Project Management Plan

Template

Version 4.5 ● APRIL 1, 2021

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1. Delete the template title page (previous page) and this page.
2. Replace [bracketed text] on the cover page (next page) with your project and the requesting office name.
3. Replace [bracketed text] in the tool header area at the top of page i (Contents page) with the same project and office name as on the cover page.
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* **Rule Chapter 60GG-1 Recommended** – The section/field is not required; however, under Rule Chapter 60GG-1, Florida Administrative Code (F.A.C.), it adds value and therefore should be considered as part of the project documentation.
* **FDOT Required** – The section/field must be completed in support of Innotas, the Department’s Portfolio Management Tool used for reporting and tracking projects.
* **FDOT Recommended** – The section/field is not required; however, the information provided adds value and provides consistent project documentation throughout Department projects.

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3. The signatories listed on the signature page of this document must be obtained to meet the minimum FDOT requirements for approval. As appropriate for the project, additional stakeholder signatures may be requested to establish ownership and accountability.

Template Revision History

| **Version** | **Date** | **Name** | **Description** |
| --- | --- | --- | --- |
| 3.0 | 04/28/2017 | Melissa Elrod | Original Creation |
| 4.0 | 01/01/2019 | Melissa Elrod | Formatting Revisions |
| 4.1 | 11/22/2019 | Dreunna Holland | Updated Rule 74-1 to 60GG-1 |
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| 4.3 | 01/11/2021 | Courtney LK | Ch. 17 – Updated reference from Rule 71A-1 to Rule 60GG-2 |
| 4.4 | 03/04/2021 | Courtney LK | Updated FAC to FC & Functional Application Coordinator to Functional Coordinator  Updated Section 5.6 category from 1-2 to 3-4 |
| 4.5 | 4/1/2021 | Courtney Lewis-Kroodsma | Removed “(internal projects only)” from OIT Section Manager signature page |

Project Delivery Methodology (PDM)

# PROJECT MANAGEMENT PLAN

[Functional Office(s) Name]

[PROJECT NAME]

|  |  |
| --- | --- |
| VERSION: [VERSION NUMBER] | REVISION DATE: [DATE] |

Approval of this Project Management Plan indicates an understanding of the purpose and content described in this deliverable. By signing this deliverable, you are stating that you have reviewed this Project Management Plan and agree that the content of the document is accurate and clearly describes the project management methodology for the project.

|  |  |  |
| --- | --- | --- |
| **Project Sponsor** | | |
| [Name] | [Email] | [Telephone] |
| Signature | | Date |

|  |  |  |
| --- | --- | --- |
| **<Business> Functional Coordinator (FC)** | | |
| [Name] | [Email] | [Telephone] |
| Signature | | Date |

|  |  |  |
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| **OIT Manager** | | |
| [Name] | [Email] | [Telephone] |
| Signature | | Date |

|  |  |  |
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| **Contract Manager (external projects only)** | | |
| [Name] | [Email] | [Telephone] |
| Signature | | Date |

|  |  |  |
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| **OIT Section Manager** | | |
| [Name] | [Email] | [Telephone] |
| Signature | | Date |

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# Section 1 Executive Summary

## Rule Chapter 60GG-1 Required for R&C Categories 1-4

*Summarize the purpose of the project, any specific deliverables and/or tasks, basic project timeline, and any other relevant information.*

Þ

# Section 2 Project Scope

## 2.1 Project Scope Summary

**FDOT Recommended for R&C Categories 1-4**

*The project scope defines all the work that must be done to complete the project successfully.*

Þ

## 2.2 In Scope

## Rule Chapter 60GG-1 Required for R&C Categories 1-4

*Summarize what is “in scope.”*

*FDOT Recommendation: Define the scope of the project. Include all service(s) and result(s) included in the project’s scope.*

Þ

## 2.3 Out of Scope

## Rule Chapter 60GG-1 Required for R&C Categories 1-4

*Summarize what is “out of scope.”*

*FDOT Recommendation: Identify what is excluded from the project. Explicitly stating what is out of scope helps to manage stakeholders’ expectations.*

