Project Management Plan Template

The Title Page shall be in the format as required by APA

Table of Contents

In format as specified by APA

Use numbered sections as demonstrated below. Single space within paragraph. Double space between paragraphs. Two spaces follow periods. Use parenthetical cites since this completed document will potentially be used on an actual job. Anytime the author determines that the detailed information for a specific section will be located in an appendix, the basic section will contain an introduction that describes the purpose of the section and then statements that inform the reader that the detailed information is contained in an appendix. The specific appendix title will be given and the reason for using an appendix instead of in the specified section.

Make certain that section headers are not on a page by themselves. Major section should start on a new page.

1.0 Introduction
1.1 Scope
1.2 Purpose
1.2.1 Problem
1.2.2 Impacts
1.2.3 Research on Problem Solutions
1.2.3.1 Sources
1.2.3.2 Discussion
1.2.3.3 Conclusion

2.0 Methodology
2.1 Research
2.2 Findings
2.3 Discussion
2.3.1 Comparisons
2.4 Conclusions
2.5 Recommendations

3.0 Scope Management
3.1 Methodology
3.1.1 Work Breakdown Structure
3.1.2 Work package/Task Description and Detail *This is the WBS Dictionary*

4.0 Human Resource Management
4.1 Staffing
4.2 Loading

5.0 Schedule Management
5.1 Methodology
5.2 Schedule *here or in appendix*

6.0 Cost Management
6.1 Methodology

6.2 Budget *here or in appendix*

7.0 Risk Management
7.1 Methodology
7.2 Risk Categories and matrix
7.3 Risk Response *here or in appendix*

8.0 Quality Management
8.1 Methodology
8.2 Processes, procedures, and measurements *here or in appendix*

Appendices as required.
Identify the title of the appendices followed by the purpose and the content.