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# Project Management Plan

for

*<Car-Bookings>*

**Version** *1.0 approved*

**Prepared by**

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*<9.04.2022>*

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# 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

[Project Charter](#)

## 1.3 Assumptions/ Constraints

*Assumptions:*

*1.3.1 When generating random usernames, the system shall give an admin username specific format so it can be identified as an admin.*

*1.3.2 The password should be at least 8 characters and may contain letters, digits, and special characters.*

*1.3.3 When adding a new user or admin by the admin the system shall generate random passwords and usernames and send them through the email.*

*constraints:*

*1.3.4 Web-based / PC based.*

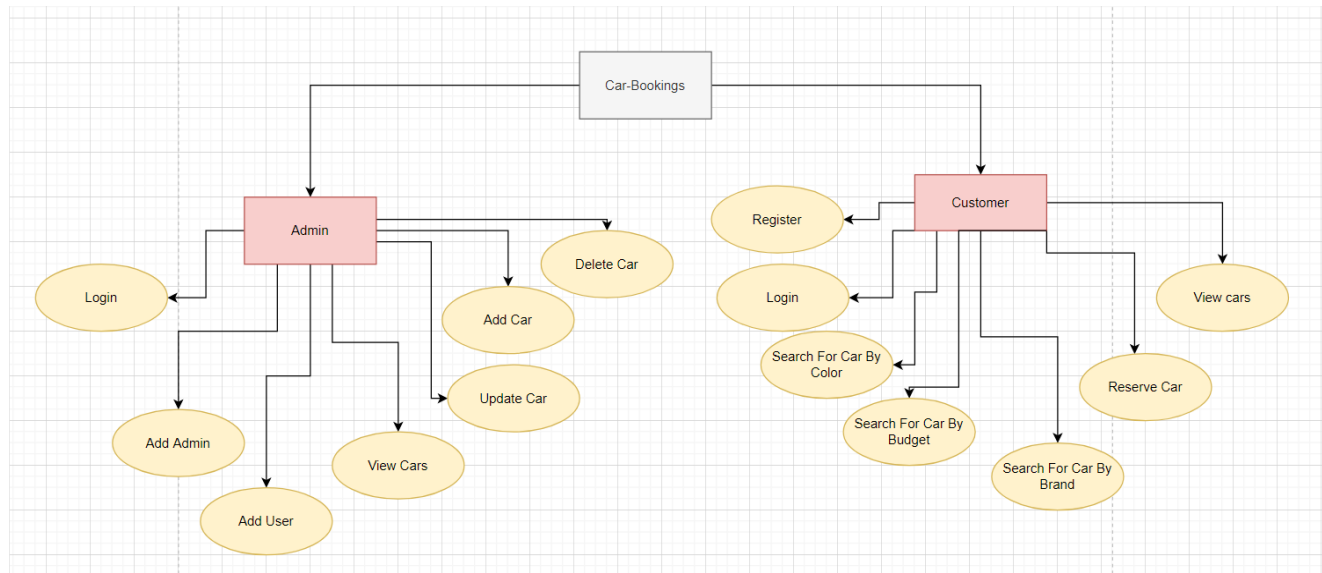
*1.3.5 Unique username for each user or admin.*

*1.3.6 Adding additional features for the admin.*

## 1.4 Scope Management

[Scope Statement](#)

## 1.5 Work Breakdown Structure



## 2. Change Control Management

*To be filled When change is required.*

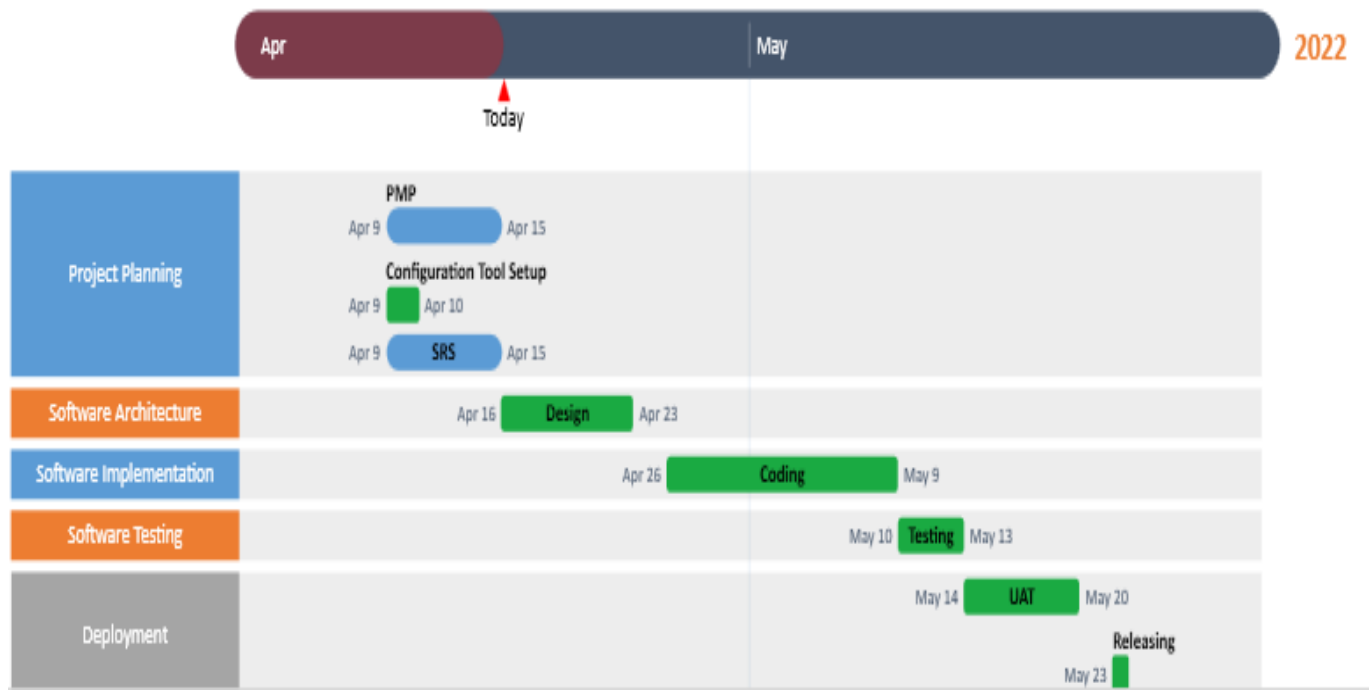
## 3. Schedule/Time Management

### 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><br><i>SIQ</i><br><i>PMP</i><br><i>Project Schedule</i><br><i>Setup Configuration management</i> | 1-week(from 9/4/2020 to 15/4/2020)  |
| Use Case diagram<br>Sequence diagram<br>ERD diagram<br>Wireframe   | 1-week(from 23/4/2020 to 29/4/2020) |

### 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

[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             |

## 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 -<br/>Project manager</i> | <i>When<br/>needed</i> |

## 7. Risk Management

### Risk Management Plan

### 7.1 RISK LOG

#### Risk Management\_Log

## 8. Issue Management & Escalation

### 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>Project Charter</i>         | <a href="#"><u>Link</u></a> |
| <i>Scope Management</i>        | <a href="#"><u>Link</u></a> |
| <i>Quality Management Plan</i> | <a href="#"><u>Link</u></a> |
| <i>Risk Management Plan</i>    | <a href="#"><u>Link</u></a> |
| <i>Risk Management Log</i>     | <a href="#"><u>Link</u></a> |
| <i>Issue Management</i>        | <a href="#"><u>Link</u></a> |