Þ

## 2.4 Project Objectives

## Rule Chapter 60GG-1 Required for R&C Categories 2-4

*Delineate the project objectives.*

*FDOT Recommendation: These objectives should be focused solely on the project and used to discern the success of the project activities.*

Þ

## 2.5 Critical Success Factors

## FDOT Recommended for R&C Categories 1-4

*Critical success factors are elements that must exist for the project to be successful. Examples may include, but are not limited to:*

* *Proper mix of expert resources;*
* *Strong collaboration with key stakeholders.*
* *Effective communication;*
* *Strong alignment of project objectives with agency strategic plan;*
* *Executive support.*

Þ

## 2.6 Assumptions

## Rule Chapter 60GG-1 Required for R&C Categories 2-4

*Identify assumptions.*

*FDOT Recommendation: In this section, list or describe the assumptions used in planning the project. Assumptions are factors considered to be true, real, or certain, without proof or demonstration.*

Þ

## 2.7 Constraints

## Rule Chapter 60GG-1 Required for R&C Categories 2-4

*Identify constraints.*

*FDOT Recommendation: In this section, list or describe the specific internal or external constraints (restrictions or limitations) that affect the execution of this project. Constraints are factors affecting the execution of a project. For example, contractual and funding provisions are generally considered to be constraints.*

Þ

## 2.8 Trace Project Scope & Objectives

## Rule Chapter 60GG-1 Required for R&C Categories 2-4

*Discuss how the project scope and objectives trace back through the Project Charter to initial project documents such as the Schedule IV-B.*

*FDOT Recommendation: Provide the predecessor document(s) and section(s) that contain the project scope and objectives (such as the Project Charter and Schedule IV-B).*

Þ

## 2.9 Interdependencies

## FDOT Recommended for R&C Categories 1-4

*Identify projects, initiatives, and/or production systems (if any) that will be impacted by the project.*

Þ

# Section 3 Project Approach

This section describes the tactics for managing the project and developing the solution.

## 3.1 Project Approach

**Rule Chapter 60GG-1 Required for R&C Categories 2-4**

*Document the approach for project execution (identify the Software Development Lifecycle model that will be used – such as Agile, waterfall, etc.).*

*FDOT Recommendation: Describe the approaches you will use for development, data migration (if applicable), and testing. Discuss the Software Development Life Cycle (SLDC), or other methodologies or frameworks (waterfall, agile, hybrid, etc.) that will be used to complete the project. Include a description of any major project steps (phases, gates, sprints, etc.).*

Þ

# Section 4 Project Organizational & Governance Structure

## The Project Organizational Chart and Governance Structure document the project from an organizational perspective.

## 4.1 Decision-Making Responsibilities

**Rule Chapter 60GG-1 Required for R&C Categories 1-2**

*Identify responsibilities for decision-making.*

Þ

## 4.2 Escalation Responsibilities

**Rule Chapter 60GG-1 Required for R&C Categories 1-2**

*Identify responsivities for escalation.*

Þ

## 4.3 Identify Stakeholders

**Rule Chapter 60GG-1 Required for R&C Categories 1-2**

*Identify the project stakeholders.*

*FDOT Recommendation: Identify a list of key stakeholders (organizations and/or individuals) who are affected by and/or interact with the project, or any of the systems, services, or activities that are affected by the project.*

*There is an FDOT Recommended tool to assist with the requirements noted for the Communication Plan and identification of stakeholders. It is called the* ***Stakeholder Analysis Communication Plan****. Rule Chapter 60GG-1 does not require the use of a Stakeholder Analysis Communication Plan template; however, it may be used in lieu of filling out this section of the Project Management Plan. State if the Stakeholder Analysis Communication template was used to complete this section. Otherwise, provide all required documentation necessary to comply with Rule Chapter 60GG-1.*

Þ

## 4.4 Identify Project Team

**FDOT Recommended for R&C Categories 1-4**

*If known, identify sections or individuals planned for the project team along with their roles and responsibilities.*

|  |  |  |
| --- | --- | --- |
| **Resource Role** | **Resource Name** | **Responsibility** |
| Project Manager |  |  |
| Business Analyst |  |  |
| Project Sponsor |  |  |
|  |  |  |

Þ

## 4.5 Project Organization & Governance Chart

**Rule Chapter 60GG-1 Required for R&C Categories 3-4**

*Document a representation of the project from an organizational perspective. Include an organization chart with stakeholder and governance structures identified.*

*FDOT Recommendation: Provide an outline or diagram.*

Þ

## 4.6 Project Governance Process

Effective Governance provides strategic direction to a project, helps remove barriers for the project team, and authorizes human, financial, or material resources to be allocated based on expected performance and benefits. For issues that are beyond the control of the project manager or team, the Agency Management identified within the governance process serves as an escalation path.

