

PROJECT MANAGEMENT PLAN
MVP Implementation of a Local RAG Enabled LLM

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INTRODUCTION

This project management plan covers the development of a minimum viable product (MVP) for a local large language model (LLM) platform enhanced with retrieval-augmented generation (RAG). The initiative responds to growing demands among organizations and individuals for secure, private, on-premise alternatives to cloud based AI systems. Cloud platforms expose sensitive data, create vendor lock-in, unpredictable costs, and introduce latency. To address these challenges, the project will deploy a local LLM (14 billion parameter model) on high-performance hardware such as the AMD GMK-Tech server or equivalent. The system will ingest up to 100 GB of internal documents and provide real-time, context-specific, generative assistance to executive level and high trust users. Key capabilities include local data ownership and compliance, cost-effective AI assistance, and RAG-enhanced insights tailored to each organization's unique knowledge base.

The MVP is designed to validate the feasibility, scalability, and value of an on-premise generative AI system while safeguarding privacy and governance requirements. Deliverables include configured hardware, a RAG pipeline, a secure ingestion process, a browser-based user interface, a user acceptance test (UAT) package, an executive demonstration, and a Go/No-Go report. The success of the MVP will guide future decisions on scaling production, upgrading models, or adopting hybrid strategies.

PROJECT MANAGEMENT APPROACH

The project will be managed in accordance with the PMBOK® process groups, following a structured approach of *Initiating, Planning, Executing, Monitoring & Controlling, and Closing*. Jim Keller II serves as the Project Manager, accountable for planning, execution, risk management, and deployment. James Keller, CISO, acts as the Project Sponsor and provides charter and funding approval. Jim Keller II also serves as the Technical Lead, responsible for system build and deployment. All supporting project roles have been assigned, including the Security Officer (James Keller – ensuring cybersecurity compliance), Cyber Lead (Matthew K), Procurement Lead (Jessica W), QA Lead and SQA Lead (William K), and End User Representatives drawn from C-suite or “need to know” executives. These stakeholders form the core project team, and their roles and authority are summarized below:

- *Project Sponsor (James Keller, CISO)* – authorizes the project charter, provides funding, and makes high level decisions such as approving additional budget or major scope changes.
- *Project Manager/Technical Lead (Jim Keller II, MBA)* – manages day-to-day planning and execution, coordinates resources, leads system build and deployment, and reports on progress. The project manager has authority to assign tasks, approve minor changes within baseline constraints, and manage risk responses.
- *Security Officer (James Keller)* – ensures that the system meets cybersecurity and governance requirements and reviews security risks.
- *Cyber Lead (Matthew K)* – oversees cybersecurity architecture, risk assessments, and the implementation of security controls.
- *Procurement Lead (Jessica W)* – manages vendor selection, purchasing, licensing, and contract coordination for hardware and services.
- *QA Lead and SQA Lead (William K)* – plan and oversee quality assurance testing, define software quality standards, and ensure documentation.

- *End-User Representatives (C-suite / NTK executives)* – participate in user acceptance testing and provide feedback during the executive demonstration.

Resources will come from internal IT, cybersecurity, and procurement departments. Hardware procurement is estimated at US \$2,500; software is open-source and thus zero cost; labor is estimated at US \$7,900; and contingency is US \$900, for a total project budget of US \$11,300. The project is constrained to an eight-week schedule and must remain fully on-premise. Any requests for additional funds, schedule adjustments, or scope expansion (e.g., moving beyond the MVP or enabling cloud integration) must be submitted through the Project Manager for review and approved by the Project Sponsor. The project will employ a formal change-control process to evaluate impacts on scope, schedule, cost, and quality before authorization.

PROJECT SCOPE

The scope defines what is included and excluded in the MVP. Drawing from the charter's preliminary scope statement, the project includes:

- *LLM Setup and RAG Deployment* – Install and configure an 8–14 B parameter LLM on secure internal hardware, using Ollama for inference, LlamaIndex for orchestration, and ChromaDB as the vector store. SQLite handles metadata and document tracking.
- *Document Ingestion and Indexing* – Ingest up to 100 GB of approved internal documents and build embeddings for retrieval. The ingestion process will include validation and secure storage.
- *Secure Browser Based User Interface* – Develop a web interface that enables authenticated users to ask questions and receive generative responses grounded in the ingested data.
- *Authentication, Audit Logging, and Governance Controls* – Implement strong user authentication, logging, and network isolation in line with cybersecurity policies and ensure full offline operation after initial setup.
- *User Acceptance Testing (UAT)* – Conduct UAT with C-suite and other high trust stakeholders to validate performance, accuracy, and usability. Target success criteria include support for ≥ 3 concurrent users, ≤ 3 -second response time, and $\geq 95\%$ contextual accuracy.
- *Executive Demonstration and Go/No-Go Decision* – Prepare and deliver a demonstration to leadership, compile a Go/No-Go report, and support the sponsor's decision on future paths.

The project does not include full enterprise rollouts, mobile applications, or any cloud integration. Post-MVP options, such as scaling to production, transitioning to larger models, or adopting a hybrid local-plus-cloud strategy are noted in the charter but lie outside the scope of this plan. Development of additional use cases, integration with enterprise systems (CRM, ERP, ticketing), or advanced MLOps pipelines will be considered only after a successful MVP.

MILESTONE LIST

The project includes a series of major milestones that reflect the successful completion of key phases and deliverables across initiation, planning, execution, oversight, and closure. These milestones help ensure that leadership, stakeholders, and the project team maintain visibility on progress and can proactively address risks or delays. If milestone dates must change due to scope adjustments, resource constraints, or technical challenges, a formal change control process will be triggered. This process includes impact analysis, documentation in the project change log, approval from the Project Sponsor, and subsequent updates to the project schedule and communication plan. The phase-based milestones defined below collectively satisfy all organizational standard-schedule milestones; detailed alignment is documented in the PMO Milestone Crosswalk table which follows this section.

Summary of Project Milestones

Milestone	Description	Target Date (from WBS Schedules)
1. Project Initiation Completed	Completion of WBS 1.1 work packages, including approving the Project Charter, defining purpose/justification, identifying stakeholders, and confirming business need.	End of Week 1
2. Project Planning Phase Completed	Completion of WBS 1.2, including the preliminary scope statement, determining the project team, developing the PMP, initiating security & compliance steps, Cyber QA/SQA planning, and the formal project kickoff.	End of Week 3
3. System Architecture & Core Build Completed	Completion of major technical build items in WBS 1.3: hardware/environment setup, deployment of LLM + RAG architecture, ingestion/indexing pipeline, and Web UI deployment.	End of Week 6
4. User Acceptance Testing (UAT) & Executive Demonstration Completed	Completion of UAT execution and readiness demonstration to executives (WBS 1.3).	Week 5–6 (aligned with technical build)
5. Project Governance Cycle Completed	Completion of WBS 1.4 governance activities, including status meetings, risk management actions, and continuous updates to the project plan.	End of Week 6
6. Project Closure Completed	Completion of lessons learned, final documentation, Go/No-Go review, and archival of project files (WBS 1.5).	End of Week 8

Milestone Descriptions

1. Project Initiation Completed – Week 1

This milestone confirms that foundational project planning elements have been approved, including the project charter and identification of key stakeholders. This enables formal authorization of the project and establishes the baseline for planning.

