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| D:\Users\Mohandas\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\O8ZW7CZ1\company_logo.png |
| <Project Name> |
| Project Plan |
| **Document Issue Status**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Document ID | ICS/<Project Code>/PP | | | | | | Document Name | PROJECT PLAN | | | | | | Latest Version | <Version> | | | | | | Created By | Created Date | Reviewed By | Reviewed Date | Approved By | Approved Date | | Mohandas | **1-12-2017** | **Davis Sebastian** | **10-12-2017** | **Davis Sebastian** | **10-12-2017** | |
|  |

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Author | Date | Remarks |
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# Introduction

## About the customer

<Write a brief description about the customer, their business, products and services, context or background of the project etc.>

## ABOUT the project

<Write a brief description about the project>

## Project Overview

|  |  |
| --- | --- |
| Project Code |  |
| Project Name |  |
| Project Type |  |
| Customer/End User (Name, Email & Phone) |  |
| Project Authorization Reference |  |
| Project Manager (Name, Email & Phone) |  |
| Project Lead (Name, Email & Phone) |  |
| QA Manager |  |
| QA Member |  |
| Tester |  |
| Project Start Date |  |
| Project End Date |  |
| Total Estimated Size in Function Points |  |
| Total Estimated Effort in Person Days |  |

## Constraints

<List the constraints and limitations if any for the project>

## Assumptions and Dependencies

<List the assumptions and dependencies for the project>

# PRoject objectives

|  |  |
| --- | --- |
| **Objective** | **Description** |
| Functional Objectives |  |
| Technical Objectives |  |
| Schedule Objectives |  |
| Cost Objectives |  |
| Quality Objectives |  |
| Business Objectives |  |

# major milestones & deliverables

|  |  |  |
| --- | --- | --- |
| Milestone | Deliverable | Target Date |
|  |  |  |
|  |  |  |

# Resource Plan

## hardware requirements

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Item & Specification** | **No. of resources** | **Remarks** |
|  |  |  |  |
|  |  |  |  |

## software requirements

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Item & Specification** | **No. of resources** | **Remarks** |
|  |  |  |  |
|  |  |  |  |

## human resources

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Role Requirement** | **Skill/Experience** | **No. of resources** | **Remarks** |
|  |  |  |  |  |
|  |  |  |  |  |

# roles & responsibilities

<Provide a project organization chart and the roles and responsibilities of each role in the table below>

|  |  |
| --- | --- |
| **Role** | **Responsibilities** |
|  |  |
|  |  |
|  |  |

# development plan

<Mentionthe SDLC model - waterfall or agile, tailoring if any, development directory structure etc.>

# quality management plan

## SQA plan

<Provide the plan for various reviews and audits, responsibility and target dates>

## test plan

<Provide the plan for various types of testing, test environments, responsibilities for test case preparation and test execution and target dates>

## acceptance criteria

<Specify the release criteria and customer acceptance criteria if any specified by the customer>

# risk management plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Identified Risk** | **Probability** | **Impact** | **Owner** | **Mitigation Plan** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# project status monitoring & reporting

<Provide the plan for project progress/status tracking and reporting>

# metrics collection&analysis

<Provide the list of metrics planned to be collected in the project, methods for collection, responsibility for collection and analysis etc.>

# Appendices

<Provide the list and reference to the supporting documents like size and effort estimation (FP) sheets, task schedule or release plan and high level sprint plan etc.>