

|  |
| --- |
|  |

Sustainability Management Plan

Project Name

Organization Name

*Please support our commitment to sustainability and do not print
this document unless it is absolutely necessary to do so.*

|  |  |
| --- | --- |
|  | This document was designed by GPM for users of its PRiSM Project Lifecycle. The design of this document is licensed to others under the Creative Commons Attribution 4.0 International License. For a copy of this license, visit: <http://creativecommons.org/licenses/by/4.0/>Content added by the user is not covered by the license. |

*This page should be deleted before issuing the Sustainability Management Plan.*

|  |
| --- |
| Instructions for Use |
| Document Title | To use a title for the document other than *Sustainability Management Plan*, you will need to modify the cover page, the contents page, and the headers in all of the document’s sections. |
| Project Name and Organization Name | Before issuing the document, you should replace “Project Name” and “Organization Name” throughout the document. Those phrases occur on the title page, the contents page, and in the headers and footers of all of the document’s sections. |
| Contents | Use <Update Field> to generate a revised table of contents before issuing the document. |
| In-line Guidance | Several sections have in-line guidance in red. These entries should be deleted along with this page before issuing the SMP. |
| Version Control | There are three version control tables at the end of the document:* Version control for the SMP. Update this table if you make changes to the SMP.
* Distribution control for the SMP. Record who has received a copy of the SMP. “Format” would normally be “Print” or “Electronic.”
* Version control for the template. Update this table if you make changes to the template.
 |
| Approvals | * The approval tables can be modified to comply with your internal practices. If so, those changes should be recorded as a change to the Template version.
* Approvals for the current version are expected on the *Contents* page and the *Version Control* page. Approvals for prior versions would only show on the *Version Control* page.
 |
| Signatures | Approval signatures can be electronic if organizational policy allows it. |
| Format | All of the content in this document has been formatted using <Format/ Style …>. If you want to modify any aspect of the document design (typefaces, font sizes, heading colors, etc.), you can do it quickly and easily by modifying the relevant style(s). |

Sustainability Management Plan

Project Name

Organization Name

Contents

1. Purpose 1

2. Approach 1

3. Roles and Responsibilities 2

4. Budget 2

5. Key Performance Indicators 3

6. Potential Impact on Sustainability of Scope Exclusions 3

7. Reviews and Reporting 3

8. P5 Impact Analysis 4

|  |
| --- |
| Current Version Approval *(version 3.0)* |
| Role | Name | Signature | Date |
| Project Sponsor |  |  |  |
| Project Manager |  |  |  |

# Purpose

This purpose of this document is to help ensure that we (the Project Team members) manage this project in a sustainable way. It provides a framework for Project Sustainability by describing our approach, our roles and responsibilities, our budgeting, and our reporting practices. This Sustainability Management Plan (SMP) will help support our commitment to economic growth, environmental protection, and social accountability.

# Approach

***Planning*** for sustainability management will be done by completing this document. [insert description of any additional sustainability management planning activities]

***Identifying*** sustainability impacts will include:

* A block of time during the Discovery Phase of the PRiSM Project Lifecycle for team members to work together to complete the P5™ Impact Assessment (P5IA) included in Section 7.
* Time will be reserved during the first team meeting of each month to focus on reviewing sustainability impacts.
* Key performance indicators (KPIs; see below) for relevant topics from P5 will be documented.
* [insert description of any additional sustainability impact identification activities]

***Responding*** to sustainability impacts will include:

* Implementing responses to all items with a high positive or negative impact score.
* Avoidance of unacceptable impacts.
* Keeping this Project Sustainability Management Plan current throughout the project.
* Inclusion of “sustainability impact updates” as an agenda item for each team meeting.
* Integrating sustainability risk and opportunity management with overall project risk and opportunity management.
* [insert description of any additional sustainability-response-related activities]

# Roles and Responsibilities

The Project Manager shall:

* Incorporate the resources and time required to execute the Sustainability Management Plan in the project budget and schedule.
* Develop, distribute, and implement this Sustainability Management Plan.
* Develop and update the P5 Impact Analysis (P5IA) with the support of the Project Team and include it in the project plan.
* Coordinate with the Response Owners to implement responses identified in the P5IA.
* Update the lessons learned database at the end of each project phase.
* Provide a report to the function or office that is responsible for sustainability reporting.
* [insert description of any additional roles and responsibilities]

The Project Team shall:

* Identify sustainability impacts and describe them in the prescribed formats.
* Assess the impact of sustainability-related actions on project success criteria.
* Perform the impact response actions assigned.
* [insert description of any additional roles and responsibilities]

Sustainability Impact Owner responsibilities include:

* Develop and/or update the assigned risk response strategy.
* Monitor the risk assigned and inform PM of any changes to probability or impact.
* Monitor the risk trigger and risk cues and inform the PM as appropriate.
* [insert description of any additional roles and responsibilities]

# Budget

The budget for this project will include the following items related to project sustainability management:

* [insert description of any sustainability-related budget items]

# Key Performance Indicators

| P5 Domain | Lens | Category | Element | Key Performance Indicator | Metric |
| --- | --- | --- | --- | --- | --- |
| People |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Planet |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Prosperity |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Potential Impact on Sustainability of Scope Exclusions

[Describe the potential impact on sustainability of any scope exclusions. For example, most highway construction projects explicitly exclude maintenance costs. Failure to maintain the new roadway could have negative impacts.]

# Reviews and Reporting

Meetings for the purpose of discussing and making decisions on project sustainability will be held [insert frequency of such meetings].

The initial sustainability management actions shall occur during the development of the initial project plan. A full review and update of the P5 Impact Analysis (P5IA, see Section 8 below) will occur at the beginning of each subsequent phase of the project.

The following forms will be used for documenting risk management activities:

* [insert list or refer to standard forms]

# P5 Impact Analysis

The P5 Impact Analysis (P5IA) for this project is an integral part of this Sustainability Management Plan. It can be found here:

* [insert link or other method of access to the project’s P5IA]

**Version Control**

| Document Version Control |
| --- |
| Version | Date Approved | Approved by | Summary of Changes |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

| Document Distribution Control |
| --- |
| Number | Responsible Owner | Location of Copy | Format |
| Master |  |  |  |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

| Template Version Control |
| --- |
| Version | Date Approved | Approved by | Summary of Changes |
| 3.0 |  |  |  |
|  |  |  |  |
|  |  |  |  |