2. Planning Phase Completed – Week 3

By this milestone, the full Project Management Plan is developed, scope is defined, the project team is confirmed, security/compliance submissions are initiated, and initial quality planning is complete. The project team kickoff is held to align responsibilities (supported by the RACI Chart).

3. System Architecture and Core Build Completed – Week 6

This is a major technical milestone that includes environment configuration, deployment of the LLM + RAG architecture, data ingestion and indexing pipeline, and frontline UI deployment. Completion of this milestone indicates that the project is ready for user testing.

4. UAT & Executive Demonstration Completed – Weeks 5–6

End users conduct testing to validate performance, usability, and requirements alignment. Results and improvements are input into preparations for an executive demonstration.

5. Governance Cycle Completed – Week 6

This milestone confirms that continuous monitoring and controlling activities—risk reviews, plan updates, status meetings, and governance checkpoints—have been completed throughout the project.

6. Project Closure Completed – Week 8

This milestone closes the project formally, ensuring documentation, lessons learned, Go/No-Go evaluation, and file archiving have been completed and approved by the Project Sponsor.

Milestone Alignment with Organizational Standards

Organizational Standard Milestone	Location in Project Plan	Corresponding Project Milestone(s)	Alignment Type
Completion of scope statement and WBS/WBS Dictionary	Planning artifacts; WBS & WBS Dictionary	Project Initiation Completed and Project Planning Phase Completed	Explicit
Baselined project schedule	Schedule Management Plan; Appendix A	Project Planning Phase Completed	Explicit
Approval of final project budget	Cost Management Plan; Cost Baseline	Project Planning Phase Completed	Implicit
Project kick-off	WBS 1.2.6	Project Planning Phase Completed	Explicit
Approval of roles and responsibilities	Staffing Management Plan; RACI references	Project Planning Phase Completed	Implicit
Requirements definition approval	Scope Statement; UAT readiness	Project Planning Phase Completed	Implicit
Completion of data mapping / inventory	WBS 1.3.3	System Architecture & Core Build Completed	Implicit

Project implementation	Execution phase	System Architecture & Core Build Completed	Explicit
Acceptance of final deliverables	Sponsor Acceptance; Closeout	Project Closure Completed	Explicit

Change Management for Milestones

If milestone dates require adjustment, the Project Manager will:

- Perform impact assessment on scope, schedule, cost, and risks.
- Update documentation, including schedule forecasts and change logs.
- Submit a change request to the Project Sponsor and Change Control Board.
- Communicate updates to stakeholders as identified in the stakeholder register.
- Republish the revised baseline schedule once approved.

WORK BREAKDOWN STRUCTURE AND SCHEDULE BASELINE

The Work Breakdown Structure (WBS) for the local LLM platform MVP project is comprised of work packages which do not exceed 8 hours of work but are at least 1 hour of work. Work packages were developed through close collaboration among project team members and stakeholders with input from functional managers and research from past projects.

The WBS Dictionary defines all work packages for the local LLM platform MVP project. These definitions include all tasks, resources, and deliverables. Every work package in the WBS is defined in the WBS Dictionary and will aid in resource planning, task completion, and ensuring deliverables meet project requirements.

The local LLM platform MVP project schedule was derived from the WBS and Project Charter with input from all project team members. The schedule was completed, reviewed by the Project Sponsor, and approved and baselined. The schedule will be maintained as a MS Project Gantt Chart by the local LLM platform MVP Project Manager. Any proposed changes to the schedule will follow the change control process. If established boundary controls may be exceeded, a change request will be submitted to the Project Manager. The Project Manager and team will determine the impact of the change on the schedule, cost, resources, scope, and risks. If it is determined that the impacts will exceed the boundary conditions, then the change will be forwarded to the Project Sponsor for review and approval. The local LLM platform MVP boundary conditions are:

- CPI less than 0.8 or greater than 1.2
- SPI less than 0.8 or greater than 1.2

If the change is approved by the Project Sponsor, then it will be implemented by the Project Manager who will update the schedule, all documentation, and communicate the change to all stakeholders in accordance with the Change Control Process.

The Project Schedule Baseline and WBS are provided in Appendix A and B, respectively.

CHANGE MANAGEMENT PLAN

The following steps comprise the organization change control process for all projects and will be utilized on the local LLM RAG platform MVP project:

Step 1: Identify the need for a change (Any Stakeholder)

- The requestor will submit a completed change request form to the project manager.

Step 2: Log change in the change request register (Project Manager)

- The project manager will maintain a log of all change requests for the duration of the project.

Step 3: Conduct an evaluation of the change (Project Manager, Project Team, Requestor)

- The project manager will conduct an evaluation of the impact of the change to cost, risk, schedule, and scope.

Step 4: Submit change request to Change Control Board (CCB) (Project Manager)

- The project manager will submit the change request and analysis to the CCB for review.

Step 5: Change Control Board decision (CCB)

- The CCB will discuss the proposed change and decide whether or not it will be approved based on all submitted information.

Step 6: Implement change (Project Manager)

- If a change is approved by the CCB, the project manager will update and re-baseline project documentation as necessary as well as ensure any changes or adjustments are communicated to the team and stakeholders.

Any team member or stakeholder may submit a change request for the local LLM platform MVP project. The local LLM platform MVP Project Sponsor will chair the CCB, and any changes to project scope, cost, or schedule must meet their approval. All change requests will be logged in the change control register by the Project Manager and tracked through to completion whether approved or not.

COMMUNICATIONS MANAGEMENT PLAN

This Communications Management Plan sets out the communications framework for this project. It will serve as a guide for communications throughout the life of the project and will be updated as communication requirements change. This plan identifies and defines the roles of local LLM platform MVP project team members as they pertain to communications. It also includes a communications matrix which maps the communication requirements of this project, and communication conduct for meetings and other forms of communication. A project team directory is also included to provide contact information for all stakeholders directly involved in the project.

The Project Manager will take the lead role in ensuring effective communications on this project. The communications requirements are documented in the Communications Matrix below. The Communications Matrix will be used as the guide for what information to communicate, who is to communicate, when to communicate it, and to whom to communicate.

Communications Matrix

Communication Type	Description	Frequency	Format	Distribution	Deliverable	Owner
Weekly Status Report	Email summary of project status	Weekly	Email	Project Sponsor, Team and Stakeholders	Status Report	Project Manager
Weekly Project Team Meeting	Meeting to review action register and status	Weekly	In Person	Project Team	Updated Action Register	Project Manager
Project Weekly Review (PMR)	Present metrics and status to team and sponsor	Weekly	In Person	Project Sponsor, Team, and Stakeholders	Status and Metric Presentation	Project Manager
Project Gate Reviews	Present closeout of project phases and kickoff next phase	As Needed	In Person	Project Sponsor, Team and Stakeholders	Phase completion report and phase kickoff	Project Manager
Technical Design Review	Review of any technical designs or work associated with the project	As Needed	In Person	Project Team	Technical Design Package	Project Manager

Project Team Directory

Name	Title	E-mail	Office Phone	Cell Phone
James Keller, CISO	Project Sponsor			
Jim Keller II	Project Manager			
Jim Keller II	Technical Lead			
James Keller, IT Security	Security Officer			
Matthew K	Cyber Lead			
Jessica W	Procurement Lead			
William K	QA Lead			
William K	SQA Lead			
Executives/NTK	End Users			

Communications Conduct

Meetings:

The Project Manager will distribute a meeting agenda at least 2 days prior to any scheduled meeting, and all participants are expected to review the agenda prior to the meeting. During all project meetings, the timekeeper will ensure that the group adheres to the times stated in the agenda, and the recorder will take all notes for distribution to the team upon completion of the meeting. It is imperative that all participants arrive at each meeting on time, and all cell phones should be turned off or set to vibrate mode to minimize distractions. Meeting minutes will be distributed no later than 24 hours after each meeting is completed.