## 4.6.1 Governance Process

**Rule Chapter 60GG-1 Required for R&C Categories 3-4**

*Include a detailed description of the project and the Agency’s governance process.*

Þ

## 4.6.2 Governance Roles & Responsibilities

**Rule Chapter 60GG-1 Required for R&C Categories 3-4**

*Include a detailed description of the project and Agency’s governance roles and responsibilities.*

Þ

## 4.6.3 Approval Authorities

**Rule Chapter 60GG-1 Required for R&C Categories 3-4**

*Include a detailed description of approval authorities for project documents or artifacts.*

Þ

## 4.6.4 Approval Authorities Process

**FDOT Recommended for R&C Categories 3-4**

*Include a detailed description of approval authorities identified for project documents or artifacts.*

*FDOT Recommendation: Identify authority level(s) required to make or approve various levels of change to the schedule, budget or spending plan, objectives, or requirements. Describe the process for approving the change.*

Þ

## 4.6.5 Process for Final Product Acceptance

**Rule Chapter 60GG-1 Required for R&C Categories 3-4**

*Include a detailed description of any processes for final product acceptance.*

Þ

## 4.7 Reporting & Escalation Processes

**Rule Chapter 60GG-1 Required for R&C Categories 3-4**

*Include reporting and escalation parameters for variances in baseline schedule, cost, and scope.*

*FDOT Recommendation: Describe the roles, responsibilities, processes, and triggers for project escalation.*

Þ

# Section 5 Resource Plan

## The Resource Plan documents the resources required to complete the project.

## 5.1 Anticipated Resources

**Rule Chapter 60GG-1 Recommended for R&C Categories 1-2**

*List the number and type of resources anticipated and what, if any, resources must be procured.*

Þ

## 5.2 Human Resources

**Rule Chapter 60GG-1 Required for R&C Categories 3-4**

The Human Resource Plan establishes the project team, describes the roles and responsibilities of the project team members, and documents the human resources required to complete the project. The Human Resource Plan provides guidance on how the project’s human resources should be defined, staffed, managed, and eventually released.

*Document the resources required to complete the project and how the resources will be acquired. Identify project roles, skills, number, and resource type required.*

*FDOT Recommendation: Provide an estimation of all labor required to complete the tasks, identifying specific project roles, skills, quantities, and responsibilities. Identify resources available internally. The chart below may be used to display this information, and additional rows may be added as necessary.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Skill** | **Quantity** | **Type (FTE vs Outsourced)** |
|  |  |  |  |
|  |  |  |  |

Þ

## 5.3 Method(s) for Acquiring New Personnel

**Rule Chapter 60GG-1 Required for R&C Categories 3-4**

*Specify the method(s) for acquiring new personnel or incorporating and backfilling the current responsibilities of existing personnel.*

*FDOT Recommendation: Include an estimate of the amount of time each resource will be required.*

Þ

## 5.4 Resource Training

**FDOT Recommended for R&C Categories 3-4**

*If known, describe training required by project resources.*

Þ

## 5.5 Equipment/Materials Resources

**Rule Chapter 60GG-1 Required for R&C Categories 3-4**

*Identify types, quantities, and purpose for equipment or materials.*

*FDOT Recommendation: The chart below may be used to display this information, and additional rows may be added as necessary.*

*If available, provide a link to the Technical Architecture Document or the project SharePoint site.*

|  |  |  |
| --- | --- | --- |
| **Type** | **Quantity** | **Purpose** |
|  |  |  |
|  |  |  |

