
Project Management Plan

for

<Car-Bookings>

Version *v1.4 approved*

Prepared by

<Monica Atef>

<5.05.2022>

Table of Contents

Revision History

1. Introduction	1
Purpose of Project Management Plan	1
Summary of Project Charter	1
Scope Management	1
Work Breakdown Structure	2
2. Change Control Management	2
3. Schedule/Time Management	2
MILESTONES	2
PROJECT SCHEDULE	3
DEPENDENCIES	3
4. Quality Management	3
5. Configuration Management	3
6. Communication Management	4
COMMUNICATION MATRIX	4
7. Risk Management	4
RISK LOG	4
8. Issue Management & Escalation	5
ISSUE LOG	5

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
Aml Nasser	13/05-2022	Update PM and schedule CM	V1.4

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.

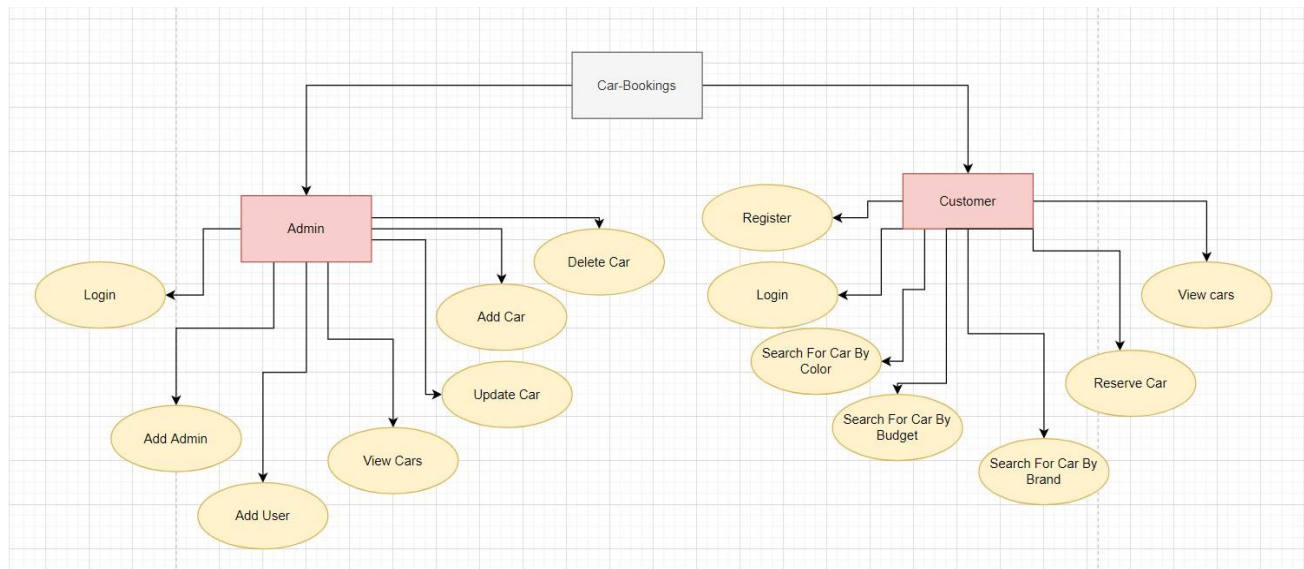
1.2 Summary of Project Charter

[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	Aml Nasser	3 days
Customer change	Aml Nasser	4 days

