

Sustainability Management Plan

Project Name
Organization Name

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

1. 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.

2. 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]

3. 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]

4. Budget

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

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

5. Key Performance Indicators

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

6. 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.]

7. 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]

8. 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]

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