Email:

All emails pertaining to the local LLM platform MVP project should be professional, free of errors, and provide brief communication. Email should be distributed to the correct project participants in accordance with the communication matrix above based on its content. All attachments should be in one of the organization's standard software suite programs and adhere to established company formats. If the email is to bring an issue forward, then it should discuss what the issue is, provide a brief background on the issue, and provide a recommendation to correct the issue. The Project Manager should be included in any email pertaining to the local LLM platform MVP project.

Informal Communications:

While informal communication is a part of every project and is necessary for successful project completion, any issues, concerns, or updates that arise from informal discussion between team members must be communicated to the Project Manager so the appropriate action may be taken.

COST MANAGEMENT PLAN

The Project Manager will be responsible for managing and reporting on the project's cost throughout the duration of the project. The Project Manager will present and review the project's cost performance during the weekly project status meeting. Using earned value calculations, the Project Manager is responsible for accounting for cost deviations and presenting the Project Sponsor with options for getting the project back on budget. All budget authority and decisions, to include budget changes, reside with the local LLM platform MVP Project Sponsor.

For the local LLM platform MVP project, control accounts will be created at the fourth level of the WBS, which is where all costs and performance will be managed and tracked. Financial performance of the local LLM platform MVP project will be measured through earned value calculations pertaining to the project's cost accounts. Work started on work packages will grant that work package with 50% credit, while the remaining 50% is credited upon completion of all work defined in that work package. Costs may be rounded to the nearest dollar, and work hours rounded to the nearest whole hour.

Cost and Schedule Performance Index (CPI and SPI respectively) will be reported on a weekly basis by the Project Manager to the Project Sponsor. Variances of 10% or +/- 0.1 in the cost and schedule performance indexes will change the status of the cost to yellow or cautionary. These will be reported and if it's determined that there is no or minimal impact on the project's cost or schedule baseline, then there may be no action required. Cost variances of 20%, or +/- 0.2 in the cost and schedule performance indexes will change the status of the cost to red or critical. These will be reported and require corrective action from the Project Manager in order to bring the cost and/or schedule performance indexes back in line with the allowable variance. Any corrective actions will require a project change request and must be approved by the CCB before it can be implemented.

Earned value calculations will be compiled by the Project Manager and reported at the weekly project status meeting. If there are indications that these values will approach or reach the critical stage before a subsequent meeting, the Project Manager will communicate this to the Project Sponsor immediately.

PROCUREMENT MANAGEMENT PLAN

The Project Manager will provide oversight and management for all procurement activities under this project. The Project Manager is authorized to approve all procurement actions up to \$15,000. Any procurement actions exceeding this amount must be approved by the Project Sponsor.

While this project requires minimal or no procurement, in the event procurement is required, the Project Manager will work with the project team to identify all items or services to be procured for the successful completion of the project. The Project Manager will then ensure these procurements are reviewed by the Project Sponsor and presented to the contracts and purchasing groups. The contracts and purchasing groups will review the procurement actions, determine whether it is advantageous to make or buy the items or resource required services internally, and begin the vendor selection, purchasing and the contracting process.

In the event a procurement becomes necessary, the Project Manager will be responsible for management of any selected vendor or external resource. The Project Manager will also measure performance as it relates to the vendor providing necessary goods and/or services and communicate this to the purchasing and contracts groups.

PROJECT SCOPE MANAGEMENT PLAN

Scope management for the local LLM platform MVP project will be the sole responsibility of the Project Manager. The scope for this project is defined by the Scope Statement, Work Breakdown Structure (WBS), and WBS Dictionary. The Project Manager, Sponsor, and Stakeholders will establish and approve documentation for measuring project scope which includes deliverable quality checklists and work performance measurements.

Proposed scope changes may be initiated by the Project Manager, Stakeholders, or any member of the project team. All change requests will be submitted to the Project Manager who will then evaluate the requested scope change. Upon acceptance of the scope change request the Project Manager will submit the scope change request to the Change Control Board and Project Sponsor for acceptance. Upon approval of scope changes by the Change Control Board and Project Sponsor the Project Manager will update all project documents and communicate the scope change to all stakeholders. Based on feedback and input from the Project Manager and Stakeholders, the Project Sponsor is responsible for the acceptance of the final project deliverables and project scope.

The Project Sponsor is responsible for formally accepting the project's final deliverable. This acceptance will be based on a review of all project documentation, testing results, beta trial results, and completion of all tasks/work packages and product functionality.

SCHEDULE MANAGEMENT PLAN

Project schedules for the local LLM platform MVP project will be created using MS Project 2024 starting with the deliverables identified in the project's Work Breakdown Structure (WBS). Activity definition will identify the specific work packages which must be performed to complete each deliverable. Activity sequencing will be used to determine the order of work packages and assign relationships between project activities. Resource estimating will be used to assign resources to work packages in order to complete schedule development.

Once a preliminary schedule has been developed, it will be reviewed by the project team and any resources tentatively assigned to project tasks. The project team and resources must agree to the proposed work package assignments, durations, and schedule. Once this is achieved, the project sponsor will review and approve the schedule, and it will then be base lined.

In accordance with organizational standard, the following will be designated as milestones for all project schedules:

