**FINANCIAL MANAGEMENT PLAN TEMPLATE**

**COMPANY NAME**

**PROJECT NAME**

**VERSION 0.0.0**

**MM/DD/YYYY**

1. **INTRODUCTION**
2. **PURPOSE OF FMP**  
    What is the purpose of the document?
3. **SCOPE**

What activities lead to its development?

1. **INTENDED AUDIENCE**

For whom is the document created?

1. **OVERVIEW**  
   Provide a high-level overview of the financial aspects of the project.
2. **CONTRACT TYPE**

Explain

1. **MAJOR MILESTONES**

Explain

1. **COST ELEMENTS**

Explain

1. **STAKEHOLDERS**

Explain

1. **ASSUMPTIONS / CONSTRAINTS / RISKS**
2. **ASSUMPTIONS**

Detail all dependencies / assumptions associated with the financial management approach:   
reporting, invoicing, etc.

1. **CONSTRAINTS**

Delineate all limitations that pose to impact the chosen FMP approach.

1. **RISKS**Define all risks along with any proposed mitigation tactics.
2. **FINANCIAL MEASUREMENT BASELINE**  
   Detail all costs or prices. Tables may be included or spreadsheets may be referenced. Provide links or file names to any attachments.

1. **APPROACH**
   1. **PROCESS** Describe the methods employed for the organization, categorization, tracking, reporting, project management,   
       risk management, monitoring and control, etc.

**FINANCIAL MANAGEMENT PROCESSES**

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| **PROCESS** | **TOOLS + TECHNIQUES** |
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* 1. **ROLES & RESPONSIBILITIES**

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| **NAME** | **ROLE** | **RESPONSIBILITY** |
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* 1. **TRAINING**

Describe processes and set guidelines for any required training along with any stipulations and plans for implementation.

1. **REPORTING**  
   Provide set requirements and procedures.  
   1. **FORMATTING**  
      How should financial reports be formatted?
   2. **DISTRIBUTION**  
      How will reports and updates be disseminated? Who is required to receive the reports? How frequently do reports need to be distributed?
   3. **EXEMPTIONS**  
      Description of any exemptions
   4. **SECURITY**
   5. **REVIEW AND APPROVAL**
2. **INVOICING**  
   Overview of management and staffing structure and efforts employed to build out
3. **FORMATTING**

How should Invoices be formatted?

1. **DISTRIBUTION**  
    How will invoices be sent?
2. **FREQUENCY**  
    How frequently?
3. **SECURITY**
4. **QUALITY ASSURANCE**

1. **APPROVALS**

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| **NAME AND TITLE** | **SIGNATURE** | **DATE** |
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