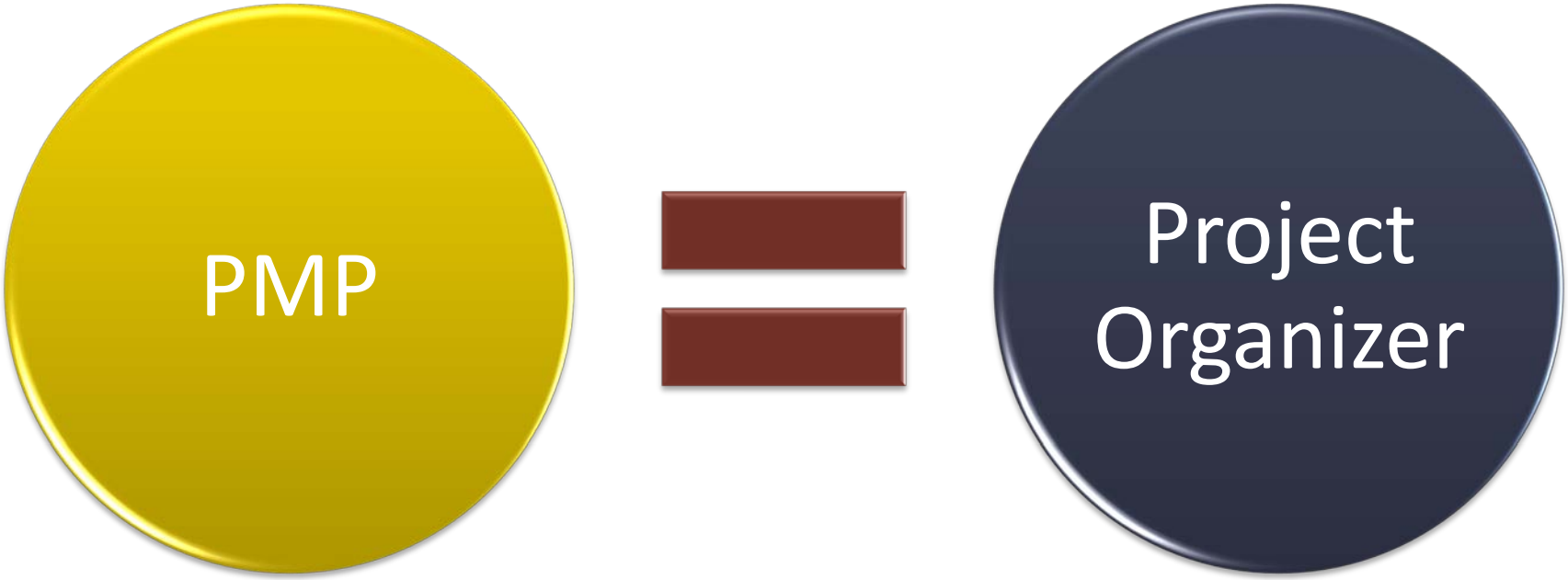
## Project Delivery Basic Training

February 2011

# Objectives

- Be familiar with the PMP Templates
  - PD 201- 07A (projects > $50K)
  - PD 201- 07B (projects < $50K)
- Explain that a PMP is required for **ALL** projects
- Recognize that a PMP is a living document

# PMP



# PMP Contents

- Template – PD 201-07
  - Project name, number, client, budget, subs, etc.
- Appendices
  - A: Scope of Work
  - B: Organization Chart
  - C: Project Schedule
  - D: Budget
  - E: QA/QC Plan (if required)
  - F: Risk Management Plan
  - G: Project Safety Plan (required if field work)

# PMP and Task Order Contracts

- Is a PMP required for a Task Order Contract?

