

Project Delivery Plan

(PDP)

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| **Prepared by:** | |  | | --- | |  | |
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| 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: |
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| Template Quality Information This section is used to track changes to the PDP template design | | | |
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| V1.0 | Released for use |  | Jason Ruby |
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# Scope Definition

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| 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 |
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| 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 |
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| Acceptance Criteria: Note the specific criteria that the Owner will use to assess acceptance of the completed product or services |
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| Work Breakdown Structure 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 or reference file (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 & 5.2 below. | | | |
| **WBS** | **Output or Deliverable** | **Task** | **Task Work Description** |
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# Financial

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| Budget Refer to PMM Section 5.3 for information on Project Bduget  Provide a tabulation of the approved budgets from the Budget book | | | | |
| **Project** | **Funding Source** | **Year 1** | **Year 2** | **Total** |
|  |  | $ | $ | $ |
|  |  | $ | $ | $ |
| Total |  | $ | $ | $ |

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| --- | --- | --- | --- | --- | --- |
| 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. These deliverables are taken from the WBS | | | | | |
| **Deliverable** | **Estimate** | **Contingency** | **Escalation** | **Fee & Administration costs** | **Cost Estimate** |
|  | $ | $ | $ | $ | $ |
|  | $ | $ | $ | $ | $ |
|  | $ | $ | $ | $ | $ |
|  | $ | $ | $ | $ | $ |
|  | $ | $ | $ | $ | $ |
| Totals | $ | $ | $ | $ | $ |

# Schedule

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| Critical Milestone Refer to PMM Section 5.4 for information on Project schedule development  Use this section to state only deliverables that have critical dates attached or are key milestone deliverables | | |
| **Deliverable** | **Reason** | **Projected or Completed Date** |
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| GANTT Chart 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 |
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# Project Quality Management Plan

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| QA/QC Plan Refer to PMM Section 5.5 for information on Project Quality  Items noted below are for example only and can be revised and/or appended to. The “check-lists” referred to in he QC activity column are under development  Project management quality assurance is provided by completion of the PDP. Project quality control is provided through the PDP monitoring, reporting and adherence to the approval processes defined in the plans.  QA referenced standard:   * Project; Define what document/standard etc. will be used to ensure the project is delivered as planned * Product or Service; What document/standard will be used to ensure that product or service is produced asexpected by the owner/customer   QA responsibilities:   * Project; Individual responsible to ensure that reference standard is developed, approved and used * Product or Service: Individual responsible to ensure that reference standard is developed, approved and used   QC responsiblites  Typically QC activities and repsonsiblites etc are defined in the QA documents. If not, create a section below and append | | | |
| **QA Referenced Standard** | **QA Responsibility** | **QA Activity** | |
| **Project** |  |  | |
| Project Management Manual | Sponsor | Milestones reviews.  Check list sign-off | |
| Project Delivery Plan | PM | Milestones reviews.  Check list sign-off | |
| Commissioning Plan | PM | Milestones reviews.  Check list sign-off | |
| **Product or Service (Deliverables)** |  |  |  |
| Requirements Specification |  | Milestones reviews.  Check list sign-off | |
| Preliminary Reports |  | Milestones reviews.  Check list sign-off | |
| Design Drawings |  | Milestones reviews.  Check list sign-off | |
| Specifications |  | Milestones reviews.  Check list sign-off | |
| Vendor Safe Work Plans |  | Milestones reviews.  Check list sign-off | |

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| Value Engineering Refer to PMM Section 5.5 for information on Value Engineering  Include the Value Engineering (VE) plan by referencing the document details (file path and name). If no VE, state ‘N/A”. |
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# Procurement

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| Project Delivery Approach Refer to PMM Section 5.6 for information on Project Delivery options  This table validates that all project delivery models were assessed and the corresponding reason.  Include the high level summary of the reviews and refer to the corresponding detail. Note; N/A if the reviews were not made and the reasons | | |
| **Review** | **Date of Review** | **Result and Reason** |
| In-House Delivery |  |  |
| DBB |  |  |
| DB |  |  |
| Public Private Partnership |  |  |
| Other |  |  |

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| 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 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. If none, N/A | | | | |
| **Deliverable** | **Vendor Type** | **Procurement Method** | **Identify Risks** | **Vendor Special Requirements** |
| Detailed Design | Consultant | Request for Proposal |  |  |
| Tool Shed | General Contractor | Bid Opportunity |  |  |
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# Human Resources

