Project Management Plan (PMP)

The preparation of the Project Management Plan (PMP) begins early in the planning phase of a project. **The draft PMP must be submitted to the FDOT State Project Management Engineer and the FHWA Division Office for review 60 days prior to the submission of the final NEPA report, while the final PMP is required 90 days upon the issuing of the Record of Decision (ROD), Finding of No Significant Impact (FONSI), or Categorical Exclusion (CE).** The review is conducted by the FHWA Division Office in consultation with the FHWA Headquarters Project Delivery Team. Even though the PMP is drafted well ahead of the Financial Plan, final approval of the PMP by FHWA is usually done along with the Initial Financial Plan (IFP).

The PMP is intended to be a living document on how the project is to be managed. FDOT is expected to update the PMP if any significant changes occur that result in how the project would be managed. FHWA may request an update to the PMP if there is a major change in scope, an additional phase is added, or if the project has experienced significant cost overruns or schedule delays.

The District Project Manager is responsible for submitting the PMP to FHWA. Once approved by FHWA, the PMP is signed by the Division Administrator of the FHWA Florida Division Office and the FDOT District Secretary. The draft PMP should be completed well ahead of the IFP.

Note: Don't wait until the IFP is due to execute the PMP. Any problems with the PMP can result in a delay of the IFP approval. The IFP must be approved before FHWA will authorize federal funds.

Do not include any cost or schedule data in the PMP. If a previous project's PMP is used as a template, ensure that any language pulled from the previous PMP is understood and appropriate for the project.

Additional FHWA PMP guidance is available on the FHWA Major Projects website: https://www.fhwa.dot.gov/majorprojects/pmp/

Questions to consider:

- Has the PMP been reviewed against the FHWA PMP Checklist: Guidance - Project Management Plans - Major Projects - Federal Highway Administration (dot.gov)?
- Has a draft Project Management Plan been submitted to the FHWA and the FDOT State Project Management Engineer for review prior to approval of the NEPA decision document?
- Has FHWA provided FDOT comments on PMP?
- Has FDOT submitted the final PMP for approval within 90 days of the date of the signed NEPA decision document?
- Are there any outstanding issues or comments on the PMP from FHWA?
- Has the PMP been signed by the District Secretary and FHWA Division Administrator?