

PMM – Templates

The PMM makes reference to a number of templates as outputs or deliverables from the procedures. The tables below list the templates and identifies where they are referenced in the PMM document. The documents can be found by clicking on the file name or go to the website (under construction).

S o r t o r d e r I	Include in PM 'How To' Training	Process	PMM	Acronym	Description
		Group	Reference		
1	Include	Initiating	4.2		Stakeholder and Communication plan
1	Include	Initiating	4.3		Project Charter
2	Include	Planning	5.1	PDP	Project Delivery Plan
2	Include	Planning	5.1		PDP Short Form
2	Include	Planning	5.1		PM Checklist
2	Include	Planning	5.3	BOE	Basis of Estimate
2	Include	Planning	5.7		Project Dashboard Report
2	Include**	Planning	5.8		Project Status Report
2	Include**	Planning	5.8		Issue-Decision Log
2		Planning	5.8		Council Quarterly Report
2		Planning	5.8	PRI	Project Record Index
	Include	Planning	5.9		Project Risk Identification Check-list
2	Include	Planning	5.9	RMP	Risk Management Plan
	Include	Planning	5.9	RMP	Risk Management Plan (Short Form)
3		Executing	6.2		Team Charter
3		Executing	6.4	RFP	Request for Proposal
3		Executing	6.4	BO	Bid Opportunity
3		Executing	6.4		Summary of Bids
3		Executing	6.4		Award Reports
3		Executing	6.4		Letters to Bidders
4	Include**	Controlling	7.2	FWA	Field Work Authorization
4	Include**	Controlling	7.2	PCN	Proposed Change Notice
4	Include**	Controlling	7.2	RFI	Request for Information
4	Include**	Controlling	7.2		Request for Information Log
4	Include	Controlling	7.2		Change Control Log

Sort order	Include in PM 'How To' Training	Process	PMM	Acronym	Description
		Group	Reference		
4	Include**	Controlling	7.2	ACC	Authorization for Contract Change
4	Include**	Controlling	7.2	FI	Field Instruction
4	Include**	Controlling	7.3		Contract OE under \$100000
5	Include**	Closing	8.4		Consultant Performance Evaluation
5	Include**	Closing	8.6	LL	Lessons Learned
6		Executing	Appendix E *	PE	Progress Estimate (mixed tax, HB)
6	Include**	Executing	Appendix E *		Pre-award meeting minutes
6	Include**	Executing	Appendix E *		Preconstruction meeting minutes
6		Executing	Appendix E *		Criminal Record Search Certificate
6		Executing	Appendix E *		Training Session Log
6		Executing	Appendix E *		Certificate of Satisfactory Classroom Training
6		Executing	Appendix E *		Certificate of Satisfactory Field Training
6		Executing	Appendix E *		Certificate of Equipment Delivery
6		Executing	Appendix E *		Certificate of Readiness to Install
6		Executing	Appendix E *		Certificate of Satisfactory Installation
6		Executing	Appendix E *		Certificate of Equipment Satisfactory Performance
6		Executing	Appendix E *		Certificate of Satisfactory Process Performance
6		Executing	Appendix E *	ITP	Inspection and Test Plan
6		Executing	Appendix E *		Inspection Report
6		Executing	Appendix E *	DCR	Daily Construction Report
6		Executing	Appendix E *	NCR	Non Conformance Report
6		Executing	Appendix E *		NCR Log
6		Executing	Appendix E *		Plant Entry Permit
6		Executing	Appendix E *		Process Interruption Permit
6		Executing	Appendix E *		Lockout Tag Out Permit
6		Executing	Appendix E *		Hot Work Permit
6		Executing	Appendix E *		Confined Space Permit
6		Executing	Appendix E *		Critical Lift Permit
6		Executing	Appendix E *		Lockout Tag Out Permit
6		Executing	Appendix E *		Pressure Test Permit
6	Include	Executing	Appendix E *	SP	Substantial Performance
6	Include	Executing	Appendix E *	TP	Total Performance

S o r t o r d e r I	Include in PM 'How To' Training			
	Process Group	PMM Reference	Acronym	Description
6	Include	Executing	Appendix E *	Certificate of Acceptance

* Contract Administration Procedure

** Template is currently being developed by Asset Management – Project Management Template Working Group. Scheduled to be completed by the start of the development of Project Management 'How To' training courses.