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| Project Organization Structure Refer to PMM Section 5.7 for information on Project Human Resource Plan  The project organization structure below is based on a DBB project. 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.  Include names in the organization chart or add a separate structure. 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

Project Manager

Contract Administrator

Vendor PM/CA

Project Team

Business Owner

# Communications and Stakeholder Engagement

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| Stakeholder Assessment Refer to PMM Section 5.8 for information on Project Communication.  Use the Stakeholder Assessment and Communication template, reference or attach in the appendix  Identify any communication documents that are either not identified in the PMM or will change from that noted in the PMM. I.e. If a different performance report will be utilized on the project vs. the report identified in the PMM or if a Public Engagement Plan is developed.  This section is to define the key communication documents (deliverables), who is responsible to produce the documents, review and approval.  Reference or attached the Stakeholder Assessment and Communication template and/or Public Engagement Plan. This table is provide for illustration and training purposes only | | | | |
| Stakeholder | Interest and Expectations | Importance and Influence | Assessment of Impact | Strategies for Gaining Support or Reducing Obstacles |
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| Communication Plan Refer to PMM Section 5.8 for information on Project Communication.  Use the Stakeholder Assessment and Communication template, reference or attach in the appendix  Identify any communication documents that are either not identified in the PMM or will change from that noted in the PMM. I.e. If a different performance report will be utilized on the project vs. the report identified in the PMM or if a Public Engagement Plan is developed.  This section is to define the key communication documents (deliverables), who is responsible to produce the documents, review and approval.  Reference or attached the Stakeholder Assessment and Communication template and/or Public Engagement Plan. This table is provide for illustration and training purposes only | | | | | | |
| Stakeholder | Objective (Need/Why) | Messages (What) | Timing/  Frequency (When) | Delivery Method/  Media Type (How) | By Who | Feedback Mechanism |
|  |  |  |  |  |  |  |
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| Record Management Refer to PMM 5.8 and the record management procedure for information on Project Record Management  All project documentation must be created, distributed, filed, stored and retained according to the project protocols in the PMM.  The intent of this section is to define other protocols if not already defined in the PMM or by another organization.  Provide specific details if different than the PMM. **If no change state will follow the PMM**:  Filing structure and any specific records management details. What is to be retained in each library and/or folder. Where and how documents are to be filed; i.e. use of the project website or SharePoint site if one is being used | | |
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| Filing Structure (reference and attached the standard) | Document to be retained | Location |
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# Risk Management Plan

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| Risk Register Refer to PMM Section 5.9 for information on risk management  Use the Risk Management Plan template.  Either reference the file (file path and name) or delete the table below and copy in the summary table. |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Risk Register** | | | | | | | | **Project** |  | |  |  |  |  | | As a result of  (Risk Cause) | This event may occur (Uncertain Event) | Which leads to  (effect on objectives) | Severity of Risk (C,H,M,L) | Risk Response Assessment (avoid, transfer, reduce, accept) | Risk Owner | Risk Response | | 0 | 0 | 0 | C | Transfer | 0 | 0 | | 0 | 0 | 0 |  | 0 | 0 | 0 | |

# Project Change Control

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| Integrated Change Control Refer to PMM Section 7.0 for information on Project Change Control  The Integrated Change Control process will be followed unless specific changes are noted below |
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# Health Safety Security and Environment

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| HSSE Approach Refer to PMM Section 5.11 for information on Project HSSE  HSSE requirements will depend on the specific project being undertaken.  The PM is to identify any known special or specific requirements for this project:  The following categories are typical for most infrastructure/asset type projects. If not relevant for this project, note “N/A”. and/or revise | |
| Health: |  |
| Safety: |  |
| Security: |  |
| Environment: |  |

# Commissioning

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| Commissioning Strategy Refer to the PMM Section 5.12 8.3 for information on Commissioning  If Commissioning is not part of this project: note N/A  The Commissioning Strategy is the first step in developing the Commissioning Plan and outlines the high-level objective that need to be achieved in Commissioning. This includes how testing will occurring within an existing operating environment or specific tests and/or requirements that need to be incorporated into the delivery (design or build) of the project or service |
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| Commissioning Implementation Plan Refer to the PMM Section ? (under development)  If Commissioning is not part of this project, note “N/A”  If applicable and if in the early phases of the project state: who will develop the plan and at what phase in the project a plan will be developed. |
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# Project Close Out

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| Project Close-out Plan Refer to PMM Section 5.13 for information on 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 Business 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 |

1. – Business Case

Embed the BC. If BC is referenced this appendix can be deleted