The Project Management and Quality Plan (PMQP) template (IDA-MS-PMQP) provides guidance and template material for use by IDA projects in producing project-specific documents. This checklist summarises the recommended structure and contents of documents based on the template.

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| 1       | Project Management Plan | Information about the PMQP document:  
  • Purpose of PMQP (1.1) – to suit individual project; to include outline QA process, roles, problem and change management etc  
  • Scope of the project (1.2) – suggested reference to ToR  
  • Information required (1.3) if a project manager is deviating from this PMQP writing guide  
  • Reference (1.4.1) and applicable documents (1.4.2),  
  • Abbreviations/acronyms (1.5.1) and definitions (1.5.2) |
| 2       | Overview of the Project | Information is needed about the project:  
  • Project description (2.1) - phases, objectives, key activities, assumptions, constraints, limitations and its environment  
  • Description of deviations from ITT (2.2) – project changes often occur if project kick-off more than 3 months after ITT  
  • Global project time plan (2.3) – guidance provided on means of presentation and planning details required  
  • Information on Contractual Work Units (2.4) – mandatory details of unit, production deadlines and resources  
  • Deliverables and project documentation (2.5) – to include Project Team deliverables as well as deliverables provided by IDA project or other groups |
| 3       | Project Organisation and Responsibilities | Information about the key people involved in the project:  
  • Higher level project organisation structure (3.1) – formal structure with role titles and descriptions  
  • Commission’s responsibilities (3.2) – to include resources, expert and user groups, technical committees, deliverables to suppliers, documentation, timetables and feedback  
  • Others’ obligations (3.3) – to provide documentation, specialist information and to attend meetings  
  • Key project personnel (3.4) – mandatory matrix table and text  
  • Subcontractors (3.5) – mandatory to include all subcontractors; recommended matrix table  
  • Escalation process (3.6) – process and criteria required |
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| 4       | Project Process Controls | Control measures required to manage, monitor and communicate project activities and deliverables:  
• Plans (4.1) – eg acceptance, change control, installation, migration, product support, quality, security, test plans  
• Progress measurement and monitoring (4.2) – mandatory listing of types and frequency of controls  
• Process controls (4.3) – document to specify level of controls needed to ensure project is viable, on schedule, within resource plans and producing necessary deliverables; to include quality, risk, standards and subcontractor issues |
| 5       | Acceptance and Payments | Information about processes, agreeable to the Commission:  
• Products requiring formal acceptance (5.0 paragraph /3) – matrix table  
• Delivery notes (5.1) – adherence to a usage practice  
• General acceptance procedure (5.2) – dates for deliverables, arrangements for feedback and acceptance testing  
• Payment (5.3) – requirement for schedule and payment trigger  
• Final acceptance and project closure (5.4) |
| 6       | Control of the PMQP  | Information about the preparation and production of PMQP:  
• PMQP production (6.1) – roles involved in production  
• PMQP approval (6.2) – details of standard process as it applies to particular project  
• PMQP adherence (6.3) – process to control deviation from PMQP |
| 7       | Progress Report      | Mandatory sections for IDA Project Progress Report  
Document Control, Signoff and Change Record |