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# Project Management Plan

for

*<Car-Bookings>*

**Version** *V1.3 approved*

**Prepared by**

*<Monica Atef>*

*<5.05.2022>*

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**Revision History**

Reviewed By	Date	Main Change	Version
Monica Atef	9/04/2022	Add the main functions	V1.0
Aya Tarek & Basma Galal	15/04/2022	Edit the assumptions	V1.1
Eng. Mohammed Hassan	23/04/2022	Edit WBS	V1.2
Eng.Amr Helal	5/05/2022	Edit revision history	V1.3

# 1. Introduction

## 1.1 Purpose of Project Management Plan

The intended audience of the <Car-Bookings> PMP is all project stakeholders including the project sponsor, senior leadership, and the project team.

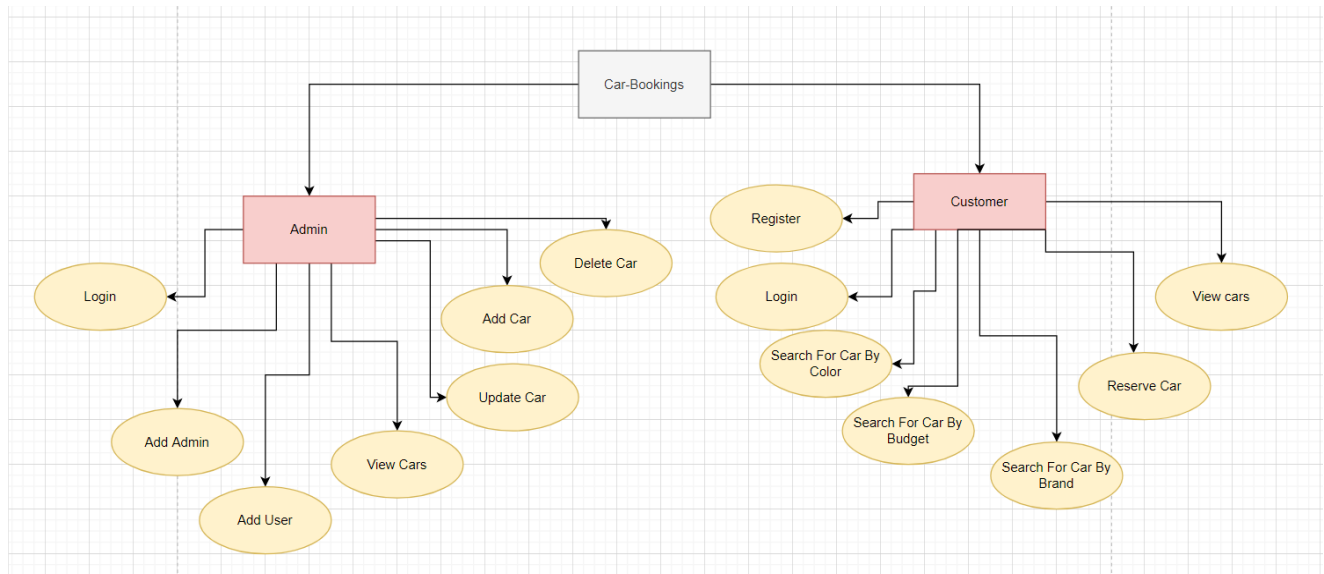
## 1.2 Summary of Project Charter

[Car-Project Charter](#)

## 1.3 Scope Management

[Car-Scope Statement](#)

## 1.4 Work Breakdown Structure



## 2. Change Control Management

### Change Control Board (CCB)

Change Types	CCB members	Analysis SLA (in Days)
Internal change	Norhan Medhat, Aya Tarek	3 days
Supplier change	Monica Atef	3 days
Customer change	Monica Atef	4 days

