



OAKS Project Management Plans

(Composite Document)

Prepared

for

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OAKS Project

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1 Introduction

This document is the parent/composite document for all OAKS project management plans. Each project management plan is an appendix to this document, which supports the overall OAKS project plan.

2 Project Management Plan Matrix

Appendix	Project Management Plan	Description
PM121	Scope Management Plan	Scope and requirements management ensures that the project functions from a set of requirements based on the sponsoring organization's business needs and is consistent with the project budget, effort, and schedule at all times. This deliverable documents the scope control process and the individuals needed to make scope change decisions for this project.
PM123	Resource Management Plan	This deliverable documents critical decisions regarding the management of the project's workforce and physical resources. This deliverable is created to determine how to approach various aspects of management (such as obtain, manage, deploy, classify, evaluate, and release) for the project.
PM126	Distributed Work Management Plan	The Distributed Work Management Plan documents the additional project needs related to doing work sourced in multiple locations. One key area it addresses is the movement of an in-progress development project from the client site to the delivery center with minimal interruption. This document also discusses all of the other management areas that require additional attention when done in multiple locations, even if the actual process for handling them is documented in one of the other management plans.
PM127	Vendor Management Plan	Vendor management involves selecting and managing resources from outside the organization, both suppliers and contractors. It applies to products and services that are either included as part of the application being developed or as part of the physical infrastructure that supports the development process. Vendor management supports resource management for those resources procured from outside the organization. Create this deliverable to determine how to approach various aspects of vendor management for the project.
PM129	Risk Management Plan	The purpose of risk management planning is to focus attention on minimizing threats in the achievement of project objectives. This deliverable provides a systematic



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		approach for identifying and assessing risks, determining cost-effective risk reductions, and monitoring and reporting progress in reducing risk.
PM131	Performance Reporting Plan	Performance reporting involves the documentation of the project's performance against the plan. It is implemented and executed through the PMO
PM132	Quality Management Plan	This deliverable describes the organization, methodology, procedures, and measurement techniques used to ensure that all deliverables and work performed meet or exceed the predefined technical, functional, and contractual requirements (i.e., quality verification criteria) and the sponsoring organization's expectations. This plan is prepared with the project planning activities and is updated for changes during the life of the project.
PM133	Project Communication Plan	The Project Communications Plan serves as a guide to the communication and sponsorship efforts throughout the duration of the project. It is a living and working document and is updated periodically as audience needs change. It explains how to convey the right message, from the right communicator, to the right audience, through the right channel, at the right time. It addresses the six basic elements of communications: communicator, message, communication channel, feedback mechanism, receiver/audience, and time frame.
PM134	Configuration Management Plan	The Configuration Management Plan documents processes for maintaining the integrity of the project's work products throughout all stages of development and maintenance. It applies to all information systems and related system engineering activities that might affect the achievement of a project's effort. This would include hardware, software (COTS and/or custom), and documentation. In particular, the focus of this plan is on the enterprise perspective of configuration management. This plan identifies the need for a configuration management function that will maintain focus on the overall technical and functional objectives of the program. This enterprise configuration management function will also provide the continuous guidance needed to support the delivery of targeted business capabilities.
PM136	Records Management Plan	The purpose of a Records Management Plan is to formally document the processes that a project, program, or organization uses to manage its records and archives order to: <ul style="list-style-type: none"> • Leverage knowledge capital • Maximize intellectual property assets • Achieve business objectives



		<ul style="list-style-type: none"> • Meet legal and contractual obligations <p>In general, a Records Management Plan describes:</p> <ul style="list-style-type: none"> • Which official copies of project work products are stored, in which format (e.g., media), where, and for how long • Who is responsible for records management tasks • Who reviews the records and archives as necessary
PM137	Knowledge Management Plan	The Knowledge Plan is used by the project to document the knowledge assets, work products, measures, measurement results, and process improvement information that is submitted to the knowledge repository and the sponsoring organization. The purpose of this document is to ensure that projects make their latest and best knowledge capital available for other project teams to view and reuse and for the organization to improve its processes. Project estimates and actuals are used to improve the estimating models.
N/A	Change Management Plan	The Change Management Plan outlines the strategy to reduce the risk of resistance to change once OAKS is deployed to end users.
PM139	Issues Management Plan	Issue management involves the process for the identification, analysis, resolution, reporting, and escalation of the project's issues. Issues are generally problems that involve a significant choice between two or more alternatives for an event that is happening now. Projects should track, at a minimum, the nature of the issue, as well as the impact, priority, status, and resolution. The Issue Management Plan needs to clearly outline how, and with which parameters, issues are prioritized, assigned, communicated, viewed, escalated, and resolved.
PM221	Work Breakdown Structure (Project Schedule)	This is the Microsoft Office 2000 Project file that contains all tasks, activities, milestones, resources and estimated hours for all OAKS effort. This is a very important deliverable as it is used to set up project server, in order to track the projects actual vs estimated consumption of budget and time.

Table 1 - Project Management Plan Appendices

Each appendix will be updated by their respective authors and will be housed in the project's configuration management tool (BI Designer). The Appendix moniker (PMXXX) ties back to the artifact as defined in the Accenture Delivery Methods. This is done to verify compliance with ADM.