**Project Name:** Enter project name.

Submitted by: Enter the name of person who filled out this PMP and the jurisdiction.

Version: (First submittal or revision version)

Date: Submittal date.

1. **PROJECT BACKGROUND & SCOPE**
* *Identify project purpose, scope, phases, and background (“Baseline Scope”). Project scope needs to be consistent with project description in the Agreement. If there are changes to the Baseline Scope, you need to submit an updated PMP with discussions on associated impacts to schedule and cost.*
* *Provide a project location map. If the map is provided in the CS checklist, a reference to the CS checklist should be made.*
* *Who funds the project? Who will own, operate, and maintain the facility? Who is the project implementation agency/agencies.*

Click or tap here to enter text.

1. **PROJECT COST ESTIMATES AND BUDGET**
* List cost estimate and budget for each project phase covered by this PMP.

*(Sample table for construction phase: you may list the WBS category as per your accounting system.)*

**Phase:** Choose a phase.

|  |  |  |
| --- | --- | --- |
| **WBS Category***(Add rows as needed)* | **Project Cost ($)** | **Fund Sources***(Add columns as needed)* |
| **2016 MB fund** | **Other funds** *(list each one in separate column)* |
| Project Management |  |  |  |
| Construction Management & Support Services |  |  |  |
| Design and Design Support During Construction |  |  |  |
| Utility Relocation |  |  |  |
| Construction |  |  |  |
| **Total Costs and Funding** |  |  |  |

* + Provide a summary table after you list cost and funding for each project phase.

Click or tap here to enter text.

1. **PROJECT SCHEDULE AND MILESTONES**

*(List major project milestones by phase.)*

Click or tap here to enter text.

1. **PROJECT MANAGEMENT TEAM**

*(Including but not limited to: Project Sponsor(s), Project Manager, Project Engineer, Outreach, etc. You must identify a Project Manager and provide email/phone contact.)*

Click or tap here to enter text.

1. **PROJECT DELIVERY METHOD AND IMPLEMENTATION**
* Describe project procurement/delivery method
* Professional Services for Design and Construction Support
* Professional Services for Construction Management
* Construction Contract
* Specialty Work
* Other

Click or tap here to enter text.

1. **STAKEHOLDER COORDINATION AND REQUIREMENTS (if applicable)**
* CPUC Safety Certification
* Caltrans project coordination and approval
* Right-of-way purchase and certification
* Third party utility relocation
* Other funding agencies coordination
* Inter-agency Agreements
* Permits

Click or tap here to enter text.

1. **PROJECT MANAGEMENT AND CONTROL STRATEGY**
* List key responsibilities of PM related to design, procurement, construction management, closeout, stakeholder coordination and conflict resolution.

(Example: monitor compliance with XYZ requirements; oversee utility agreements and relocation; provide weekly updates to stakeholders, etc.)

Click or tap here to enter text.

* Project cost control and performance measure (commonly used earn value method).

Click or tap here to enter text.

* Describe how baseline measures changes are managed (change control committee and change justification documentation).

Click or tap here to enter text.

* Project status, performance reporting process and reporting frequency.

Click or tap here to enter text.

1. **RISK MANAGEMENT**
* Identify potential risks:

Click or tap here to enter text.

* Risk management tool (cost trending report, set threshold that may require budgetary action when cost overrun exceeds the limit.)

Click or tap here to enter text.

* Mitigation measures:

Click or tap here to enter text.