

Project Delivery Plan

(Short Form PDP)

|  |
| --- |
| title |

|  |  |  |
| --- | --- | --- |
| **Prepared by:** | |  | | --- | |  | |
| **Date:** | Click here to enter a date. |
| **Document File Name:** | |  | | --- | | PDP Short form Template\_V0.5draft.docx | |

Table of Contents

[1 Scope Definition 4](#_Toc404780181)

[1.1 Project Scope 4](#_Toc404780182)

[1.2 Work Plan 4](#_Toc404780183)

[2 Financial 5](#_Toc404780184)

[2.1 Budget 5](#_Toc404780185)

[2.2 Costs 5](#_Toc404780186)

[3 Schedule 5](#_Toc404780187)

[3.1 GANTT Chart (If available) 5](#_Toc404780188)

[4 Procurement 5](#_Toc404780189)

[4.1 Key Procurements 5](#_Toc404780190)

[5 Human Resources 6](#_Toc404780191)

[5.1 Project Organization Structure 6](#_Toc404780192)

[6 Communications and Stakeholder Engagement 6](#_Toc404780193)

[6.1 Stakeholder Assessment 6](#_Toc404780194)

[7 Risk Management Plan 8](#_Toc404780195)

[7.1 Risk Register 8](#_Toc404780196)

[8 Project Close Out 9](#_Toc404780197)

[8.1 Project Close-out Plan 9](#_Toc404780198)

[Appendixes 10](#_Toc404780199)

[A. Business Case 10](#_Toc404780200)

Click the “¶” symbol to toggle the instructions on and off.

|  |  |  |  |
| --- | --- | --- | --- |
| Document updates  This section is used to track content changes to the Project Delivery Plan once initially approved | | | |
| Document Revision No. | Revisions: | Date Released: | Released By: |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Template Quality Information This section is used to track changes to the PDP template design | | | |
| Document Revision No.: | Revisions: | Date Released: | Released By: |
| V1.0 | Released for use |  | Jason Ruby |
|  |  |  |  |
|  |  |  |  |

# Scope Definition

|  |
| --- |
| Project Scope Refer to PMM Section 5.2 for information on Project Scope |
| Business Case: Reference the BC (directory and file name) or embed in Appendix A. If no Business Case, state the reason |
|  |
| Scope Statement: Describe the product or service c/w the features and/or functions. Ensure the scope statement, covers the scope, cost and time elements of the project |
|  |
| Out of Scope Work: Identify work that is out of scope where there may be uncertainty or confusion on whether or not it is to be included |
|  |
| Constraints: Describe any constraints and restrictions that limit the scope or what can be achieved in the PDP |
|  |
| Assumptions: Provide statements about major assumptions that have been included in the PDP |
|  |
| Acceptance Criteria: Note the specific criteria that the Owner will use to assess acceptance of the completed product or services |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Work Plan Refer to PMM Section 5.2. for information on a Work Breakdown Structure.  If using Microsoft Project; only note the very high level deliverables in this section (option is to copy in appropriate data from MS project and refer to the detail in Microsoft project.  Important that these are the project’s high level deliverables as they will form the basis for the cost and schedule components in Sections 2.2, 3.0 & 4.0 below. | | | |
| Deliverable | Key Activities | Deliver date (completed except as noted) | Cost |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |

# Financial

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Budget Provide a tabulation of the approved budgets funds from the Budget book | | | | |
| **Project** | **Funding Source** | **Year 1** | **Year 2** | **Total** |
|  |  | $ | $ | $ |
|  |  | $ | $ | $ |
| Total |  | $ | $ | $ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Costs Refer to PMM Section 5.3 for information on Project Costing  State the deliverable in terms of what tangible product is being deliverable. Don’t state consultant; rather state what deliverable (s) the consultant will be producing.  The examples below can be deleted | | | | | |
| **Deliverable** | **Estimate** | **Contingency** | **Escalation** | **Fee & Administration costs** | **Cost Estimate** |
| Project Management | $ | $ | $ | $ | $ |
| Preliminary Design Report | $ | $ | $ | $ | $ |
| Requirements Report | $ | $ | $ | $ | $ |
| Specific product or Service | $ | $ | $ | $ | $ |
|  | $ | $ | $ | $ | $ |
| Totals | $ | $ | $ | $ | $ |

