**COMMONWEALTH OF VIRGINIA**



**<Name> Program
Program Management Plan (PMP)**

**<Date>**

**Virginia Information Technologies Agency (VITA)**

**Program Management Plan Template v1**

#### Publication Version Control

| **Version** | **Control No.** | **Date** | **Revision Description** | **Prepared By:** |
| --- | --- | --- | --- | --- |
| Program Management Plan (PMP) \_v1 |  | <Date> | First draft  |  |
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*General Explanation: This template has been designed to include Explanation blocks, represented in Italics, throughout the document. The idea is to provide guidance on completing the Program Charter more effectively and efficiently. Each of the Explanation blocks will be deleted for the final version of the Program Management Plan.*

# Document Change Control

After this document is accepted by the Program Management Office (PMO), the approved version is the baseline. All baseline version document changes will be based on an approved change control procedure, as outlined in the Program Change and Configuration Management Plan.

A Change Control Process will be implemented to record significant changes within this document. Significant changes are those that will change the course of the Program and have an impact on the Program’s documented plans and approach.

The updated Change Control Log will be routed to the signatories for acknowledgement and approval. If all signatories attend an oversight committee forum, Program Management Plan Change Log approvals can occur there, and recorded in the minutes.

Once approved, the changes will be recorded in the Program Management Plan Change Control Log in the Appendix and a summary line will be added to the Publication Version Control table in the front of this plan.

# Related Documentation

Related documents include Program-specific documentation, Commonwealth of Virginia standards, policies, guidelines, strategic plans, and industry best practices.

## Applicable Program-Related Documents

Applicable documents are those documents related to the Program. The specified parts of the applicable documents carry the same weight as if they were stated within the body of this document. The following documents are applicable to the Program.

* Program Governance and Quality Management Plan
* Program Communications Management Plan
* Program Post Implementation Review Plan
* Program Risks and Issues Management Plan
* Program Resource Management Plan
* Program Financial Management Plan
* Program Procurement Management Plan
* Program Change and Configuration Management Plan
* Program Architecture Plan
* Program Organizational Change Management Plan
* Program Implementation and Transition to Operations Management Plan

## Applicable Standards, Policies, Guidelines, and Strategic Plans

* Information Technology Resources Management (ITRM) Information Technology Investment Management (ITIM) Standard CPM 516-01
* Glossary of Terms and Acronyms
* ITRM Project Management Standard
* ITRM Program Management Standard
* ITRM Project Manager Selection Criteria
* Chief Information Officer (CIO) and Agency Strategic Plans

## Applicable Industry Sources

* Gartner, Inc.
* Project Management Institute

# Purpose

*Explanation: This section introduces the Program Management Plan (PMP).The Program Management Plan acts like an executive summary for the sub-plans appropriate for this Program, when separate sub-plans are used. Otherwise, enter the entire sub-plan information into the appropriate sections within the PMP.*

# Program Post Implementation Review (PIR) Plan

*Explanation: Write a summary regarding the Program Post Implementation Review (PIR) Plan. If for certain reasons, it is easier to include this sub-plan in the PMP then so do so. Example narrative for this section if the PMP is used as an executive summary is located in the Program Management Guideline.*

# Program Governance and Quality Management (GQM) Plan

*Explanation: Write a summary regarding the Program Governance and Quality Management (GQM) Plan. If for certain reasons, it is easier to include this sub-plan in the PMP then do so. Example narrative for this section if the PMP is used as an executive summary is located in the Program Management Guideline.*

# Program Change and Configuration Management (CCM) Plan

*Explanation: Write a summary regarding the Program Change and Configuration Management (CCM) Plan. If for certain reasons, it is easier to include this sub-plan in the PMP then do so. Example narrative for this section if the PMP is used as an executive summary is located in the Program Management Guideline.*

# Program Communications Management (COMM) Plan

*Explanation: Write a summary regarding the Program Communications Management (COMM) Plan. If for certain reasons, it is easier to include this sub-plan in the PMP then do so. Example narrative for this section if the PMP is used as an executive summary is located in the Program Management Guideline.*

# Program Risks and Issues Management (R&I) Plan

*Explanation: Write a summary regarding the Program Risk and Issue Management (R&I) Plan. If for certain reasons, it is easier to include this sub-plan in the PMP then do so. Example narrative for this section if the PMP is used as an executive summary is located in the Program Management Guideline.*

# Program Architecture (ARC) Plan

*Explanation: Write a summary regarding the Program Architecture (ARC) Plan. If for certain reasons, it is easier to include this sub-plan in the PMP then so do so. Example narrative for this section if the PMP is used as an executive summary is located in the Program Management Guideline.*

# Program Resource Management (RM) Plan

*Explanation: Write a summary regarding the Program Resource Management (RM) Plan. If for certain reasons, it is easier to include this sub-plan in the PMP then so do so. Example narrative for this section if the PMP is used as an executive summary is located in the Program Management Guideline.*

# Program Procurement Management (PRO) Plan

*Explanation: Write a summary regarding the Program Procurement Management (PRO) Plan. If for certain reasons, it is easier to include this sub-plan in the PMP then so do so.*

# Program Implementation and Transition to Operations Management (IMP) Plan

*Explanation: Write a summary regarding the Program Implementation and Transition to Operations (IMP) Plan. If for certain reasons, it is easier to include this sub-plan in the PMP then so do so.*

# Program Organization Change Management (OCM) Plan

*Explanation: Write a summary regarding the Program Organization Change Management (OCM) Plan. If for certain reasons, it is easier to include this sub-plan in the PMP then do so.*

# Program Financial Management (BDGT) Plan

*Explanation: Write a summary regarding the Program Financial Management (BDGT) Plan. If for certain reasons, it is easier to include this sub-plan in the PMP then do so.*

# Approvals

Explanation: This section includes a document approval statement and a place for the approvers to sign. To add a signature block, insert another row in the table below then go to Insert > in the Text ribbon, select Signature Line > click OK > enter Signer’s name and role > check the box “Allow the signer to add comments…” > click OK.

The undersigned acknowledge they have reviewed the Program Management Plan and agree with the approach it presents. Any changes to this document will be coordinated with and approved by the undersigned or their designated representatives.

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# Appendices

Use the below Program Management Plan Change Control Log Template to build a separate document to maintain all Plan changes. Also include any Program-related acronyms in the acronym list.

## Program Management Plan Change Control Log

*Explanation: Record the significant changes to the Program Management Plan here cross referenced to all impacted Program-level artifacts. Document the change / version number and summary of the Program Management Plan changes in the Publication Version Control table in the front of this document. Use this as a template in a separate document. Typically, the Steering Committee approves the changes.*

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| **Change / Version No.** | **Date Change Approved** | **Description** | **Impacted Supporting Document(s)** | **Supporting Document Change / Version No.** | **Approved By** |
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## Acronyms

*Explanation: Consider compiling in the appendices a table of terms used throughout this document that may require definition or clarification for individuals unfamiliar with the Program. Adapt the standard list below if these terms are not used in this document.*

|  |  |
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| **Acronym** | **Description** |
| COV | Commonwealth of Virginia |
| ITRM | Information Technology Resource Management |
| PMO | Program Management Office |
| PgM | Program Management |
| PM | Project Management |
| PMI | Project Management Institute |
| CTP | Commonwealth Technology Portfolio |
| ITIM | Information Technology Investment Management |
| CBA | Cost-Benefit Analysis |
| ROI | Return on Investment |
| IT | Information Technology |
| PMD | Project Management Division |