
Project Management Plan

for

<Car-Bookings>

Version *V1.3 approved*

Prepared by

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<5.05.2022>

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Revision History

Reviewed By	Date	Version
Monica Atef	9/04/2022	V1.0
Aya Tarek & Basma Galal	15/04/2022	V1.1
Eng. Mohammed Hassan	23/04/2022	V1.2
Eng.Amr Helal	5/05/2022	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 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.

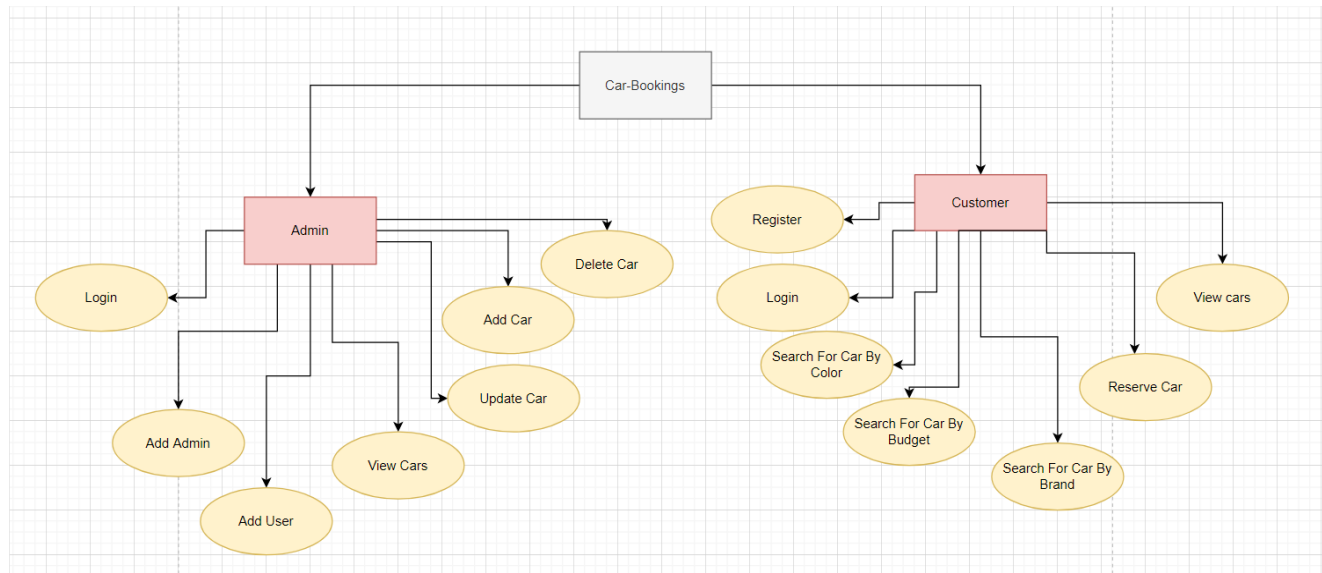
1.3.5 Unique username for each user or admin.

1.3.6 Adding additional features for the admin.

1.4 Scope Management

[Car-Scope Statement](#)

