



WHS Management Systems  
Safe Work Method Statements  
Management Plans  
WHS Documents  
WHS Industry Solutions

# Project Management Plan

Insert Project Title

CompanyName

Version 1, dd/mm/yyyy

Principal Contractor: Insert Principal Contractor Name

Insert Company Logo

### USE OF TEMPLATE

This PMP template has been designed for customisation to your company and project needs. It outlines the framework of a Project Management Plan. The format of the template includes:

- suggested wording where possible to ensure inclusion of important elements and reduce time spent on preparing the PMP;
- words in red font which are guidance to the type of information related to your company and the project that needs to be included in that section; and
- guidance note boxes in green font which provide further explanation and suggestions on the type of information and level of detail to be included.

All text in red should be replaced with your company and project related information. All green guidance notes and this text box should be deleted prior to finalising your document.

### Document Control

Version	Date	Revision Details	Author	Approver
1	XX/XX/XX	Draft	XYZ	XYZ

### GUIDANCE NOTE

Use the Register of Controlled Copy Holders (see Attachment 2) when issuing your PMP to others. The register keeps a record the company name, contact name, version of PMP and date issued.

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**GUIDANCE NOTE**

Modify this template to suit your business. Delete all text boxes and guidance notes once you have customised this template to suit your needs. To update the Table of Contents above, hover above anywhere on the table with your mouse and right click. Then select “Update Field” followed by whichever option best suits your needs (update entire table or page numbers only).

## 1. BACKGROUND

### 1.1. Introduction

This Project Management Plan (PMP) is a project specific plan developed to outline **CompanyName**'s Work Health and Safety (WHS), Environmental and Quality management process. The implementation of this Project Management Plan allows **CompanyName** to effectively manage these aspects of a project from the planning stage through to delivery. A copy of the Project Management Plan will be kept on site at the disposal of any authority or site Worker and will form part of the induction process.

This Project Management Plan outlines how **CompanyName** will effectively manage this project and clearly documents management responsibilities, training, communication management, incident management and project schedules.

This Project Management Plan details the Work Health and Safety (WHS), Quality and Environmental Management requirements for **Project Title** and will be implemented and managed by **CompanyName**.

This Project Management Plan will be monitored, reviewed and updated where a change in conditions or requirements occur.

### 1.2. Project Description

The project is located at **insert address of project site**. A plan showing the extent of the site and surrounding areas is attached.

#### **GUIDANCE NOTE**

**It is useful to include a map or site plan showing the extent of the site and surrounding area.**

The works at the site comprise **insert brief description of project**.

#### **GUIDANCE NOTE**

**The description of the project may include:**

- **main activities to be carried out;**
- **working hours;**
- **commencement and completion dates;**
- **staff numbers and roles;**
- **plant and equipment to be used;**
- **location of site facilities and work compounds;**
- **main features of surrounding sites including usage (e.g. occupied homes); and**
- **sensitive areas on the site and surrounding areas.**