## Yes

- Task orders that are significantly large, distinct and uniquely different from each other can warrant separate PMPs.
- Example: Bridge rehabilitation task vs. interchange lighting task

## No

- Task orders that are similar in size and scope can use the overall contract PMP to adequately cover the requirements.
- Example: Multiple signal design tasks

Who makes the decision? **The PM!**

# Project Management Plan Template

## PROJECT MANAGEMENT PLAN - TEMPLATE

**AGREEMENT NAME** _____ **AGREEMENT NUMBER** _____

**Project Location** _____

**This PMP pertains to:** ☐Original Contract ☐Contract Mod(s) # _____

**Client Name** _____

| | | | | |
|---|---|---|---|---|
| **Client Contact - Primary** | Name | | Phone | |
| | Title | | Fax | |
| | Address | | E mail * | |
| | | | FedEx Address | |
| **Client Contact - Secondary** | Name | | Phone | |
| | Title | | Fax | |
| | Address | | E mail * | |
| | | | FedEx Address | |

**SCOPE OF WORK AND DELIVERABLES (Summary or Critical Project Elements )**

☐ Detailed Scope Work and Deliverables Attached in **Appendix** ____

**PROJECT TEAM**

| | | | |
|---|---|---|---|
| PM | | PIC | |
| DPM | | PA | |
| AM | | Safety* | |
| Quality Manager* | | RE* | |
| Project Controls* | | Lead Inspector* | |
| Others: | | | |

**Tasks / TEC** *

| | | | |
|---|---|---|---|
| Structures * | | Environmental * | |
| Civil/Highway * | | Transp. Planning * | |
| Traffic * | | Water* | |
| Mechanical/Electrical * | | Geotechnical * | |
| Others: | | Others: | |

CADD Involved ☐ Yes or ☐ No

**Organization Chart** Attached in **Appendix** ____ ☐ Yes or ☐ No

*Page 1 of 5* PD 201-07A, Rev 3, 06/10

# Project Management Plan Template for <$50K

## PROJECT MANAGEMENT PLAN (< $50K) – TEMPLATE

**AGREEMENT NAME** _____ **AGREEMENT NUMBER** _____

**Project Location** _____

**This PMP pertains to:** ☐Original Contract ☐Contract Mod(s) # _____

**Client Name** _____

**Client Contact**

| | | | |
|---|---|---|---|
| Name | _____ | Phone | _____ |
| Title | _____ | Fax | _____ |
| Address | _____ | E mail * | _____ |
| | _____ | FedEx Address | _____ |

**SCOPE OF WORK AND DELIVERABLES**

☐ Detailed Scope Work and Deliverables Attached .

**PROJECT TEAM**

PM _____ PIC _____

AM PA

**Tasks / TEC *** _____

**PROJECT SCHEDULE**

Project Start Date _____ Project End Date _____

**PROJECT BUDGET**

The total contract value is $ _____ Billings to the Client will be prepared every ____ weeks.

**Scope, Budget, and Schedule Control**

☐ Per Americas PD 201& PD 202 ☐ Other Procedures _____

**Control of Calculations, Drawings, Specifications, and other Contract Documents**

☐ Per PD 206 or ☐ Other Procedures _____

**Project Files (see PD 201 and IT 201)**

☐ Project File Numbering System is per Suggested Documents Control Form (see PD 201-06)
☐ Original correspondence filed in office Central File in Chronological Order with file number ____
☐ Project related e-mail will be copied into the Outlook Public Folders section called "Americas Projects", in the subfolder for Project email for this project.
☐ Working electronic files are kept in the directory project folder on each office's file server (Per IT 201 and IT 202).
☐ Working electronic files are kept in the Projectsolve project folder (Per PD 201).
☐ Original signed PMP shall be kept in project files.

*Page 1 of 2* PD 201-07B, Rev 0 06/10

**FINANCIAL CONTROL**

☐**Contract executed and maintained in project files.**

☐**Contract Date** _____ or ☐ **Notice to Proceed Received** _____

☐ **Working without contract approval date (PD 201-05, Request for Additional Work, form in file)**

**Contract Type**

☐ Cost Plus Fixed Fee ☐ Cost Plus by Multiplier: ☐ Cost Reimbursement (No Fee)
☐ Lump Sum or ☐ Other: ____

**Contract Terms**
***Overhead Type and Rate***

☐GSO ____% ☐Field ____% ☐Project Office ____%

☐Markup on Direct Expenses * ____%

***Caps ****

☐ None ☐Salary Rates per ____ ☐OH Rate ____%

*Non-reimbursable Expenses **:* ☐ Yes: Items and Rates ____*or* ☐ No
*Retainage:* ☐ Yes ____ % *or* ☐ No
*Contractual requirement for client to pay invoices:* ☐ Yes ____ days *or* ☐ No

*Billing Format:* ☐ Client Specific Invoice Format ☐ PBA Invoice Format ☐ Client Voucher
*Client Tax Exempt:* ☐ Yes *or* ☐ No