1.5 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

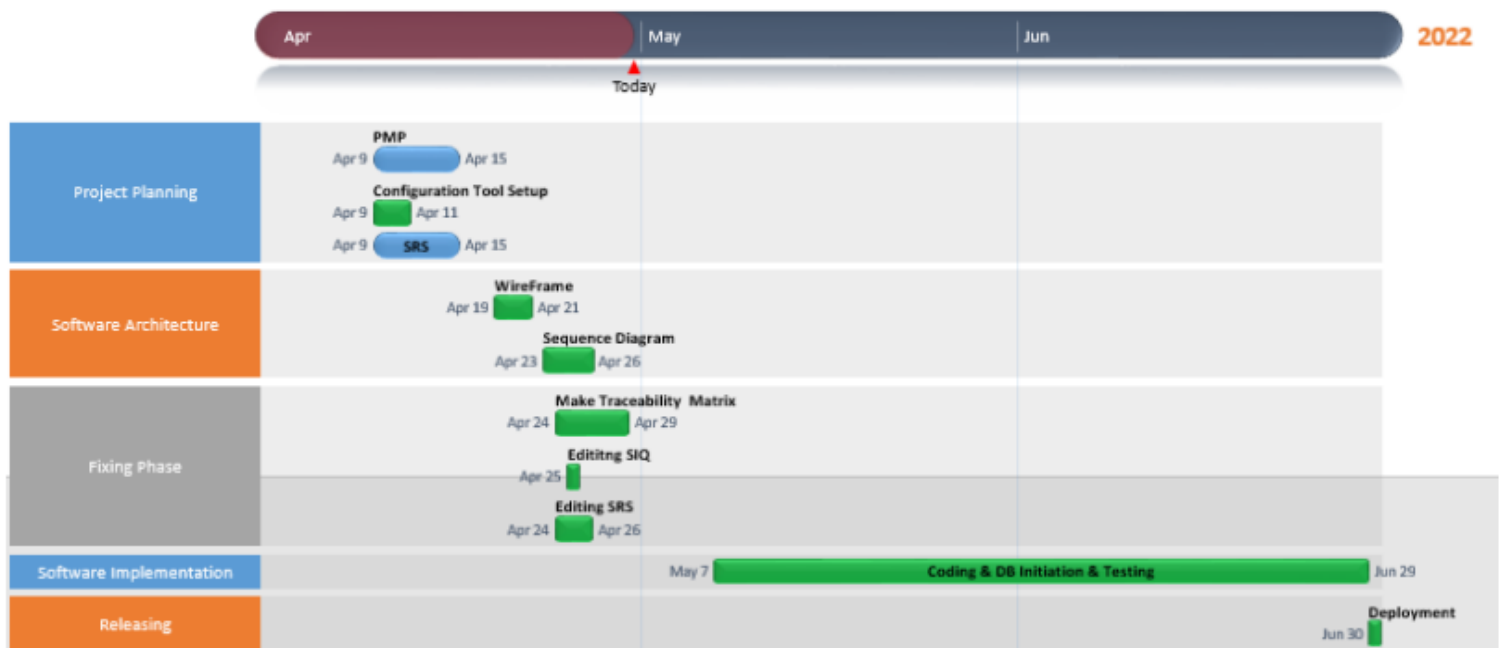
3.1 MILESTONES

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

Milestones	Estimated Completion Timeframe
SRS SIQ	1-week(from 9/4/2022 to 15/4/2022)

Milestones	Estimated Completion Timeframe
<i>PMP</i> <i>Project Schedule</i> <i>Setup Configuration management</i>	
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

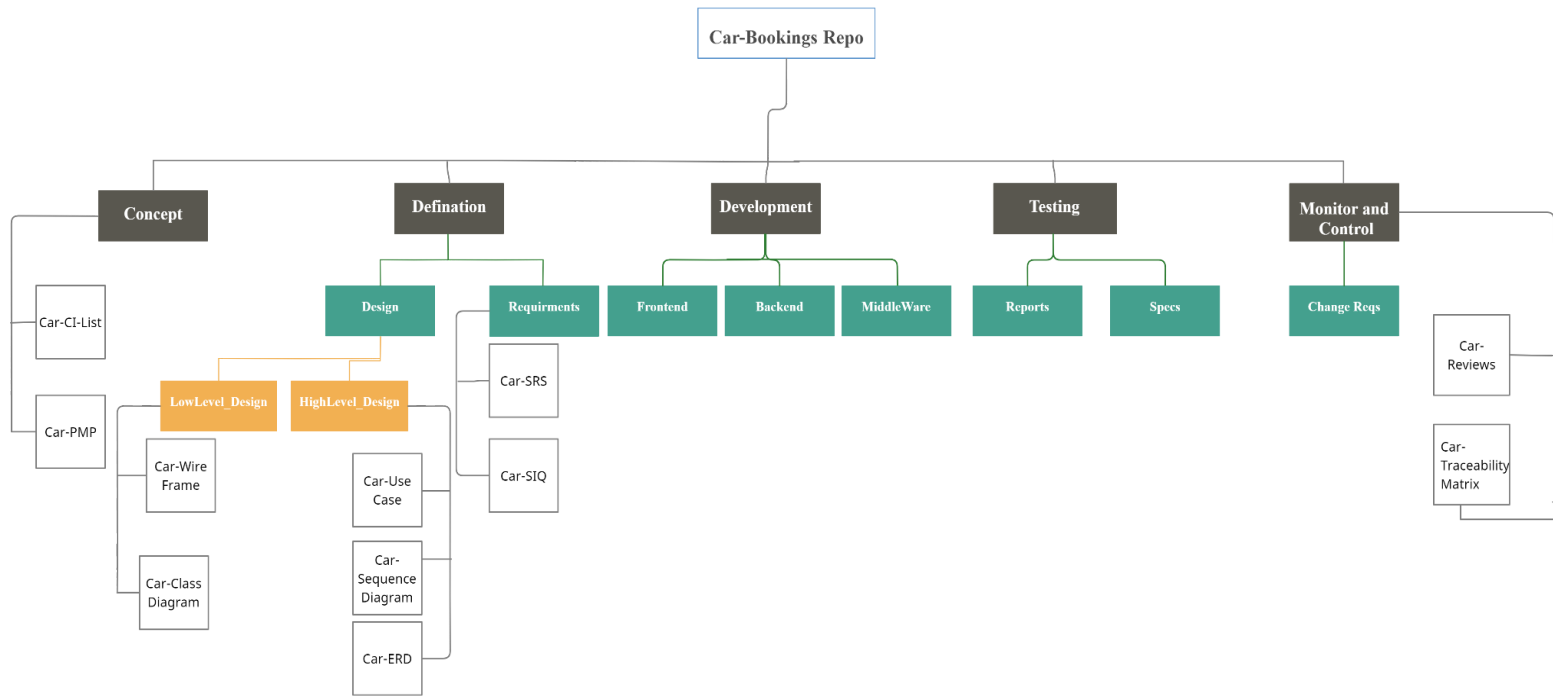
Car-Quality Management Plan

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>	<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>