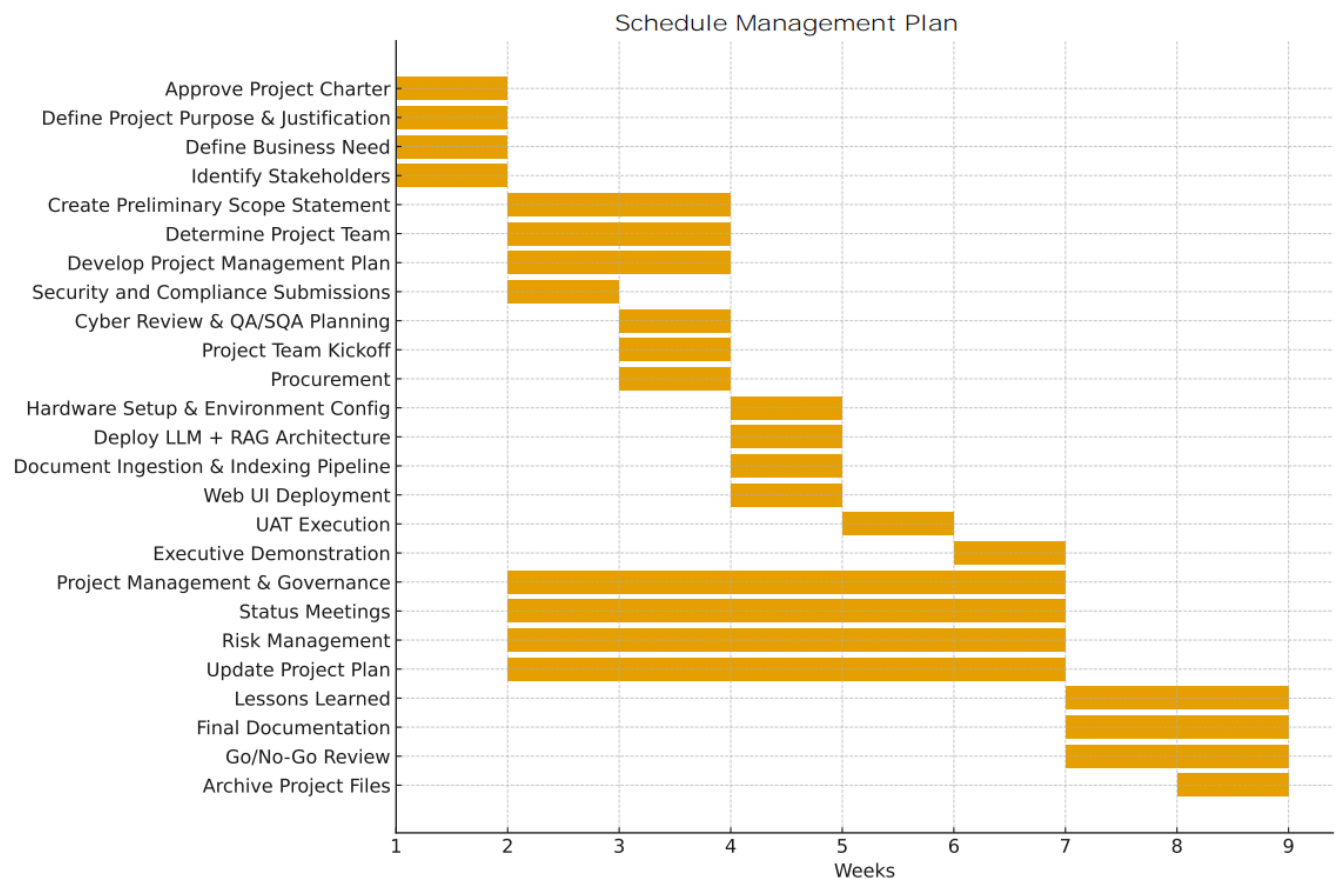
- Completion of scope statement and WBS/WBS Dictionary
- Base lined project schedule
- Approval of final project budget
- Project kick-off
- Approval of roles and responsibilities
- Requirements definition approval
- Completion of data mapping/inventory
- Project implementation
- Acceptance of final deliverables

Roles and responsibilities for schedule development are as follows:

The project manager will be responsible for facilitating work package definition, sequencing, and estimating duration and resources with the project team. The project manager will also create the project schedule using MS Project 2024 and validate the schedule with the project team, stakeholders, and the project sponsor. The project manager will obtain schedule approval from the project sponsor and baseline the schedule.

The project team is responsible for participating in work package definition, sequencing, duration, and resource estimating. The project team will also review and validate the proposed schedule and perform assigned activities once the schedule is approved.

The project sponsor will participate in reviews of the proposed schedule and approve the final schedule before it is base lined.



QUALITY MANAGEMENT PLAN

All members of the local LLM platform MVP project team will play a role in quality management. It is imperative that the team ensures that work is completed at an adequate level of quality from individual work packages to the final project deliverable. The following are the quality roles and responsibilities for the local LLM platform MVP project:

The Project Sponsor is responsible for approving all quality standards for the local LLM platform MVP project. The Project Sponsor will review all project tasks and deliverables to ensure compliance with

established and approved quality standards. Additionally, the Project Sponsor will sign off on the final acceptance of the project deliverable.

The Project Manager is responsible for quality management throughout the duration of the project. The Project Manager is responsible for implementing the Quality Management Plan and ensuring that all tasks, processes, and documentation are compliant with the plan. The Project Manager will work with the project's quality specialists to establish acceptable quality standards. The Project Manager is also responsible for communicating and tracking all quality standards to the project team and stakeholders.

The Quality Specialists are responsible for working with the Project Manager to develop and implement the Quality Management Plan. Quality Specialists will recommend tools and methodologies for tracking quality and standards to establish acceptable quality levels. The Quality Specialists will create and maintain Quality Control and Assurance Logs throughout the project.

The remaining members of the project team, as well as the stakeholders, will be responsible for assisting the Project Manager and Quality Specialists in the establishment of acceptable quality standards. They will also work to ensure that all quality standards are met and communicate any concerns regarding quality to the Project Manager.

Quality control for the local LLM platform MVP project will utilize tools and methodologies for ensuring that all project deliverables comply with approved quality standards. To meet deliverable requirements and expectations, we must implement a formal process in which quality standards are measured and accepted. The Project Manager will ensure that all quality standards and quality control activities are met throughout the project. The Quality Specialists will assist the Project Manager in verifying that all quality standards are met for each deliverable. If any changes are proposed and approved by the Project Sponsor and CCB, the Project Manager is responsible for communicating the changes to the project team and updating all project plans and documentation.

Quality assurance for the local LLM platform MVP project will ensure that all processes used in the completion of the project meet acceptable quality standards. These process standards are in place to maximize project efficiency and minimize waste. For each process used throughout the project, the Project Manager will track and measure quality against the approved standards with the assistance of the Quality Specialists and ensure all quality standards are met. If any changes are proposed and approved by the Project Sponsor and CCB, the Project Manager is responsible for communicating the changes to the project team and updating all project plans and documentation.

RISK MANAGEMENT PLAN

The approach for managing risks for the local LLM platform MVP project includes a methodical process by which the project team identifies, scores, and ranks the various risks. Risks are qualitatively scored based on probability and impact and ranked accordingly, with detailed scoring, prioritization, and mitigation actions documented in Appendix C – Risk Register. Every effort will be made to proactively identify risks ahead of time in order to implement a mitigation strategy from the project's onset. The most likely and highest impact risks were added to the project schedule to ensure that the assigned risk managers take the necessary steps to implement the mitigation response at the appropriate time during the schedule. Risk managers will provide status updates on their assigned risks in the weekly project team meetings, but only when the meetings include their risk's planned timeframe.

Upon the completion of the project, during the closing process, the project manager will analyze each risk as well as the risk management process. Based on this analysis, the project manager will identify any improvements that can be made to the risk management process for future projects. These improvements will be captured as part of the lessons learned knowledge base.

RISK REGISTER

The Risk Register for this project is provided in Appendix C, Risk Register.

STAFFING MANAGEMENT PLAN

The Staffing Management Plan describes how personnel will be acquired, organized, and managed throughout the duration of this project. Because this effort spans multiple business units—including IT, Cybersecurity, Procurement, and Executive Leadership—the project will operate within a matrixed organizational structure. In this structure, team members continue to report to their functional managers, but they are temporarily assigned to perform project-specific work under the direction of the Project Manager. While functional managers maintain responsibility for performance evaluations and overall workload balancing, the Project Manager holds authority over day-to-day project execution, task prioritization, and scheduling. Some aspects of the project resemble a more projectized approach, particularly for roles such as the Project Manager and Technical Lead, who will dedicate the majority of their time to project activities. This hybrid model ensures access to specialized expertise while maintaining flexibility across shared organizational resources.

