

## Creating a Time Management Plan

Bill Carswell

Embry-Riddle Aeronautical University

This is a generic outline for content in the Scope (5.1) Schedule (6.1) and Cost (7.1) Management Plan processes in PMBOK 5th Edition. You'll need a management plan for each of the above processes in your portfolio.

The management plans should describe how the final project plan elements (scope, schedule and budget) will be created, controlled, and closed. Remember, the management plan is about how you will manage the scope/schedule/budget plans. It is not the actual scope/schedule/budget themselves.

1. The development tool (for example, MSExcel/MSVisio/MSPProject (scope/WBS), MSPProject (Schedule), MSExcel or ERP System (Budget)
2. Refer to any Organizational Process Assets that should be used for format and layout (for example, company or customer templates)
3. Development Process (for example, follow OPA guidelines or the PMBOK Process Standard publications)
4. Change control process (include a change control form template)
5. Reporting requirements (include reporting form template)
6. Closure criteria and documentation procedure (Include closure form template)