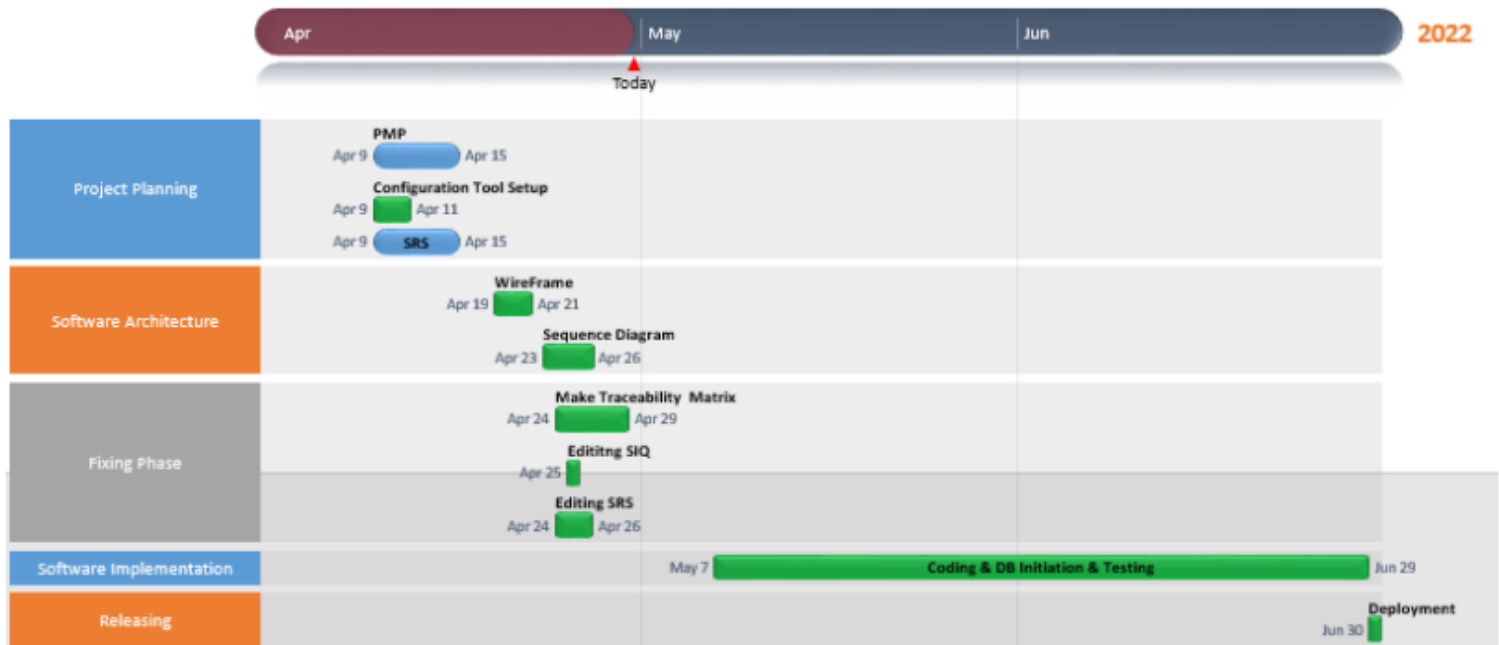
## 3. Schedule/Time Management

### 3.1 MILESTONES

The table below lists the milestones for this project, along with their estimated completion timeframe.

Milestones	Estimated Completion Timeframe
<i>SRS</i> <i>SIQ</i> <i>PMP</i> <i>Project Schedule</i> <i>Setup Configuration management</i>	1-week(from 9/4/2022 to 15/4/2022)
Use Case diagram Sequence diagram ERD diagram Wireframe	1-week(from 23/4/2022 to 29/4/2022)
Implementation	To Be Determined
Testing	To Be Determined
Releasing	To Be Determined

### 3.2 PROJECT SCHEDULE



### 3.3 DEPENDENCIES

We will use the **waterfall model** as our software development lifecycle, So each phase will be dependent on the previous one so we will follow **the start to end strategy**.

## 4. Quality Management

[Car-Quality Management Plan](#)