Þ

## 5.6 Method(s) for Acquiring Equipment/Materials

**Rule Chapter 60GG-1 Required for R&C Categories 3-4**

*Specify the method(s) for acquiring equipment or materials.*

Þ

## 5.7 Maintenance/Support of Resources

**FDOT Recommended for R&C Categories 1-4**

*Describe plans for maintenance, support, upgrades, decommissioning, software licensing and renewal, and any future purchases that may be necessary.*

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# Section 6 Work Breakdown Structure

## The WBD divides the work into smaller, more manageable tasks with each descending level itemizing more detailed work. The WBS is often used to develop the Project Schedule and to set up any dependencies for work that must be completed.

## 6.1 Work Breakdown Structure

**Rule Chapter 60GG-1 Required for R&C Categories 3-4**

* *Document the hierarchical and incremental decomposition of the project into phases, deliverables, and work packages.*
* *Identify all the tasks required to deliver the total scope of work to produce each deliverable.*
* *Tasks must be decomposed into subtasks until they can be estimated, observed, and evaluated.*

Þ

# Section 7 Project Schedule Management Plan

## 7.1 Project Schedule Approach

**Rule Chapter 60GG-1 Recommended for R&C Categories 1-2**

**Rule Chapter 60GG-1 Required for R&C Categories 3-4**

*Document the approach to create an integrated master schedule that encompasses the total scope of the project and identifies the project’s critical path.*

Þ

## 7.2 Project Schedule & Milestones

**FDOT Recommended for R&C Categories 1-4**

*In this section, include a summary of the schedule containing project start and finish dates, as well as dates for significant project phases or milestones in this document. Reference the location where the Project Schedule may be obtained.*

Þ

## 7.3 Schedule Baseline

**Rule Chapter 60GG-1 Required for R&C Categories 3-4**

*Describe the process for establishing and changing the schedule baseline.*

Þ

## 7.4 Schedule Management

**Rule Chapter 60GG-1 Required for R&C Categories 3-4**

*Describe the responsibilities, timeframes, and methods to manage, update, and report progress (including Earned Value Analysis) throughout the project.*

Þ

# Section 8 Cost Management Plan

## 8.1 Budget

**Rule Chapter 60GG-1 Required for R&C Categories 1-4**

Project budgeting determined the estimated costs associated with different project activities. Budgeting is done in parallel with the project schedule development. The budget is highly dependent on both the estimated length of tasks and the resources assigned to the project.

*Develop and maintain a Project Budget, which must include specific fiscal year cost totals over the life of the project and the overall total cost of the project.*

Þ

## 8.2 Project Funding Authority/Source(s)

**Rule Chapter 60GG-1 Required for R&C Categories 3-4**

*Include a description of the funding source(s) for the project.*

*FDOT Recommendation: The chart below may be used to display this information, and additional rows may be added as necessary. Examples include General Revenue, Trust Fund, Grant, Work Program, LBR, etc.*

|  |  |
| --- | --- |
| **Amount** | **Source of Authorization** |
|  |  |
|  |  |
|  |  |

Þ

## 8.3 Budget Breakdown

**Rule Chapter 60GG-1 Required for R&C Categories 3-4**

*Include a breakdown of the Project costs by major expense categories.*

*FDOT Recommendation: Some examples of major expense categories include Contract Services, Expense, Other Capital Outlay, etc.*

Þ

## 8.4 Cost Management

**FDOT Recommended for R&C Categories 1-4**

*Describe the responsibility for and process of reviewing, updating, and reporting the project cost information. Cost management activities are subject to the governance and escalation processes described in the Organizational and Governance Plan, and change control processes are described in the Change Management Plan.*

Þ

# Section 9 Communications Management Plan

## The purpose of this plan is to facilitate effective communications with all identified stakeholders.

## 9.1 Project Information Requirements

**Rule Chapter 60GG-1 Required for R&C Categories 1-4**

*Identify the project information requirements of stakeholders and detail what, when, and how information will be collected and reported.*

Þ

## 9.2 Assess Stakeholders

**FDOT Recommended for R&C Categories 1-4**

*Assess each stakeholder on such factors as their impact or influence on the project and their risk tolerance. The communications and interactions with the stakeholder should take these factors into account.*