Core Project Staff and Responsibilities

Role	Individual	Responsibility
Project Sponsor	James Keller, CISO	Charter and funding approval
Project Manager	Jim Keller II	Project planning and execution
Technical Lead	Jim Keller II	System build and deployment
Security Officer	James Keller (IT Security)	Cybersecurity compliance oversight
Cyber Lead	Matthew K	Cybersecurity architecture, risk assessments, and control implementation
Procurement Lead	Jessica W	Vendor selection, licensing, and contract management
QA Lead	William K	Quality assurance planning and testing oversight
SQA Lead	William K	Software quality standards, processes, and documentation
End Users	C-suite & NTK Executives	UAT review and feedback

All project roles have now been fully assigned. Key positions—including the Project Sponsor, Project Manager, Technical Lead, Security Officer, Cyber Lead, QA Lead, SQA Lead, and Procurement Lead—have been confirmed in coordination with functional managers, ensuring alignment with staff availability, technical capability, and organizational priorities. Because all required expertise is available internally, no external procurement of contractors, vendors, or subject-matter experts is necessary at this time.

Resource acquisition will involve onboarding activities, including project orientation, clarification of responsibilities, and provisioning of system access and tools. Throughout the project, the Project Manager will maintain the staffing schedule, monitor resource allocation, and coordinate with functional managers to resolve conflicts or adjust workloads. Weekly check-ins and structured communication

channels will help ensure that assigned personnel remain aligned with project needs and timelines. Although the Project Manager oversees the day-to-day work, functional managers will still contribute to performance assessments and deployment planning, incorporating feedback from the project environment.

Procurement of tools, services, or software will follow established organizational procurement procedures. The Procurement Lead will coordinate vendor evaluations, request for proposal processes, licensing agreements, and contract negotiations. This individual will remain involved throughout the project to manage vendor relationships and ensure that contracts support the technical and security requirements defined by the Technical Lead and Cybersecurity team.

Several resource categories are essential for successful project completion. Human resources include technical engineering staff responsible for system build and deployment, cybersecurity specialists for architecture design and compliance validation, procurement staff for vendor coordination, and QA/SQA personnel to oversee testing and quality standards. Executive stakeholders will contribute during user acceptance testing by reviewing system functionality and providing feedback to ensure alignment with business objectives. In addition to personnel, the project will rely on development environments, cybersecurity assessment tools, quality assurance platforms, and collaboration systems that support communication, documentation, and workflow coordination.

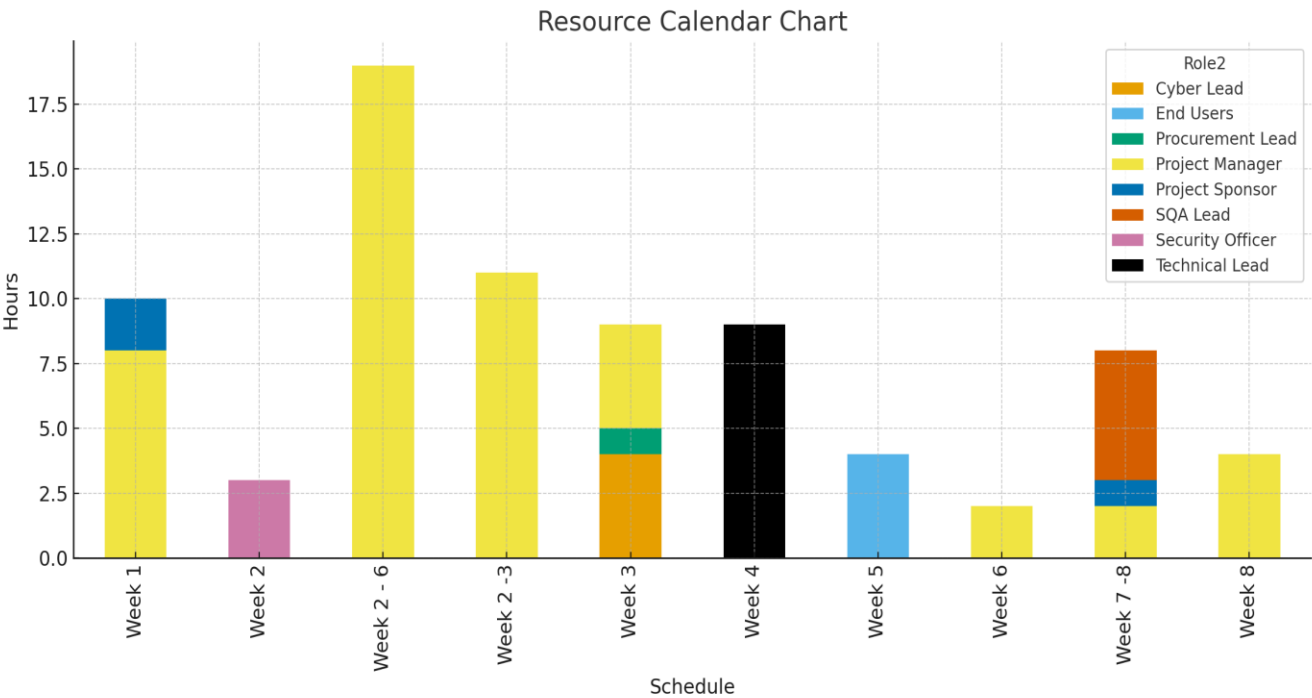
As the project progresses toward completion, resources will gradually be released. Technical and cybersecurity staff will transition off the project once deployment, validation, and risk mitigation activities are complete. QA and SQA teams will conclude their involvement after final testing cycles and acceptance documentation are finalized. Executive stakeholders will exit following the completion of UAT. The Project Manager will work with functional managers to ensure each role transitions smoothly back into operational duties.

Overall, this Staffing Management Plan ensures that the project is supported by appropriately skilled personnel, acquired, and managed through a structured and coordinated approach. By leveraging a matrixed organizational structure, balancing internal and external talent, and maintaining clear lines of authority and communication, the project will be staffed in a way that supports efficiency, accountability, and successful delivery.

RESOURCE CALENDAR

The local LLM platform MVP project will require all project team members for the entire duration of the project, although levels of effort will vary as the project progresses. The Project is scheduled to last 8 weeks with standard 40-hour work weeks. If a project team member is not required for a full 40-hour work week at any point during the project, their efforts outside of the local LLM platform MVP project will be at the discretion of their Functional Manager.

	Cyber Lead	End Users	Procurement Lead	Project Manager	Project Sponsor	SQA Lead	Security Officer	Technical Lead
Week 1	0	0	0	8	2	0	0	0
Week 2	0	0	0	0	0	0	3	0
Week 2-6	0	0	0	19	0	0	0	0
Week 2-3	0	0	0	11	0	0	0	0
Week 3	4	0	1	4	0	0	0	0
Week 4	0	0	0	0	0	0	0	9
Week 5	0	4	0	0	0	0	0	0
Week 6	0	0	0	2	0	0	0	0
Week 7-8	0	0	0	2	1	5	0	0
Week 8	0	0	0	4	0	0	0	0



COST BASELINE

The cost baseline for the local LLM RAG platform MVP project includes all budgeted costs for the successful completion of the project.

