

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

Division Office Reviewer: _____

Major Projects Team Reviewer: _____