

# Advantage West Midlands Project Management Plan



Project Name	
Project Summary	
Date Plan Created/Updated:	
Version Number	
Author:	
Approved by:	

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## 1.0 Project Narrative & Plan

- ☒ *Describe the objectives of your project and how it will operate in detail. See the Project Management Guidance notes for information required.*
- ☒ *Using the Project Gantt chart or Bar Chart and Work Breakdown Structure (in Appendix A) and the Schedule of Key Milestones (in Appendix B), tell us how you derived the project plan and how you estimated the duration and work content of the activities in it.*

## 2.0 Project Management Plan Objectives & Scope

*Please complete the following statement and include it in your Project Management Plan as part of your Full Application:*

This project management plan forms part of our project application for the **Project Name** project dated **Date** and sets out our detailed definition of the project and our plans to deliver it. Any resultant funding agreement will include cost and funding profiles and our arrangements for the project's management and control.

**NB:** *If we approve project funding, we will replace your statement above with the following to make it part of the funding agreement.*

The purpose of this project management plan is to ensure the successful delivery of the **Project Name** Project to the time, quality and cost and forms part of the Grant Funding Agreement/Contract No        dated **Date**.

## 3.0 Project Roles, Responsibilities & Governance

*See Guidance Notes*

## 4.0 Project Monitoring, Reporting & Control

*See Guidance Notes*

## 5.0 Assuring Project Quality

*See Guidance Notes*

## 6.0 Recruitment and Training

*See Guidance Notes*

## 7.0 Document Management

See *Guidance Notes*

## 8.0 Financial Management

See *Guidance Notes*

## 9.0 Procurement Management

See *Guidance Notes*

## 10.0 Communications & Marketing

See *Guidance Notes*

## 11.0 Change Management

See *Guidance Notes*

## 12.0 Risk & Issue Management

See *Guidance Notes*

## 13.0 Declaration

I confirm that **Project Name** Project will be managed in accordance with the requirements of this Project Management Plan.

Signed on behalf of

Date

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Name

Position

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## Appendix A – Project Gantt Chart And Work Breakdown Structure (WBS)

- Include a project Gantt chart or bar chart with identified milestones and control points and the work breakdown structure (WBS) from which the chart was derived.

*Disclaimer: Approval of this Project Management Plan by Advantage West Midlands does not imply approval or acceptance by the AWM of any resources or rates quoted.*