Project Phase	Budgeted Total	Comments
Initiation	\$1,000	Includes all work hours for project authorization, stakeholder identification, and definition of activities.
Planning	\$5,700	Includes all work hours for scope, schedule, team, risk, and governance planning activities.
Execution	\$1,500	Includes all hands-on technical work, deployment, configuration, testing preparation, and demonstrations.
Control	\$1,900	Includes all oversight, status meetings, risk management, and project plan updates.
Closeout	\$1,200	Includes lessons learned, final documentation, reviews, and project archival activities.

QUALITY BASELINE

The local LLM platform MVP project must meet the quality standards established in the quality baseline. The quality baseline is the baseline which provides the acceptable quality levels of the local LLM platform MVP project. The software must meet or exceed the quality baseline values in order to achieve success.

Quality Metric	Target / Standard	Measurement Method
Response Time	≤ 3 seconds per LLM query	Performance testing during UAT; timed benchmarks; load simulation
Contextual Accuracy	≥ 95% grounded accuracy	QA tests 50–100 queries; scoring rubric
Concurrent User Capacity	≥ 3 authenticated users	Load testing simultaneous sessions
Document Ingestion Volume	Up to 100 GB	Ingestion pipeline tests; checksum validation
System Stability / Uptime	No crashes during UAT	Uptime monitoring; log review
Security & Access Control	100% authenticated access	Pen testing; audit log validation
RAG Retrieval Quality	Minimal hallucinations	Response grounding checks; trace inspection
UI Functionality & Usability	Fully functional browser-based UI	Usability testing; error validation
Offline Capability	Full offline operation after setup	Network disconnect test
Leadership UAT Feedback	Positive UAT results	Survey + qualitative feedback
Hardware Performance	Supports 8–14B model	Performance profiling; memory checks

SPONSOR ACCEPTANCE

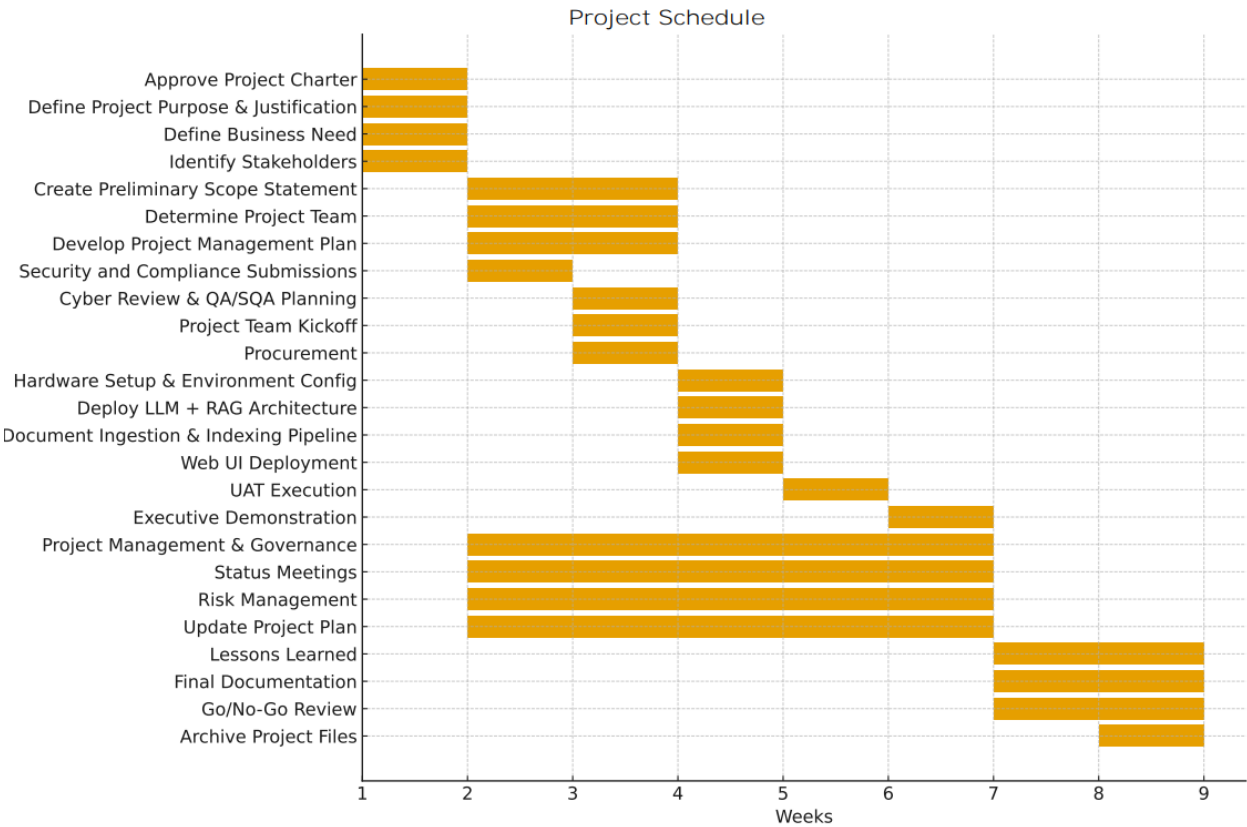
Approved by the Project Sponsor:

James Keller
CISO

Date: _____

APPENDIX A - PROJECT SCHEDULE

MVP Implementation for Local LLM+RAG Platform



WBS Code	Element Name	Definition	Schedule	Time (hrs.)	Role
1.1.1	Approve Project Charter	Approval of the formal project charter to authorize work. This task ensures foundational clarity and authorization for project initiation.	Week 1	2	Project Sponsor
1.1.2	Define Project Purpose & Justification	Definition of the project's purpose and justification. This task ensures foundational clarity and authorization for project initiation.	Week 1	4	Project Manager
1.1.3	Define Business Need	Clarifying the business need driving the MVP implementation. This task ensures foundational clarity and authorization for project initiation.	Week 1	2	Project Manager

WBS Code	Element Name	Definition	Schedule	Time (hrs.)	Role
1.1.4	Identify Stakeholders	Identifying stakeholders for planning and communication. This task ensures foundational clarity and authorization for project initiation.	Week 1	2	Project Manager
1.2.1	Create Preliminary Scope Statement	Creation of the preliminary project scope. These planning activities establish scope, team structure, and governance for successful execution.	Week 2-3	1	Project Manager
1.2.2	Determine Project Team	Identification and confirmation of project team members. These planning activities establish scope, team structure, and governance for successful execution.	Week 2-3	2	Project Manager
1.2.3	Develop Project Management Plan	Development of a comprehensive project management plan. These planning activities establish scope, team structure, and governance for successful execution.	Week 2-3	8	Project Manager
1.2.4	Security and Compliance Submissions	Submit a Ticket to cover Project; submit completed Cyber Security Review Request; Submit Endpoint Management Exemption Request form; ensure Privileged User Agreement is on file for System Administrators.	Week 2	3	Security Officer
1.2.5	Cyber Review & QA/SQA Planning	Cybersecurity, QA, and SQA review and planning activities. These planning activities establish scope, team structure, and governance for successful execution.	Week 3	4	Cyber Lead
1.2.6	Project Team Kickoff	Kickoff meeting to initiate project activities. These planning activities establish scope, team structure, and governance for successful execution.	Week 3	4	Project Manager
1.2.7	Procurement	Hardware/software purchase	Week 3	1	Procurement Lead
1.3.1	Hardware Setup & Environment Config	Setup and configuration of hardware and runtime environments. Execution work packages involve hands-on development, deployment, and testing to deliver the MVP.	Week 4	4	Technical Lead

