Software Project Management Plan for "Tender Management System"

1. Introduction

The aim of our project "Tender Management System" is to provide an online service that helps suppliers and buyers to interact with each other to achieve prominent efficiency in all aspects of a tendering process. Whether it is complex tendering or simple RFP/RFQ process. It takes care of the complete procurement life cycle, starting from the vendor or supplier registration process until awarding the contract. By using this solution organizations can ensure the transparency of the entire tender management process.

I. Project Overview

This system will provide a better way to manage database on tenders and contract within business organization. Since the system using its own storage, it store all the specific data for numbers of tenders and contract as wishes by the business organization itself. In addition, the system would definitely provide a friendly user interface that would increase the efficiency of data entry process. Subsequently, the data entry process will no longer be a boring task to do and therefore, the human error in the process can be dodged.

II. Project Deliverables

1. Preliminary Project Plan	25.07.2022
2. Requirements Specification	02.08.2022
3. Analysis [Object model, Dynamic model, and User interface]	25.08.2022
4. Architecture Specification	08.09.2022
5. Component/Object Specification	20.09.2022
6. Source Code	15.11.2022
7. Test Plan	30.11.2022
8. Final Product Demo	01.12.2022 - 10.12.2022

III. Evolution of this document

This document will be updated as the project progresses. Updates should be expected in the following sections:

i. ***References*** - updated as necessary.
ii. ***Definitions, acronyms, and abbreviations*** - updated as necessary.
iii. ***Organizational Structure*** will be updated as the team leaders are assigned for each phase.

iv. ***Technical Process*** **-** this section will be revised appropriately as the requirements and design decisions become clearer.
v. ***Schedule*** **–** as the project progresses, the schedule will be updated accordingly.

Revision History

Revision	Date	Updated By	Update Comments
0.1	27.08.2022	Abhishek Das	First Draft

IV. References

i. Scribd (E-Tendering Srs 5 July | PDF | Password | Internet Forum (scribd.com))
ii. Procure Plus (https://www.procure-plus.com/tender-management-system/)
iii. Bids, Tenders and Proposals: Winning Business Through Best Practice Paperback (2012)" – Harold Lewis

V. Definitions, Acronyms, and Abbreviations

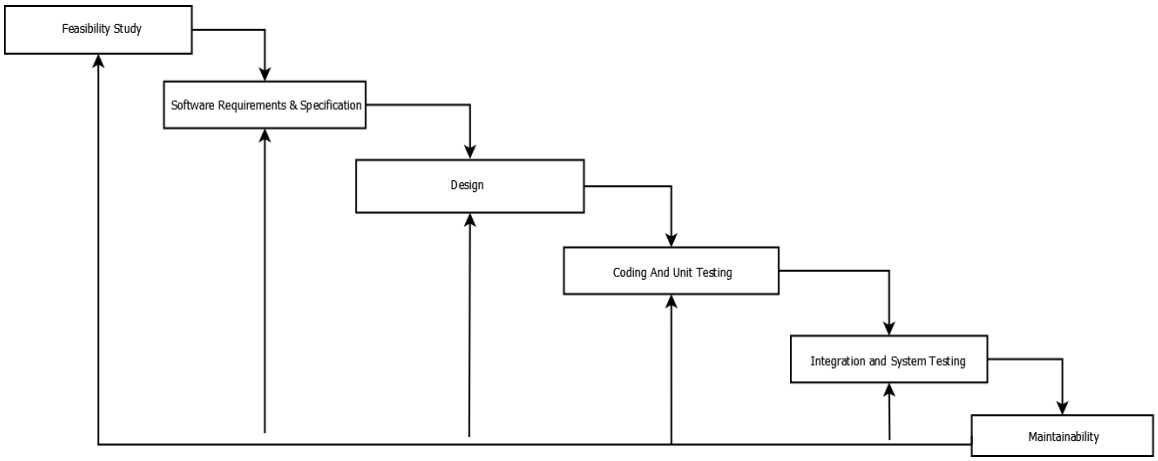
i. Definition
   1. Tender Management System (TMS)- It is designed to improve the accuracy, enhance safety and efficiency in the Procurement process

ii. Acronyms
   1. TMS - Tender Management System
   2. SQL – Structured Query Language
   3. PM - Project Manager
   4. IW- Iterative Waterfall
   5. DBMS: Database Management System
   6. XML: Extensible Markup Language
   7. Buyer: the person who issues tender
   8. UML- Unique Modeling Language

2. Project Organization

I. Process Model

The process used for this project will be an Iterative Waterfall (IW) such that each stage of the model allows us to do testing for each phase after all the processes are completed and if we find an error at any stage, we can go back to any of the previous stage and start the process from there.



II. Organizational Structure

Team Members –

i. Abhishek Das

Name	Organization/ Position	Contact Information
Abhishek Das	Project Lead	abhishek82400@gmail.com

Days	Deliverable	Team Leader	Deliverable Description
5	1	Abhishek Das	Project Plan
8	2		Requirements Specification
23	3		Analysis
14	4		Architecture Specification
12	5		Component/Object Specification
56	6		Source Code
15	7		Test Plan
10	8		Final Deliverable

III. Organizational Boundaries and Interfaces

Team leaders throughout each development of the phases will be responsible for coordinating team meetings, updates, communications, and team deliverables.