**QUALITY CONTROL**

**QA/QC Procedures**

☐ Per PD 201, PD 205 and PD 206 ☐Per Client-Specified Quality Procedures

**Approvals**

☐ All deliverables to client shall be transmitted by PM ☐ Per PD 204 ☐ Other Procedures _____

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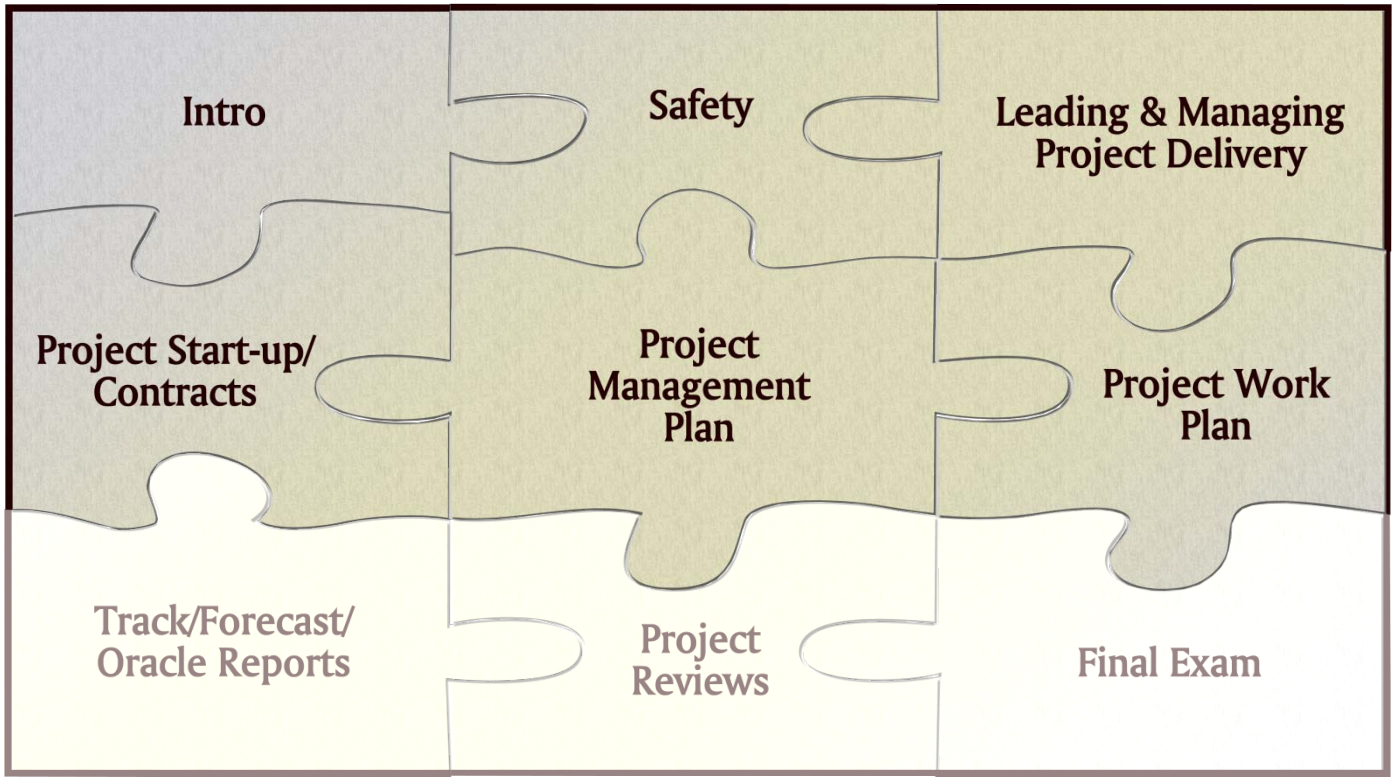
# Reference Documents and Additional Training

- Business Management System (BMS)
  - PD 201 Project Start-Up
  - PD 201- 07A, PMP - Template
  - PD 201- 07B, PMP (< $50K) - Template

# Agenda


Intro
Safety
Leading & Managing Project Delivery
Project Start-up/ Contracts
Project Management Plan
Project Work Plan
Track/Forecast/ Oracle Reports
Project Reviews
Final Exam