WBS Code	Element Name	Definition	Schedule	Time (hrs.)	Role
1.3.2	Deploy LLM + RAG Architecture	Deployment of local LLM and Retrieval-Augmented Generation architecture. Execution work packages involve hands-on development, deployment, and testing required to deliver the MVP.	Week 4	2	Technical Lead
1.3.3	Document Ingestion & Indexing Pipeline	Creation of ingestion and indexing pipelines for documents. Execution work packages involve hands-on development, deployment, and testing required to deliver the MVP.	Week 4	2	Technical Lead
1.3.4	Web UI Deployment	Deployment of the web-based user interface. Execution work packages involve hands-on development, deployment, and testing required to deliver the MVP.	Week 4	1	Technical Lead
1.3.5	UAT Execution	User acceptance testing execution. Execution work packages involve hands-on development, deployment, and testing required to deliver the MVP.	Week 5	4	End Users
1.3.6	Executive Demonstration	Demonstration to executive stakeholders. Execution work packages involve hands-on development, deployment, and testing to deliver MVP.	Week 6	2	Project Manager
1.4.1	Project Management & Governance	Ongoing project governance and oversight. Control activities monitor progress, ensure quality, and manage change throughout the project.	Week 2-6	5	Project Manager
1.4.2	Status Meetings	Recurring status meetings with team and stakeholders. Control activities monitor progress, ensure quality, and manage change throughout the project.	Week 2-6	8	Project Manager
1.4.3	Risk Management	Active management and mitigation of project risks. Control activities monitor progress, ensure quality, and manage change throughout the project.	Week 2-6	4	Project Manager

WBS Code	Element Name	Definition	Schedule	Time (hrs.)	Role
1.4.4	Update Project Plan	Updates to the formal project plan as work progresses. Control activities monitor progress, ensure quality, and manage change throughout the project.	Week 2-6	2	Project Manager
1.5.1	Lessons Learned	Documentation and analysis of lessons learned. Closeout ensures formal completion, documentation, and organizational learning.	Week 7-8	2	Project Manager
1.5.2	Final Documentation	Creation of final project documentation. Closeout ensures formal completion, documentation, and organizational learning.	Week 7-8	5	SQA Lead
1.5.3	Go/No-Go Review	Go/No-Go decision review. Closeout ensures formal completion, documentation, and organizational learning.	Week 7-8	1	Project Sponsor
1.5.4	Archive Project Files	Formal archiving of all project files. Closeout ensures formal completion, documentation, and organizational learning.	Week 8	4	Project Manager
			Total	79	

APPENDIX B - WORK BREAKDOWN STRUCTURE (WBS)

MVP Implementation for Local LLM+RAG Platform

Introduction

This Work Breakdown Structure (WBS) defines the scope of work for the MVP Implementation for a Local LLM with Retrieval-Augmented Generation (RAG) project. The WBS decomposes the project into manageable work packages, assigns each package a unique WBS code and describes the schedule, estimated effort and primary role responsible. By outlining the work across the five project phases—Initiation, Planning, Execution, Control and Closeout—the WBS supports development of the project schedule, resource requirements and cost estimates. It also provides a common framework for communicating responsibilities and progress with stakeholders. The total estimated effort for the project is 79 person-hours, calculated from the sum of all work packages in this WBS.

Tabular View

The tabular view provides a structured representation of the WBS showing how the top-level project (Level 1) decomposes into phases (Level 2) and individual work packages (Level 3). Blank cells in the Level 1 and Level 2 columns indicate that the value is the same as the row above.

Level 1	Level 2	Level 3
1	1.1 Initiation	1.1.1 Approve Project Charter
		1.1.2 Define Project Purpose & Justification
		1.1.3 Define Business Need
		1.1.4 Identify Stakeholders
	1.2 Planning	1.2.1 Create Preliminary Scope Statement
		1.2.2 Determine Project Team
		1.2.3 Develop Project Management Plan
		1.2.4 Security and Compliance Submissions
		1.2.5 Cyber Review & QA/SQA Planning
		1.2.6 Project Team Kickoff
		1.2.7 Procurement
	1.3 Execution	1.3.1 Hardware Setup & Environment Config
		1.3.2 Deploy LLM + RAG Architecture
		1.3.3 Document Ingestion & Indexing Pipeline
		1.3.4 Web UI Deployment
		1.3.5 UAT Execution
		1.3.6 Executive Demonstration
	1.4 Control	1.4.1 Project Management & Governance
		1.4.2 Status Meetings
		1.4.3 Risk Management
		1.4.4 Update Project Plan
	1.5 Closeout	1.5.1 Lessons Learned

Level 1	Level 2	Level 3
---------	---------	---------

- | | | |
|--|--|-----------------------------|
| | | 1.5.2 Final Documentation |
| | | 1.5.3 Go/No-Go Review |
| | | 1.5.4 Archive Project Files |

WBS Dictionary

The WBS dictionary details each work package including its definition. This information provides clarity to team members on the scope of each task and supports planning, estimating, and assignment of responsibilities.

WBS Code	Element Name	Definition
1.1.1	Approve Project Charter	Approval of the formal project charter to authorize work. This task ensures foundational clarity and authorization for project initiation.
1.1.2	Define Project Purpose & Justification	Definition of the project's purpose and justification. This task ensures foundational clarity and authorization for project initiation.
1.1.3	Define Business Need	Clarifying the business need driving the MVP implementation. This task ensures foundational clarity and authorization for project initiation.
1.1.4	Identify Stakeholders	Identifying stakeholders for planning and communication. This task ensures foundational clarity and authorization for project initiation.
1.2.1	Create Preliminary Scope Statement	Creation of the preliminary project scope. These planning activities establish scope, team structure, and governance for successful execution.
1.2.2	Determine Project Team	Identification and confirmation of project team members. These planning activities establish scope, team structure, and governance for successful execution.
1.2.3	Develop Project Management Plan	Development of a comprehensive project management plan. These planning activities establish scope, team structure, and governance for successful execution.
1.2.4	Security and Compliance Submissions	Submit a Ticket to cover Project; submit completed Cyber Security Review Request; Submit Endpoint Management Exemption Request form; ensure Privileged User Agreement is on file for System Administrators.