IV. Project Responsibilities

For the most vital responsibilities per phase of each team members, please refer to segment 2.2. Ultimately the project team is responsible for the successful delivery of the product. The team member tasks per deliverable according to expertise and the phases are as given below:

1. Project Plan – Team Lead
2. Requirements Specification – Team Lead
3. Analysis – Team Lead
4. Architecture Specification – Team Lead
5. Component/Object Specification – Team Lead
6. Source Code – Team Lead
7. Test Plan – Team Lead
8. Final Deliverable – Team Lead

Name	Organization/ Position	Role/Responsibilities
Abhishek Das	Project Lead	• Managing and leading the project team. • Developing and maintaining a detailed project plan. • Monitoring project progress and performance. • Managing project evaluation and dissemination activities. • Develop corrective actions when necessary.
Abhishek Das	Project Lead	• Prepare reports on project plans, status, progress, risks, deadlines and resource requirements. • Develop and perform work flow analysis to find out the difficulties in reaching goals. • Provide project cost estimates.

Abhishek Das	Project Lead	• Propose effective design solutions to meet project goals. • Prepare design layouts and sketches according to company design standards. • Keeping of records and files.
Abhishek Das	Project Lead	• Documentation of daily activities. • Making kick-off meeting reports.

3. Managerial Process

I. Management Objectives and Priorities

The management objective is to deliver the product in time and of high quality. The PM and QAM work together to achieve this by respectively checking that progress is made as planned and monitoring the quality of the product at various stages.

II. Assumptions, Dependencies, and Constraints

In this project plan, a number of factors are taken into account. The following list shows the way milestones on various project phases have been scheduled:

• The team budget of 5 persons x 365 hours = 1825 hours
• The project deadline of December 1st.
• The final presentation is on December 1st.
• The peer evaluation deadline is on December 1st.
• Other days the weekends holiday is closed (TBD).

NOTE: Due to the deadline of December 1st 2022, running out of time will have its reflection on the product, and not on the duration of the project. By assigning a priority to every user requirement, a selection can be made of user requirements that may be dropped out if time runs out.

III. Risk Management

This section mentions any potential risks for the project. Also, schedules or methods are defined to prevent or to reduce the risks as below:

i. Technology risk
ii. People risk
iii. Financial risk
iv. Market risk
v. Structure/process risk

The following are the possible risks to be encountered during the development of the project and how they can be prevented.

1. Technical Skill

Prevention: Team members should clearly state their technical skills beforehand.
Correction: When it is observed that team members are not familiar with a technology used in the project, either time will be allotted for learning it or alternatives will be looked into.

2. Time shortage

Prevention: Care is taken to plan enough spare time.
Correction: When tasks fail to be finished in time or when they are finished earlier than planned the project planning is adjusted.

3. Illness or absence of team members

Prevention: Team members should warn their team leader or the PM timely before a planned period of absence.
Correction: Work can be taken over quickly by someone else or be distributed among the team members if a person gets ill.

Monitoring and Controlling Mechanisms:

The monitoring of progress is done by the PM using the following means:

Progress Report

Progress report is done every Friday. This is meant to inform and show the progress in the development of the project and how things are going.

IV. Monitoring and Controlling Mechanisms

The monitoring of progress is done by the PM using the following means:

i. Weekly project status meetings
ii. Shared document repository
iii. Project tracking by MS project plan
iv. Tracking utilizing baselines in MS project

4. Technical Process

I. Methods, Tools, and Techniques

The project will be implemented utilizing Iterative waterfall model methodology, and tools such as Dreamweaver, Microsoft Project, Star UML, Java, MySQL, QTP, and Load Runner will be utilized. The risks for each category are listed to complete the project successfully. For each risk, a description, a probability of occurrence, the associated action and the impact of the risk are given.

II. Software Documentation

Documentation such as Project Charter, Business Requirement Document, Functional Specification document, Cost Benefit Analysis, Technical Specification document, Detail Design Document, Test Plan, Implementation Plan, Detailed Project Report, and Benefit Realization document.

III. Project Support Functions

All project support documents will be completed in applicable phases.

5. Work Elements, Schedule, and Budget

I. The project is accounted for project resources, technologies and tools required to whole analysis, implementation, and test of the application.
II. The project lead will be rotated for each phase within 5 team members.
III. The document for all phases will be revised in subsequent phases if applicable.

Budget and Resource Allocation

Salary	90,000.00
Office Operations/Supplies/Equipment/Consumables	40,000.00
Miscellaneous	10,000.00
Total	**Rs. 140,000.00**

Schedule

Preliminary Project Plan	5 Days	20.07.2022	25.07.2022
Requirements Specification	8 Days	26.07.2022	02.08.2022
Analysis	23 Days	03.08.2022	25.08.2022
Architecture Design	14 Days	26.08.2022	08.09.2022
Componentization	12 Days	09.09.2022	20.09.2022
Development	56 Days	21.09.2022	15.11.2022

Testing	15 Days	16.11.2022	30.11.2022
Final Deliverable	10 Days	01.12.2022	10.12.2022