



# CDC UNIFIED PROCESS CHECKLIST



## PROJECT MANAGEMENT PLAN

### Purpose

The purpose of this document is to provide a quick reference checklist for use by the project manager to ensure that all appropriate activities related to **Project Management Plan** have been addressed.

### Activities Checklist

This section provides a checklist related to the practice of **Project Management Plan**. The checklist can be used to assure that the project has completed the activities related to effective **Project Management Plan**.

Project Management Plan Checklist	
	Has an executive summary of the approved Project Charter been provided in the PMP along with updates that may have occurred after approval?
	Has a scope management plan been defined, outlined, and documented as part of the PMP, or a reference to where it is located included in the PMP?
	Has a change control management process been defined, outlined, and documented as part of the PMP, or a reference to where it is located included in the PMP?
	Has a training plan (for the project team) been defined, outlined, and documented as part of the PMP, or a reference to where it is located included in the PMP?
	Has a schedule/time management plan been defined, outlined, and documented as part of the PMP, or a reference to where it is located included in the PMP?
	Have project milestones been defined, outlined, and documented as part of the PMP, or a reference to where they are located included in the PMP?
	Has the project's work breakdown structure been included as part of the PMP, or a reference to where it is located included in the PMP?
	Has the project's schedule been included as part of the PMP, or a reference to where it is located included in the PMP?
	Has a cost/budget management plan been defined, outlined, and documented as part of the PMP, or a reference to where it is located included in the PMP?
	Has a quality management plan been defined, outlined, and documented as part of the PMP, or a reference to where it is located included in the PMP?
	Has a human resource management plan been defined, outlined, and documented as part of the PMP, or a reference to where it is located included in the PMP?
	Has a communication management plan been defined, outlined, and documented as part of the PMP, or a reference to where it is located included in the PMP?
	Has a communication matrix been included as part of the PMP, or a reference to where it is located included in the PMP?
	Has a risk management plan been defined, outlined, and documented as part of the PMP, or a reference to where it is located included in the PMP?
	Has a procurement management plan been defined, outlined, and documented as part of the PMP, or a reference to where it is located included in the PMP?
	Has compliance related planning been defined, outlined, and documented as part of the PMP, or a reference to where it is located included in the PMP?