

# PROJECT MANAGEMENT PLAN CHECKLIST

**Project Name:** \_\_\_\_\_

## 1. Project Purpose, Goals, Objectives, and Metrics

- Describe project purpose, i.e. rationale for the project that is consistent with NEPA Purpose and Need statement
- Identify project goals, i.e. long term vision for the project
- Describe project objectives, i.e. specific, measurable, short term actions that outline the “who, what, when, where, and how” of a project
- Outline project metrics, i.e. project targets and tracking requirements

## 2. Project Description

- Narrative description of project scope
- Map
- Date of NEPA Decision Document(s) (month/year)
- Document Operationally Independent and Non-Concurrent Construction (OINCC) determinations, if applicable
- If phasing plan is presented, include detailed description of the project phases

## 3. Project Procurement

- Describe how the Project Sponsor will or has acquired services such as environmental studies, design and construction
- Summarize how procurement decisions are to be made including selection of consultants and /or contractors and contracting and delivery methods to be utilized

## 4. Project Organizational Management

- Outline the organization structure for the project and define the roles and responsibilities of the project team
- Graphical representation of the organization such as organizational chart

## 5. Project Management Controls (Contract Administration, Scope, Cost, Schedule, Risks, and Quality)

- Describe project management controls
- Document how and when project performance is reported
- Address the following subsections
  - Contract Administration. Discuss how the Project Sponsor will document, monitor and control contract administration activities for the project, including change management and claims management process
  - Scope. Document the processes for defining, tracking, and controlling overall project scope
  - Cost. Outline how the Project Sponsor will document, monitor, and control project cost
  - Schedule. Document processes and tools used for tracking schedule, identifying scheduled deviations, and addressing schedule issues
  - Risk. Discuss how the Project Sponsor will document, monitor, and control project risks
  - Quality. Discuss how the Project Sponsor will document monitor and control all aspects of project quality throughout the life of the project

6. Project Communications Management
    - Address processes and procedures to ensure effective communications between project team members and stakeholders
    - Outline how informal and formal communications will be conducted and managed
  7. Project Documentation & Reporting
    - Describe how project records will be managed
    - Discuss how lessons learned will be tracked throughout the life of the project and the final documentation of all lessons learned
  8. Project Closeout
    - Outline the processes and procedures for contract closeout plan.
    - Discuss the requirements for a coordinated transition from the construction phase to the operations and maintenance phase
  9. Project Oversight
    - Describe the oversight roles and responsibilities of both the Project Sponsor(s) and FHWA
    - Reference to previously developed FHWA/State DOT Oversight Agreements, if applicable
  10. Management of the Project Management Plan
    - Outline the processes and procedures for maintaining and updating the project management plan
    - Identify team members responsible for managing the project
  11. Other Possible Sections
    - Include other sections/topics for aspects of the project that pose a significant risk and/or require processes and procedures that are unique to the project
- Executive Leadership Endorsement

**Reviewer:** \_\_\_\_\_

**Reviewer:** \_\_\_\_\_