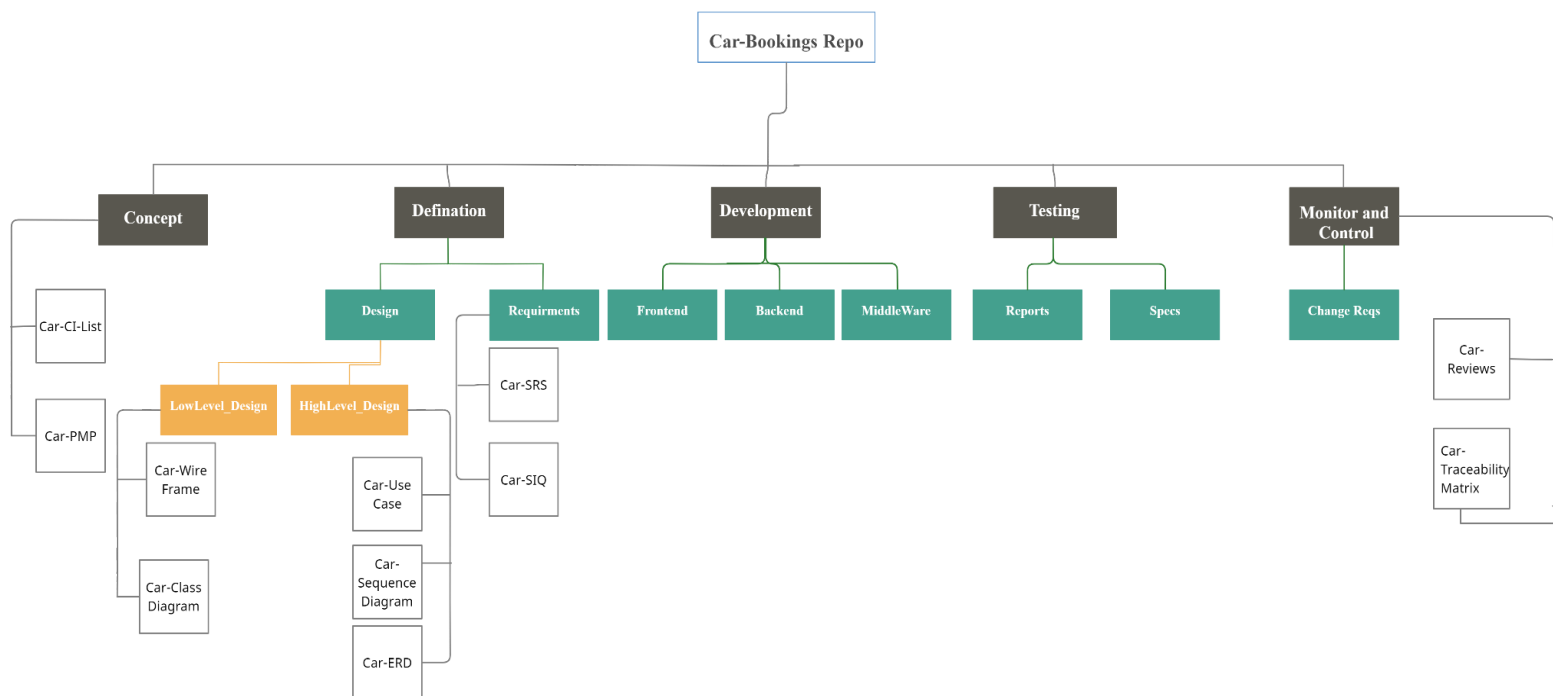
## 5. Configuration Management

- We tailored our Configuration Management tool to use Git and GitHub instead of TortoiseSVN.
  - We will track all our documents, code, testing, monitor & control phases through the software life cycle(SDLC).
- The guidelines on how we will use the CM:
- There are two branches:
  - The first one is for the baseline (master)
  - The other one is for the internal changes between the releases(dev).
  - Pull requests are required for the master branch only
  - Tags will be used to distinguish between baselines.

- Tags must be in this format (DayMonthYear-Inter/Release-no of release)  
ex:160422-Release-01

Concept	Add Concept folder
Defination	Add Defination Folder
Development	Add Development Folder
Monitor and Control	Add Monitor and Control Folder
Testing	Add Testing Folder

## Folder Structure



## 6. Communication Management

### 6.1 COMMUNICATION MATRIX

<i>Communication Goal</i>	<i>Communication Tool</i>	<i>Audience</i>	<i>Frequency</i>
<i>Team progress</i>	<i>Online meeting</i>	<i>Project team</i>	<i>Daily</i>
<i>Project review</i>	<i>Physical meeting</i>	<i>Project team</i>	<i>Weekly</i>
<i>Customer collaboration</i>	<i>Formal email</i>	<i>Customer - Project manager</i>	<i>When needed</i>

## 7. Risk Management

### *Car-Risk Management Plan*

#### 7.1 RISK LOG

##### *Car-Risk Management Log*

## 8. Issue Management & Escalation

### *Car-Issue management*

#### 8.1 ISSUE LOG

*To be filled.*



## APPENDIX A: REFERENCES

The following table summarizes the documents referenced in this document.

Document Name and Version	Location
<i>Car-Project Charter</i>	<a href="#"><u>Link</u></a>
<i>Car-Scope Management</i>	<a href="#"><u>Link</u></a>
<i>Car-Quality Management Plan</i>	<a href="#"><u>Link</u></a>
<i>Car-Risk Management Plan</i>	<a href="#"><u>Link</u></a>
<i>Car-Risk Management Log</i>	<a href="#"><u>Link</u></a>
<i>Car-Issue Management</i>	<a href="#"><u>Link</u></a>