

Simplified Summary - Software Project Management Chapter 2

Chapter 2: Project Planning (Simplified Summary)

1. Integration Management

- Coordinates all project areas for smooth execution.
- 7 Key Processes:
 1. Develop Project Charter (authorization)
 2. Develop Project Plan (scope, cost, time, etc.)
 3. Direct and Manage Work
 4. Manage Knowledge
 5. Monitor & Control Work
 6. Change Control
 7. Close Project/Phase
- Project Manager is solely responsible.

2. Project Plan Development

- A full roadmap: defines execution, monitoring, control, closure.
- Key Components:
 - Scope, Schedule, Cost, Quality, Resources, Communication, Risk, Procurement, Stakeholder plans
 - Baselines: Scope, Schedule, Cost
 - Change Management, Performance Measurement

3. Plan Execution

- Action phase: doing the tasks in the plan.
- Includes: task implementation, assigning resources, stakeholder communication, QA, risk handling,

change control

- Challenges: scope creep, resource issues, unclear requirements, risks

4. Scope Management

- Ensures only needed work is done to meet project goals.

- Key Steps:

1. Plan Scope Management

2. Collect Requirements

3. Define Scope

4. Create WBS

5. Validate Scope

6. Control Scope

- Tools: Scope Plan, Scope Statement, WBS

5. Methods for Selecting Projects

- Broad Organizational Needs
- Categorization: problem-solving, opportunity, directive
- Financial: NPV, ROI, Payback
- Weighted Scoring
- Balanced Scorecard

6. Project Charter

- Official document that authorizes project
- Includes: objectives, scope, timeline, stakeholders, assumptions
- Purpose: align stakeholders, define scope, give authority

7. Scope Statement

- Describes what's in and out of project
- Includes: objectives, deliverables, exclusions, constraints, acceptance criteria
- Prevents scope creep and confusion

8. Work Breakdown Structure (WBS)

- Breaks project into small tasks
- Helps estimate, assign, track
- Use "verb-noun" names
- Each task: 8-80 hours (guideline)

9. Project Planning Overview

- Purpose: clear path to project success

- Steps:

1. Set Objectives
2. Stakeholder Analysis
3. Define Scope
4. Create WBS
5. Build Schedule
6. Estimate Resources & Budget
7. Plan for Risks
8. Communication Plan
9. QA Plan
10. Contingency & Change Plans
11. Approval & Kickoff