*FDOT Recommendation: There is an FDOT Recommended tool to assist with the requirements noted for the Communication Plan and identification of stakeholders. It is called the Stakeholder Analysis Communication Plan. Rule Chapter 60GG-1 does not require the use of a Stakeholder Analysis Communication Plan template; however, it may be used in lieu of filling out this section of the Project Management Plan. State if the Stakeholder Analysis Communication Plan template was used to complete this section. Otherwise, provide all required documentation necessary to comply with Rule Chapter 60GG-1.*

Þ

## 9.3 Communication Plan

**Rule Chapter 60GG-1 Required for R&C Categories 3-4**

*Identify the responsibility, frequency, format, and distribution method for meeting summaries, project status reports, project governance meetings, and stakeholder communications, including reporting variances in schedule, cost, or scope and emerging risks or issues.*

*FDOT Recommendation: There is an FDOT Recommended tool to assist with the requirements noted for the Communication Plan and identification of stakeholders. It is called the Stakeholder Analysis Communication Plan. Rule Chapter 60GG-1 does not require the use of a Stakeholder Analysis Communication Plan template; however, it may be used in lieu of filling out this section of the Project Management Plan. State if the Stakeholder Analysis Communication Plan template was used to complete this section. Otherwise, provide all required documentation necessary to comply with Rule Chapter 60GG-1.*

Þ

## 9.4 Centralized Document Repository

**Rule Chapter 60GG-1 Required for R&C Categories 3-4**

*Document the location of the project repository.*

*FDOT Recommendation: This is generally the FDOT project SharePoint site.*

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## 9.5 Communications Tracking

**Rule Chapter 60GG-1 Required for R&C Categories 3-4**

*Include documentation for Decision Tracking and Action Item Tracking (see Rule 60GG-1.006, F.A.C. – Monitoring and Controlling).*

*FDOT Recommendation: State where (link or specific document name) the Decisions and Action Items will be located.*

Þ

## 9.6 Documentation Standards

**FDOT Recommended for R&C Categories 1-4**

*Describe the approach, location, standards, etc., for storing all project documentation. Describe the processes and criteria for project documentation. Include such things as software standards (MS Word, Excel, etc.) for deliverables, assigned authors, reviewers and approval process, naming conventions, and version control.*

Þ

# Section 10 Change Management Plan

## Changes should be expected during the project. These changes can result from the realization of risks, externally imposed requirements, estimation errors, leadership decisions, or adoption of new approaches in order to gain efficiency. Regardless of the source, it’s important that changes be managed to minimize adverse impacts to the project. Any change impacting scope, schedule, or cost initiates the change management process. Change management activities are subject to the governance and escalation processes described in the Organizational and Governance Plan.

## 10.1 Change Control Process

**Rule Chapter 60GG-1 Required for R&C Categories 1-4**

*Document the change control process and documentation involved in identifying, analyzing impacts, escalating, approving, and managing change requests related to the project’s scheduled, cost, or scope baselines, or a change to project deliverables (see Rule 60GG-1.006, F.A.C. – Monitoring and Controlling).*

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## 10.2 Change Management Roles & Responsibilities

**FDOT Recommended for R&C Categories 1-4**

*Define the various change control roles and responsibilities. Include specific levels of authority for approval of change at each escalation level.*

Þ

## 10.3 Track Project Changes

**FDOT Recommended for R&C Categories 1-4**

*Describe the change control tracking process, including the maintenance of the project Change Log. The log is used to record project change requests, track their status as they progress through the review process, and record their approval or disapproval. A Change Log template is available in the FDOT Project Workbook.*

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# Section 11 Quality Management Plan

## The purpose of the Quality Management Plan is to describe how quality will be managed throughout the lifecycle of the project. It also includes the processes and procedures for ensuring quality planning, assurance, and control are all conducted. The organization may already have a standardized approach to quality; however, whether it is standard or not, the approach should be documented and communicated to all project stakeholders.