WBS Code	Element Name	Definition
1.2.5	Cyber Review & QA/SQA Planning	Cybersecurity, QA, and SQA review and planning activities. These planning activities establish scope, team structure, and governance for successful execution.
1.2.6	Project Team Kickoff	Kickoff meeting to initiate project activities. These planning activities establish scope, team structure, and governance for successful execution.
1.2.7	Procurement	Hardware/software purchase
1.3.1	Hardware Setup & Environment Config	Setup and configuration of hardware and runtime environments. Execution work packages involve hands-on development, deployment, and testing required to deliver the MVP.
1.3.2	Deploy LLM + RAG Architecture	Deployment of local LLM and Retrieval-Augmented Generation architecture. Execution work packages involve hands-on development, deployment, and testing required to deliver the MVP.
1.3.3	Document Ingestion & Indexing Pipeline	Creation of ingestion and indexing pipelines for documents. Execution work packages involve hands-on development, deployment, and testing required to deliver the MVP.
1.3.4	Web UI Deployment	Deployment of the web-based user interface. Execution work packages involve hands-on development, deployment, and testing required to deliver the MVP.
1.3.5	UAT Execution	User acceptance testing execution. Execution work packages involve hands-on development, deployment, and testing required to deliver the MVP.
1.3.6	Executive Demonstration	Demonstration to executive stakeholders. Execution work packages involve hands-on development, deployment, and testing required to deliver the MVP.

WBS Code	Element Name	Definition
1.4.1	Project Management & Governance	Ongoing project governance and oversight. Control activities monitor progress, ensure quality, and manage change throughout the project.
1.4.2	Status Meetings	Recurring status meetings with team and stakeholders. Control activities monitor progress, ensure quality, and manage change throughout the project.
1.4.3	Risk Management	Active management and mitigation of project risks. Control activities monitor progress, ensure quality, and manage change throughout the project.
1.4.4	Update Project Plan	Updates to the formal project plan as work progresses. Control activities monitor progress, ensure quality, and manage change throughout the project.
1.5.1	Lessons Learned	Documentation and analysis of lessons learned. Closeout ensures formal completion, documentation, and organizational learning.
1.5.2	Final Documentation	Creation of final project documentation. Closeout ensures formal completion, documentation, and organizational learning.
1.5.3	Go/No-Go Review	Go/No-Go decision review. Closeout ensures formal completion, documentation, and organizational learning.
1.5.4	Archive Project Files	Formal archiving of all project files. Closeout ensures formal completion, documentation, and organizational learning.

WBS CHART

WBS Code	Element Name	Responsible (R)
1.1.1	Approve Project Charter	Project Sponsor
1.1.2	Define Project Purpose & Justification	Project Manager
1.1.3	Define Business Need	Project Manager
1.1.4	Identify Stakeholders	Project Manager
1.2.1	Create Preliminary Scope Statement	Project Manager
1.2.2	Determine Project Team	Project Manager
1.2.3	Develop Project Management Plan	Project Manager
1.2.4	Security and Compliance Submissions	Security Officer
1.2.5	Cyber Review & QA/SQA Planning	Cyber Lead
1.2.6	Project Team Kickoff	Project Manager
1.2.7	Procurement	Procurement Lead
1.3.1	Hardware Setup & Environment Config	Technical Lead
1.3.2	Deploy LLM + RAG Architecture	Technical Lead
1.3.3	Document Ingestion & Indexing Pipeline	Technical Lead
1.3.4	Web UI Deployment	Technical Lead
1.3.5	UAT Execution	End Users
1.3.6	Executive Demonstration	Project Manager
1.4.1	Project Management & Governance	Project Manager
1.4.2	Status Meetings	Project Manager
1.4.3	Risk Management	Project Manager
1.4.4	Update Project Plan	Project Manager
1.5.1	Lessons Learned	Project Manager
1.5.2	Final Documentation	SQA Lead
1.5.3	Go/No-Go Review	Project Sponsor
1.5.4	Archive Project Files	Project Manager

GLOSSARY OF TERMS

Term	Definition
WBS Code	A hierarchical numerical identifier used to uniquely reference a work package within the work breakdown structure.
MVP	Minimum viable product – a product with just enough features to satisfy early users and provide feedback for future development.
LLM	Large Language Model – an advanced AI model capable of understanding and generating natural language.
RAG	Retrieval-Augmented Generation – a technique that combines information retrieval with language generation to provide context-aware responses.
UAT	User Acceptance Testing – formal testing by end users to verify that a solution meets requirements and is ready for production.
QA/SQA	Quality Assurance / Software Quality Assurance – processes that ensure the quality of the software product.
Initiation	Phase that authorizes the project and identifies stakeholders, objectives, and constraints.
Planning	Phase where scope, schedule, budget, resources, and risk management plans are developed.
Execution	Phase during which the project deliverables are developed and completed.
Control	Phase where performance is monitored and changes are managed to ensure that project objectives are met.
Closeout	Final phase ensures deliverables are accepted; documentation is complete, and lessons learned are captured.

APPENDIX C - RISK REGISTER

MVP Implementation for Local LLM+RAG Platform

ID	Risk Description	Category	Probability	Impact	Score	Risk Owner	Mitigation Strategy
R1	Hardware limitations may restrict hosting of an 8–14B parameter model.	Technical	Medium	High	High	Technical Lead	Apply quantization; optimize resources.
R2	Ingesting up to 100 GB of documents may cause indexing failures or data gaps.	Technical/Data	Medium	Medium	Medium	Technical Lead	Validate ingestion; curate datasets.
R3	Security vulnerabilities identified during cyber review may require redesign or delay.	Security	Medium	High	High	Cyber Lead	Run pen tests; improve controls.
R4	System response time may exceed ≤ 3 seconds requirement.	Performance	Low	High	Medium	QA Lead	Conduct load testing; optimize pipeline.
R5	Hallucinations or low contextual accuracy may impact Go/No-Go.	Quality	Medium	High	High	SQA Lead	Improve grounding; refine embeddings.
R6	Lack of stakeholder participation in UAT may delay validation.	Organizational	Medium	Medium	Medium	Project Manager	Schedule UAT early; sponsor support.
R7	Procurement delays may impact server availability and timeline.	Procurement	Low	High	Medium	Procurement Lead	Backup vendors; confirm lead times.
R8	8-week schedule constraint may not permit sufficient testing or rework.	Schedule	Medium	Medium	Medium	Project Manager	Add schedule buffer; track SPI.
R9	Stability issues in open-source components could cause integration failures.	Technical	Low	Medium	Low	Technical Lead	Pin versions; isolate environments.

ID	Risk Description	Category	Probability	Impact	Score	Risk Owner	Mitigation Strategy
R10	Evolving cybersecurity compliance standards may introduce redesign.	Security	Low	Medium	Low	Security Officer	Continuous compliance checks.
R11	Low adoption or weak demo feedback may limit post-MVP continuation.	Organizational	Medium	Medium	Medium	Project Manager	Curated demos; stakeholder education.
R12	Confidentiality issues due to ingestion of improperly classified documents.	Security/Data	Low	High	Medium	Security Officer	Document classification review.
R13	Matrixed staffing may create resource conflicts and delays.	Resource	Medium	Medium	Medium	Project Manager	Coordinate with functional managers.
R14	Change Control Board (CCB) delays may slow needed adjustments.	Governance	Low	Medium	Low	Project Manager	Pre-schedule CCB sessions.
R15	Multi-user load may cause system crashes affecting uptime.	Technical	Medium	High	High	QA Lead	Load test concurrent usage.