

**NEW YORK STATE DEPARTMENT OF HEALTH
PROJECT MANAGEMENT OFFICE**

PROJECT MANAGEMENT FRAMEWORK

<i>Purpose:</i>	<i>Establishes the foundation for performing all project management functions and producing critical deliverables. Facilitates effective project communication and increases potential for delivering a project on-time, on-budget, within scope and with the highest quality. Review DOH Project Management Field Guide for guidance on implementation of the appropriate documents and processes.</i>
<i>Target Audience:</i>	<i>Project Manager, Project Team</i>

PROJECT IDENTIFICATION
Project Name:
Project Sponsor:
Project Director:
Project Manager:
Date:

DOCUMENT HISTORY		
Revision <i>(Briefly describe the revision.)</i>	Author	Revision Date

Project Phase	Plan to Utilize (Yes/No)	Deliverable	Attached <i>(Check if Completed within Plan)</i>	Comments <i>e.g. If not utilizing document, why?</i>
Origination		Business Case		
		Project Management Framework		
		Phase Completion Form		
		Project Charter		
		Scope Statement		
		Project Schedule		
		Project Budget		
		Risk Management Worksheet		
		Communication Plan		

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Project Phase	Plan to Utilize (Yes/No)	Deliverable	Attached <i>(Check if Completed within Plan)</i>	Comments <i>e.g. If not utilizing document, why?</i>
		Resource Acquisition Worksheet		
		Project Status Report		
		Project Plan		
		Phase Completion Form		
Planning		Scope Statement		
		Project Schedule		
		Project Budget		
		Risk Management Worksheet		
		Communication Plan		
		Project Roster		
		Quality Management Plan		
		Change Control Process		
		Acceptance Management Process		
		Organizational Change Management Process		
		Issues Management and Escalation Process		
		Project Team Development Plan		
		Project Implementation and Transition Plan		
		Project Status Reports		
	Project Plan			
	Phase Completion Form			
Execution and Control		Project Schedule		
		Project Budget		
		Risk Management Worksheet		
		Communication Plan		
		Project Roster		
	Quality Management Plan			

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		Change Control Process		
		Acceptance Management Process		
		Organizational Change Management Process		
		Issues Management and Escalation Process		
		Project Implementation and Transition		
		Project Status Reports		
		Phase Completion Form		
Closeout		Lessons Learned		
		Project Repository		
		Post Implementation Report		
		Project Team Performance Appraisals		
Note: Bolded items represent deliverables that are revised in subsequent phases; new deliverables are not created for each phase.				