## 11.1 Quality Management

**Rule Chapter 60GG-1 Required for R&C Categories 1-2**

*Document any method(s) for ensuring customer acceptance of the product or service.*

Þ

## 11.2 Quality Planning Activities

**Rule Chapter 60GG-1 Required for R&C Categories 3-4**

*Document the processes and procedures for ensuring quality planning is conducted.*

*FDOT Recommendation: The focus of quality planning is on the approach that will be used to manage quality throughout the project’s lifecycle. Describe the activities that will be used to manage quality, how quality planning and management will be documented, and responsibilities for quality planning and management.*

Þ

## 11.3 Quality Assurance Activities

**Rule Chapter 60GG-1 Required for R&C Categories 3-4**

*Document the processes and procedures for ensuring quality assurance is conducted.*

*FDOT Recommendation: The focus of quality assurance is on the processes used in the project. The goal of quality assurance is to improve processes so that defects do not arise when the product is being developed. Describe the activities that will be used to monitor quality, how quality activities will be documented, responsibilities for all quality activities, and training of team members.*

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## 11.4 Quality Control Activities

**Rule Chapter 60GG-1 Required for R&C Categories 3-4**

*Document the processes and procedures for ensuring quality control is conducted.*

*FDOT Recommendation: Quality control applies to the project’s product as opposed to its processes, and it aims to identify (and correct) defects in the finished product after it is developed but before it is released. Include the measurements that will be used to gauge compliance with the acceptable standards and/or performance for the product and how these measurements will be conducted. Quality control emphasizes changes and reporting to management. Some measures to consider include, but are not limited to, number of change requests for missed requirements or needs, total number of requirements by agency function or project track, number of fulfilled versus unfulfilled requirements over time (planned versus actual tied to due dates), satisfaction (from surveys) over time by functional area, defect tracking (planned versus actual review/test cycles, total defects and closed defects, open/new defects in the reporting cycle, sum of defect types over time).*

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## 11.5 Test Plan

**FDOT Recommended for R&C Categories 1-4**

*Provide the roles, responsibilities, process(es), and documentation for testing and documenting test results. Include a discussion of development and updating of test scripts/test cases. Identify and address all forms of project testing required, including, but not limited to:*

* *Unit Testing – Testing of components throughout development (including peer testing);*
* *System Testing;*
* *Integration Testing – Testing of the connectivity of the application and testing the appropriate work environment;*
* *User Acceptance Testing.*

*Describe steps required to assure appropriate utilization of the Requirements Traceability Matrix (RTM) through design, development, and test processes.*

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# Section 12 Deliverable Acceptance Plan

## The purpose of the Deliverable Acceptance Plan is to facilitate the timely review of project deliverables and ensure deliverable approvals are tracked and recorded.

## 12.1 Project Deliverables

**Rule Chapter 60GG-1 Required for R&C Categories 1-2**

*List the deliverables and the person(s) responsible for approving deliverables.*

*FDOT Recommendation: The chart below may be used to display this information, and additional rows may be added as necessary.*

|  |  |
| --- | --- |
| **Deliverables** | **Approver** |
|  |  |
|  |  |

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## 12.2 Deliverable Acceptance Plan

**Rule Chapter 60GG-1 Required for R&C Categories 3-4**

* *Document each deliverable*
* *Document the acceptance criteria for each deliverable*
* *Document the deliverable acceptance process (including roles and responsibilities)*

*FDOT Recommendation: Deliverables are tangible artifacts that constitute significant work effort and signal completion of a task or group of tasks. Deliverables are often used as payment points in a contract.*

*Provide an initial list of project deliverables with estimated completion dates (to the detail that they are known, e.g., by date, month, fiscal year) and owners (if known). Include all deliverables in the project schedule.*

*There is an FDOT Recommended tool to assist with the requirements noted for the Deliverable Acceptance Plan. It is called the Deliverables Expectations Document. Rule Chapter 60GG-1 does not require the use of a Deliverable Expectations Document; however, it may be used in lieu of filling out this section of the Project Management Plan. State if the Deliverable Expectations Document template was used to complete this section. Otherwise, provide all required documentation necessary to comply with Rule Chapter 60GG-1.*

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# Section 13 Risk Management

## Project risk management focuses on identifying and prioritizing risks based on impact and probability. A risk is not necessarily a problem – it is a recognition that a problem or opportunity may impact the project.

