

Preview

Subcontract Management Plan

for

<Project>

Version 1.0 draft 1

Prepared by <author>

<organization>

<date created>

<Change the footer and header text to reflect the correct copyright date, acquirer company name, and project name.>

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Revision History

Name	Date	Reason for Changes	Version
		initial draft	1.0 draft 1

<Note: This template contains guidance text, shown in italics. When creating a subcontract management plan from this template, remove the guidance text and insert your own specific information for the project. Use normal font, not italics.>

1. Overview

<Briefly describe the project being outsourced. Identify the supplier company. Describe any specific outsourcing issues or concerns that will require particular attention as part of managing the outsourced project.>

2. Abbreviations, Acronyms, and Definitions

<List any specialized terms or abbreviations and their definitions.>

3. Project Organization

3.1 Staffing

<Identify the individuals at the acquirer company who are participating in the outsourced project. The key roles will include the project manager, subcontract manager, technical lead, test lead, configuration management manager, quality assurance manager, and requirements analyst or product manager. If the project is a collaborative development effort between the supplier and acquirer, also identify the roles and individuals involved in doing the development and testing at the acquirer site.>

3.2 Interfaces to Supplier

<Identify the principal points of contact between the supplier and acquirer at the project management level (the acquirer's subcontract manager and the supplier's project manager), the senior management level, and the technical level.>

3.3 Decision-Making

<Describe who will make major project decisions, including scope change, issue and conflict resolution, final product acceptance, and the change control board. Describe the decision-making process that each will use, such as voting, consensus, unanimity, or delegation to an individual.>

4. Communication Plan

<Describe how periodic and event-driven communications will be handled with the supplier. Define the communication methods to be used, such as phone, e-mail, videoconference, face-to-face, and Web-based tools. Address the frequency, content, and format of face-to-face meetings, regular teleconference meetings, technical peer reviews, and management status reviews. Estimate and budget for the costs of these long-distance communication activities.>