# Schedule

|  |
| --- |
| GANTT Chart (If available) Refer to PMM Section 5.4 for information on Project schedule  Reference (directory and file name) the project Gantt chart (MS Project). Gantt needs to build on the deliverables in the WBS  Options are to note the deliverables and time-line associated to each in table format. |
|  |

# Procurement

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Key Procurements Refer to PMM Section 5.6 for planning procurement  Refer to PMM Section 6.4 for information on conducting procurement - Solicitation  List the deliverable (s) to be procured. The items below are examples only and should be deleted.  Note the type Procurement method selected  Identify Risks – note any risk associated with the procurement; # of bidders, industry back-log, speciality purchase etc. These items need to be incorporated into the Risks Management plan  Vendor Special Requirements (if appropriate) - List any special requirements that are to be specified in the procurement process and selection. | | | | |
| **Deliverable** | **Vendor**  **Type** | **Procurement**  **Method** | **Identify Risks** | **Vendor Special Requirements** |
| Detailed Design | Consultant | Request for Proposal |  |  |
| Tool Shed | General Contractor | Bid Opportunity |  |  |

# Human Resources

|  |
| --- |
| Project Organization Structure Refer to PMM Section 5.7 for information on Project Human Resource Plan  The PM has the option to revise the graphic below if a different delivery method is selected. I.e. if no advisory committee, delete the box.  Show all groups and positions  Include team member names for the positions if known  Identify any roles, responsibilities and levels of authority that are different from those listed in the PMM  The solid line indicates a direct reporting responsibility while the dashed line indicates in-direct. An individual or group cannot direct report to two entities. Very important to consider when defining your project organization structure. |

Sponsor

Advisory Committee

* (If formed)

Project Manager

Contract Administrator

Vendor PM/CA

Project Team

Business Owner

# Communications and Stakeholder Engagement

|  |
| --- |
| Stakeholder Assessment Refer to PMM Section 5.8 for information on Project Stakeholder Engagement and Communication planning, respectively.  Build on the Stakeholder assessment defined in the Charter  Use the Stakeholder Assessment and Communication template. Copy and paste the information from the template or delete the table below and reference the document details (file path and name) in the space below |

Notes; reference or attached the Stakeholder Assessment and Communication tool. This table is provide for illustration and training purposes only

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Stakeholder | Objective (Need/Why) | Messages (What) | Timing (When) | Delivery Method (How) | By Who | Feed Back Mechanism |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# Risk Management Plan

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Risk Register Refer to PMM Section 5.9 for information on risk management  Use the Risk Management Plan template (Qualitative).  Delete the sample table below and: either reference the file (file path and name) or copy in the summary table from the RMP template | | | | | | | |
| Risk Event Identification | | | | | Risk Severity | Risk Response | Risk Response Owner |
| Risk Event | Threat or Opportunity? | As a result of (Risk Cause) | This event may occur (Uncertain Event) | Which leads to (Effect on objectives) |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

# Project Close Out

|  |
| --- |
| Project Close-out Plan Refer to PMM Section 5.13 for planning close out and Section 8.0 for how to close phases and the project  Prepare a list of closure activities and actions for each project phases.  Studies will have much different activities than construction projects  The following are examples and can be edited as necessary but are typical action on most infrastructure/asset type projects |
| For project phase close-out the following will be completed:   * Deliverables will be reviewed and accepted * Transfers will be made as identified * Asset records (Asset Registry, TCA & Insurance policy inventory) will be updated * Benefits will be determined and reported on * Phase documentation and filing will be updated and finalized * Phase budgets will be closed   Project close-out   * Confirm and sign-off with Owner that all deliverables have been received * Lessons learned will be documented * Project Benefits Realization report will be prepared * All PO will be closed * Final Project cost report will be submitted |

Appendixes

1. Business Case *Embed the BC. If the BC is referenced in section 1.0, Appendix A can be deleted*