## 13.1 Risk & Complexity Assessment

**FDOT Recommended for R&C Categories 1-4**

*Provide the Pre-Charter and Initiation Gate R&C Category in this section. Update the category score as you move through the project. If applicable, provide the reason(s) for a change in the R&C Category between assessments.*

|  |  |  |
| --- | --- | --- |
| **Risk & Complexity Assessments** | **Category** | **Reason for Change (If Applicable)** |
| Pre-Charter Risk & Complexity Category |  |  |
| Initiation Gate Risk & Complexity Category |  |  |
| Planning Gate Risk & Complexity Category |  |  |
| Event Driven Risk & Complexity Category |  |  |

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## 13.2 Risk Management Plan

**Rule Chapter 60GG-1 Required for R&C Category 1**

*Describe the method for monitoring and controlling risk.*

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## 13.3 Risk Identification, Tracking, & Review

**Rule Chapter 60GG-1 Required for R&C Categories 2-4**

*Document the process for the descriptive identification (listing) of risks that may impact the project. Identify and document the process to be used for tracking, periodic review, and update or Risks (see Rule 60GG-1.006, F.A.C. – Monitoring and Controlling).*

*FDOT Recommendation: While risk identification starts during the initiation and planning processes, it should occur continuously throughout the project. Develop a Risk Log to track identified risks, which is constantly updated as new risks are identified and/or as the team performs risk response activities. A Risk Log template is available in the FDOT Project Workbook.*

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## 13.4 Risk Analysis

**Rule Chapter 60GG-1 Required for R&C Categories 2-4**

*Document the process for evaluation (probability and impact) and prioritization of risks that may impact the project. Also document the nature of any time sensitivity to risks that may impact the project.*

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## 13.5 Risk Mitigation

**Rule Chapter 60GG-1 Required for R&C Categories 2-4**

*Document the process for response to risks (specified mitigation strategies for each risk).*

*FDOT Recommendation: Determine actions to decrease the probability or the impact of an adverse risk event and maximize beneficial risks. Document the response if the risk event occurs (contingency). Not all risks identified during the project will require risk mitigation planning efforts. Risk mitigation planning must be appropriate to the priority of the risk.*

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## 13.6 Roles & Responsibilities

**Rule Chapter 60GG-1 Required for R&C Categories 2-4**

*Identify the roles and responsibilities of individuals assigned to risks.*

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# Section 14 Issue Management Plan

## An issue is an immediate problem that requires prompt resolution. Acknowledging and addressing issues serves to minimize their adverse impact to the project. Issue management is performed continually over the life of the project. Issue management activities are subject to the governance and escalation processes described in the Organizational and Governance Structure (Section 4 above).

## 14.1 Issue Management Plan

**Rule Chapter 60GG-1 Required for R&C Category 1**

*Describe the method for monitoring and addressing issues.*

Þ

## 14.2 Issue Identification, Tracking, & Review

**Rule Chapter 60GG-1 Required for R&C Categories 2-4**

*Document the processes for (and the documentation of) identification of issues impacting the project. Identify and document the process to be used for tracking, periodic review, and update of Issues (see Rule 60GG-1.006, F.A.C. – Monitoring and Controlling).*

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## 14.3 Issue Evaluation & Management

**Rule Chapter 60GG-1 Required for R&C Categories 2-4**

*Document the process for (and the documentation of) evaluation and management of issues impacting the project.*

*FDOT Recommendation: Identify how issues are raised, as well as the approach for assigning, researching, and evaluating issues for resolution.*

Þ

## 14.4 Issue Resolution

**Rule Chapter 60GG-1 Required for R&C Categories 2-4**

*Document the process for (and the documentation of) resolution to issues impacting the project.*

*FDOT Recommendation: Include timeframes and due dates.*

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## 14.5 Roles & Responsibilities

**Rule Chapter 60GG-1 Required for R&C Categories 2-4**

*Identify the roles and responsibilities of project staff.*

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# Section 15 Procurement Management Plan

## The purpose of this section is to provide an overview of any procurement(s) expected for the project, along with the procurement method(s) to be used.