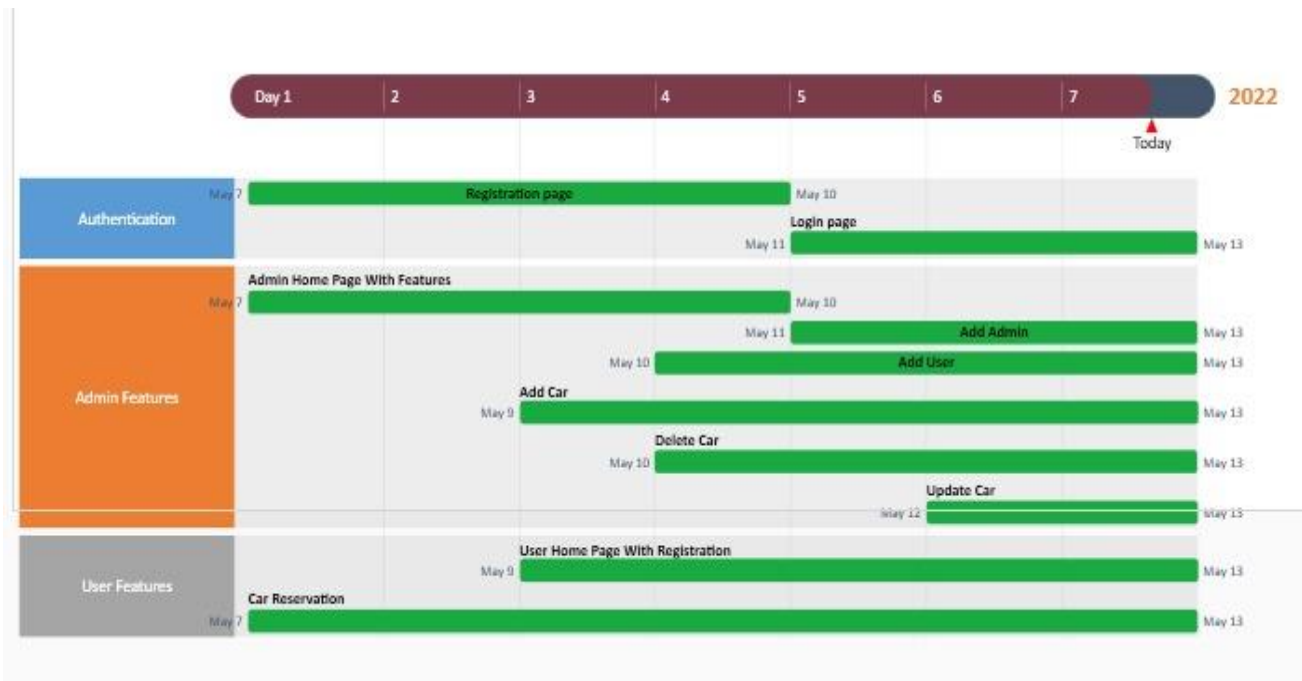
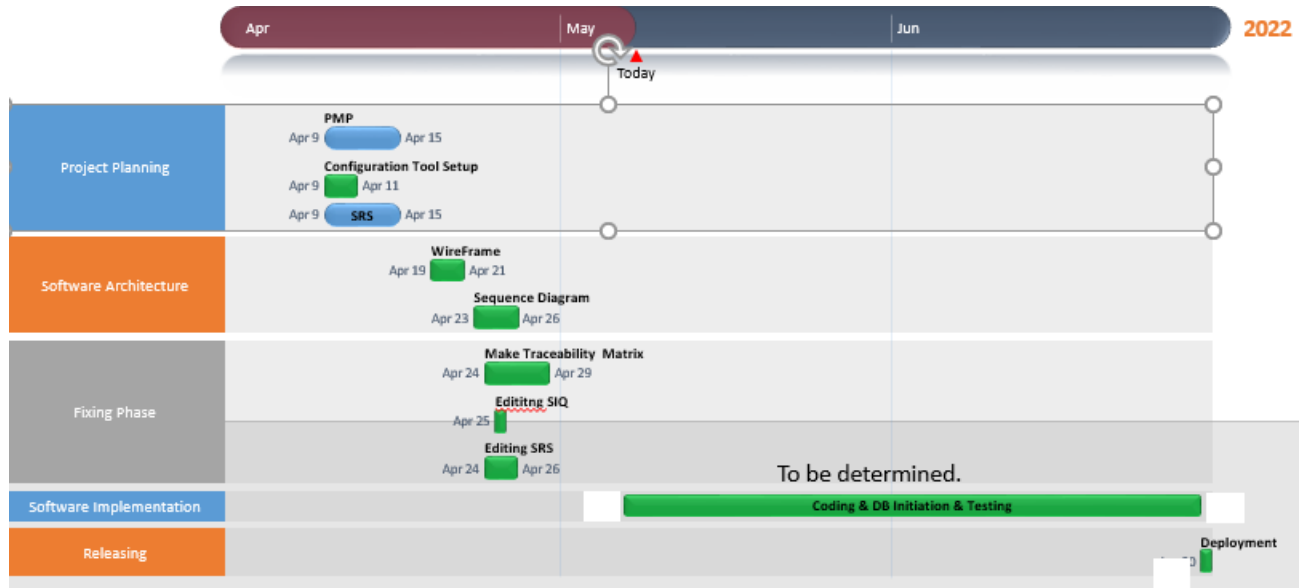
3. Schedule/Time Management

