**Project Management Plan: Sao Paulo, Brazil Store Opening**

Professor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Name and Section: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team members:

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**Instructions**

This template of a project management plan contains instructions to project managers as well as basic examples of how to complete this document. The italicized text in square brackets clarifies the objectives and context for the information requested in the document and gives further instructions to project managers.

When completing this project management plan template, (1) modify all existing text to fit the specifics of your project and (2) delete all instructional information that appears in brackets. (3) Your project management plan and all appendices will be submitted as two files: one MS Word document using this template and one MS Project file that your team creates. You will need to export any elements drafted using MS Excel to include as appendices in this document.

**1. Introduction**

* Purpose Of Project Management Plan

[*State the project's purpose and reference and include your project charter as an appendix.*]

The Sao Paulo Store Opening Plan is being prepared for all project stakeholders, including the project sponsor, senior leadership, and the project team.

**2. Executive Summary of Project Charter**

[*Provide an executive summary of the project charter.*]

**3. Scope Management**

* Work Breakdown Structure

[*Discuss the project's Work Breakdown Structure as created in your MS Project file (.mpp)]*

**4. Schedule/Time Management**

[*Provide estimated start and end dates for the project and include any other important dates from your Gantt chart. Provide the Gantt chart in the same MS Project file (.mpp) as the WBS. Be sure to identify the critical path in the Gantt chart. Discuss how you will minimize or avoid delays for tasks on the critical path.*]

* Milestones

The table below lists the key milestones for this project, along with their estimated completion timeframe. [*If the list of milestones is too long to insert here in the document, include them as an appendix.*]

|  |  |
| --- | --- |
| **Milestone** | **Estimated completion timeframe** |
| [*Provide milestone benchmarks, for example: project approved to proceed.*] | [*Provide timeframe for completion, for example: one week after project is authorized.*] |
| [Add as many rows as needed.] |  |

**5. Cost/Budget Management**

[*Provide a summary of the project's total cost, referencing factors that could influence that estimate. Include the project cost estimate as an appendix.]*

**6. Quality Management**

[*Not required.*]

**7. Human Resource Management**

[*Provide a summary of hiring, training and staffing plans here. Include hiring, training, and staffing costs for the store within the project cost estimate appendix.*]

**8. Stakeholder Management Plan**

[*List key stakeholders, including the project sponsor. Provide a summary of the stakeholder management plan. Include the detailed stakeholder management plan as an appendix.*]

**9. Risk Management**

[*Discuss important risks associated with the project. Include a project risk register as an appendix.*]

**10. Procurement Plan**

[*Discuss the important procurements needed for the project (e.g., construction contract).*]

**Appendices:**

1. Project Charter
2. Stakeholder Management Plan
3. Project Risk Register
4. Project Cost Estimate

**Project Management Plan Approval** [*This page is provided for example only. No signatures are required.*]

The undersigned acknowledges they have reviewed the Quebec City Store Opening **Project Management Plan** and agree with the approach it presents. Changes to this **Project Management Plan** will be coordinated with and approved by the undersigned or their designated representatives.

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| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
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| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

**Appendix 1: Project Charter**

**Appendix 2: Stakeholder Management Plan**

**Appendix 3: Project Risk Register**

**Appendix 4: Project Cost Estimate**