



Project Manual Preparation Guidelines

TABLE OF CONTENTS

- 1. Purpose of Document _____ 1
- 2. Standards _____ 1
- 3. Administrative Processes _____ 1
- 4. Orientation and Training _____ 1
- 5. Project Management Processes _____ 1

1. PURPOSE OF DOCUMENT

Instruction:

This section provides the purpose of the document.

Recommended text:

The purpose of this document is to outline the policies and procedures that guide the management and administration the **<insert name of project>**.

2. STANDARDS

Instruction:

This section outlines project standards for such thing as methodologies and software the team will use and high level quality standards applicable to the project team and its work.

Examples of project management standards include stipulating the use of the PMI standards and the use of the QNPM Framework. Other methodologies may include a specific software development methodology or business process redesign (BPR) methodology.

The team may be using a range of software, and outlining what software will be used and the version of that software early in the project will prevent the team from having trouble sharing and merging work later.

Quality standards that may apply to a project may include industry standards, those provided by the Qatar public service, or standards related to legal compliance.

3. ADMINISTRATIVE PROCESSES

Instruction:

This section outlines administrative policies and procedures and should include guidelines and instructions for expenses, vacation, travel, expected business hours for staff and contractors, filing documents, and submitting time sheets or invoices.

4. ORIENTATION AND TRAINING

Instruction:

This section describes the supports available to staff for orientation and training. It is recommended that, at the very least, an orientation presentation be made available to new staff providing an overview of the Project Plan and the Project Manual. Many projects will choose to provide face-to-face orientations and begin the project with a Team Launch event.

This section outlines what orientation support is provided along with a listing of what training is available to project staff and how they access that training.

5. PROJECT MANAGEMENT PROCESSES

Instruction:

This section describes how project management processes will be executed for a specific process. Authors have two choices: to describe project management processes in this section of this document or to describe them in separate documents.

What follows is a listing of project management processes to include in this section or in separate plans:

Project Management Process	Process Information
Risk Management	A Risk Management Plan Template with explanatory text is available at www.qnpm.com
Issue Management	An Issue Management Plan Template with explanatory text is available at www.qnpm.com

Project Management Process	Process Information
Change Control	A Change Control Plan Template with explanatory text is available at www.qnpm.com
Document Management	A Document Management Plan Template with explanatory text is available at www.qnpm.com
Quality Management	Outline the Quality Policy along with a description of how it will be implemented throughout the project life cycle. Note that quality management encompasses the sub-functions of Quality Assurance (QA) and Quality Control (QC).
Configuration Management (IT projects only)	Outline Configuration management procedures. Configuration management is the technical and administrative activities concerned with the creation, maintenance and controlled change of hardware, software, processed materials, services and related technical documentation
Procurement Management	Outline the process for purchasing goods and services for a project in line with the rules for public sector procurement
Financial Management	Outline how the project's finances will be managed, including monitoring and updating budgets and paying suppliers. It should also provide guidelines for estimates and the use of contingency funds
Schedule Management	Outline how the schedule will be updated and any standards for schedules, including format and level of detail
Status Reporting	The process for reporting project progress, risks, issues, and changes on a regular basis. An outline of this process should include templates for different types of status reports, a schedule for when these are required, and a description of roles and responsibilities for producing and distributing status reports