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 Admin home page with features (Add, Update, Delete) (Add user and Admin) User home page with reservation	1-week(from 23/4/2022 to 13/4/2022)
Testing	1-week(from 14/5/2022 to 20/4/2022)
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

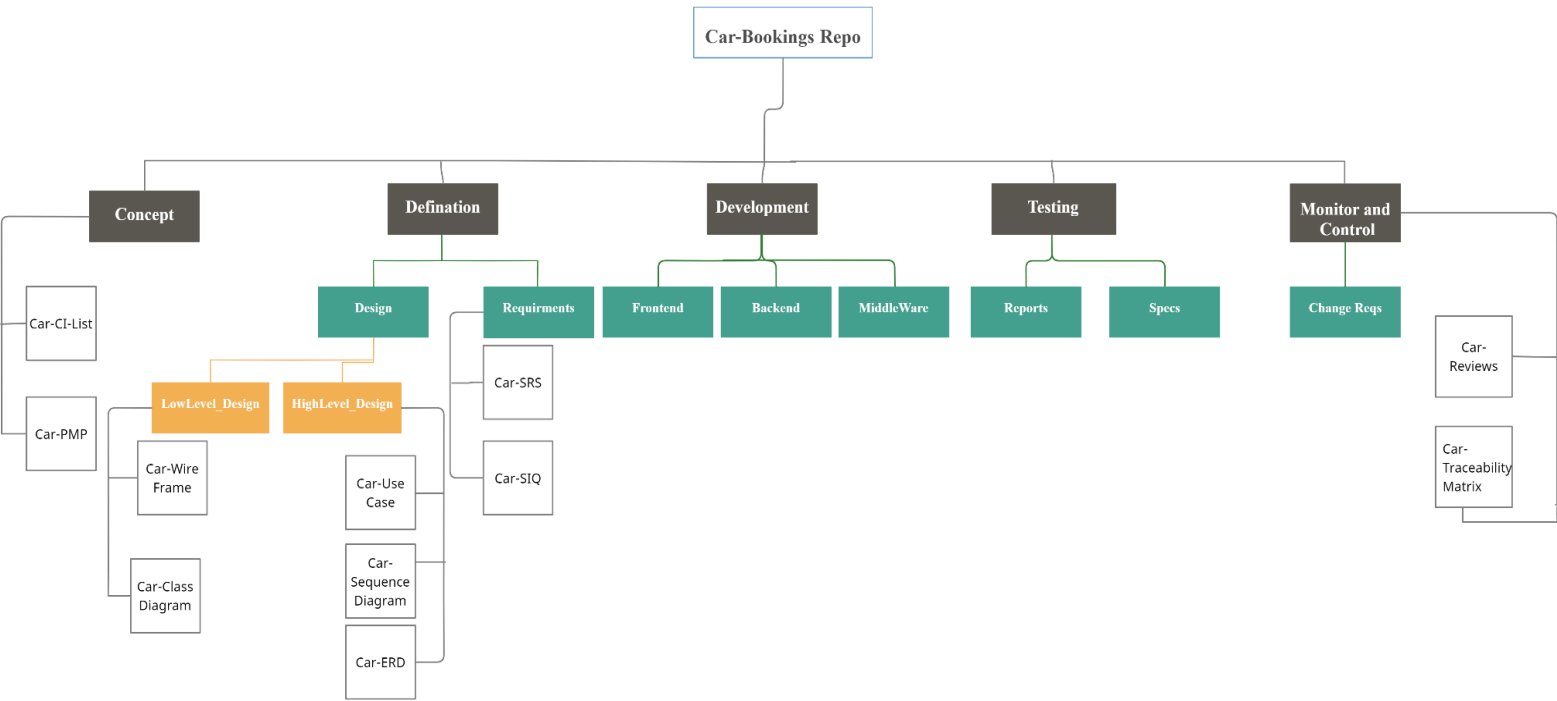
[Car-Quality Management Plan](#)

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
- Release description will be Vx.y (where x is the phase No. and y will be in case of fixing release of phase)
Ex phase 3 will be V3 and its fixing release will be V3.1

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>	<u>Link</u>
<i>Car-Scope Management</i>	<u>Link</u>
<i>Car-Quality Management Plan</i>	<u>Link</u>
<i>Car-Risk Management Plan</i>	<u>Link</u>
<i>Car-Risk Management Log</i>	<u>Link</u>
<i>Car-Issue Management</i>	<u>Link</u>