

Sample Project Management Family of Documents

The items described below constitute a typical family of documents. Each organization may adapt the list as necessary and appropriate for their environment.

- **Integrated Project Plan (IPP)**
Overall project planning and control document. This document may contain or reference all documents described below as needed. Usually, the IPP contains overall project information, including high-level descriptions of the project plan, schedules, deliverables, and objectives. For smaller projects, the IPP may contain all project information.
- **Communication Plan**
Describes all forms of project communication, including status reporting, problem reporting, communications for issues, risks, and all other project items. The communication plan describes both meetings and reports planned for project control and execution.
- **Risk Management Plan**
The risk management plan describes how the project management team will identify, qualify and plan for all project risks. The risk management plan may or may not contain the actual risks themselves. Those are frequently retained in a data base.
- **Resource Allocation Plan**
This plan describes how the project management team will recruit internal project team members, how it will resolve resource conflicts, communicate team performance to functional managers and how the team issues will be managed. Frequently, resource histograms are contained here.
- **Procurement Plan**
The procurement plan outlines how outside vendors, resources, and products will be acquired. Frequently, these are available through the purchasing department.
- **Project Scope Document**
The project scope document contains detailed descriptions of project goals, deliverables, work packages, and exclusions. Project requirements are frequently contained in a separate document to allow them to be signed independently by clients and stakeholders. They may also be included here as appropriate. With this family of documents, the project work, schedules, milestones, and other primary project management issues are included in the scope document. Frequently, these are separate documents.
- **Project Requirements Document**
The project requirements document is essentially a list of all project requirements. This structure spawns from government contract where requirements are self-contained to allow for clean review and approval. More modern thought allows the project requirements to be included in the project scope document (see above).
- **Project Cost Management Plan**
If you must manage, report, and control costs on your project, a separate cost management plan is appropriate. This plan describes how the project manager will estimate, track, manage, and report of project costs.
- **Organization Specific Plans**
Most organizations require compliance with internal or regulated plans, including: Safety, Environmental, Quality, Sarbanes-Oxley, ISO, OSHA, or other documents. These documents are usually referenced in the IPP.