## 15.1 Procurement Management

**Rule Chapter 60GG-1 Required for R&C Categories 1-2**

*List any procurements required for this project.*

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## 15.2 Procurement Products/Services

**Rule Chapter 60GG-1 Required for R&C Categories 3-4**

*If procurement is required by the project, document any products or services needed and identify the specific products and services to be purchased, along with the appropriate purchasing methods.*

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## 15.3 Procurement Rules/Statutes

**Rule Chapter 60GG-1 Required for R&C Categories 3-4**

*Document the appropriate purchasing rules and statutes affecting procurement activities.*

*FDOT Recommendation: Describe any applicable rules or statutes that are required to fund the project or procure the necessary goods or services. This might include a discussion of grant funding and the timelines and processes of obtaining, managing, and reporting on these funds or special requirements for Legislative funding.*

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## 15.4 Contract Management

**FDOT Recommended for R&C Categories 1-4**

*Describe the contract management practices of the project. Include contract owners and other responsible parties, the requirements for monitoring and administering the contract, and the process for contract payment Address the process for contract amendments resulting from the change control process. For outsourced projects, refer to the final contract language.*

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# Section 16 Organizational Change Management Plan

## The Organizational Change Management (OCM) Plan describes the practices for identifying and managing the people-side of change and outlines the project’s approach and responsibilities for Organizational Change Management.

## 16.1 Impact

**Rule Chapter 60GG-1 Required for R&C Categories 2-4**

**Rule Chapter 60GG-1 Recommended for R&C Category 1**

*Document the impact of delivering the project’s products to the user’s organization and the individual users.*

*FDOT Recommendation: Briefly describe the current state of operations and the future state. Analyze the key change between the current and future state for the project and describe how these will impact the organization including, but not limited to, individuals’ roles, skills, policies, and decision-making.*

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## 16.2 Readiness

**Rule Chapter 60GG-1 Required for R&C Categories 3-4**

*Document the readiness of the user organization and individual users to accept those changes. Describe and plan the action necessary to facilitate those changes.*

*FDOT Recommendation: Assess the organization’s readiness for change. In support of Florida Rule, make sure the users are ready to receive the product(s). Organizational assessment provide insight into the readiness of the stakeholders and users to prepare for and undergo change, and identifies action plans to remedy any lack of readiness. Conduct and document an organizational assessment to include such factors as:*

* *How adaptable to change is the targeted organization?*
* *Is the culture historically resistant or resilient to change?*
* *Are there other changes happening that impact the same stakeholder groups?*
* *Is it decision-making, consensus building, or leadership-driven?*
* *What are the residual effects of past changes (either positive or negative)?*

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## 16.3 Communication

**FDOT Recommended for R&C Categories 1-4**

*Ensuring that those impacted by the project know what is taking place, the reason behind the change, and other pertinent information promotes awareness, ownership, and acceptance. Include the objectives, scope, and approach for communicating with all stakeholders about the new organizational structures, processes, policies, and system functionality. This information will be linked with the Project Communication Plan.*

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## 16.4 Training

**FDOT Recommended for R&C Categories 1-4**

*Include the objectives, scope, and approach for training all stakeholders who require education about the new organizational structures, processes, policies, and system functionality. If no training, state no training.*

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# Section 17 System Security Plan

## See Rule 60GG-2, F.A.C., for a description of the requirements for the System Security Plan. If applicable to your project, the System Security Plan may be provided as a separate document. In such a case, please reference and/or attach the System Security Plan.

## 17.1 Rule Chapter 60GG-2, F.A.C.

**Rule Chapter 60GG-1 Required for R&C Categories 1-4**

*Compliance with Rule Chapter 60GG-2, F.A.C., is required.*

*FDOT Recommendation: Contact the Information Security Office to get the current System Security Plan template.*

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# Section 18 Project Glossary

*Define all terms and acronyms required to interpret the Project Management Plan properly.*

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# Section 19 Document Revision History

*Identify document changes.*

| **Version** | **Date** | **Name** | **Description** |
| --- | --- | --- | --- |
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# Section 20 Appendices

*Include any relevant appendices.*

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