

# Software Engineering and Project

## Software Project Management Plan

<Team Name>

<Authors>

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## Version History

Date	Version	Changer	Description
1/1/2018	0.1	Bob Smith	Finalised section Process. Waiting for final document review

# Introduction

## Scope

*What is the purpose and scope of the project. Briefly summarise what the boundary of this project and your groups involvement in it. It can also help to discuss what your group will not be responsible for.*

## Intended audience

*Describe the intended audience for this document. If there are multiple audiences, describe who they are and what sections are most applicable to them and why.*

## References

*Include any references (as well as internal documentation) mentioned in this document*

## Glossary

*Define any acronyms or terms used in this document*

# Process

## Process Model

*Describe the process model your group will be using. Include multiple perspectives and time frames when describing the process model.*

## Overview

*Describe an overview of the activities that your group will/aims to perform throughout the project. Processes that your group plans on performing but fail in some way will be reflected on during later stages of the course assessments. Consider all stages of the project. Consider when things go wrong as well and suitable responses to such incidents. Your process will be comprised of activities that will be detailed in the [Supporting Plan](#) section. You should refer to these activities in this section when applicable.*

*Use of a diagram may help illustrate your point process.*

*E.g.*

*On a weekly basis the team will meet at the start of the sprint to 1) plan for the week ahead 2) check up on everyone's progress. If there are any issues they will be taken offline with the project manager to see how obstructions can be eliminated. At the end of the week all team members are required to amend a shared document stating a 2 line summary of the week as method of checking in with each other.*

*On a per sprint basis...*

# Supporting Plan

*The supporting plan is a detailed description on the activities and guidelines that make up your groups process in the Process [Overview](#) section. The reader should be able to look at the activities in the section to understand how, when and why a the activities are performed, and the above sections to provide context within your process.*

*Your process will be made up of a number of recurring activities, some more frequency than others, once-off procedures, conventions and guidelines. All of these may not have been mentioned in the above sections, but are equally important to the project (team and the product).*

*A list of supporting plans and activities (not exclusive) you may wish to consider:*

- Documentation
- Git configuration - structure & branching
- Naming conventions
- Versioning
- Code Review
- Testing procedure
- Task estimation
- Task tracking
- Coding conventions
- Quality Assurance
- Risk Management
- Meetings (internal and external)

*Here are some example supporting plans and activities*

## Stand Up Meeting

*The stand up meeting will occur on Tuesday and Thursdays with all team members. The meeting aims to be a short 15 minute meeting to bring everyone up to speed with minimal communication overhead and provide an easy opportunity to seek/get help.*

*Each meeting will have discuss the following topics:*

- What did you do yesterday?
- What do you plan to do today?
- What is slowing you down at the moment?

*Each member in the team will answer each of these questions. Any actions to be made from the meeting will be followed up offline after the meeting.*

## *Branching Convention*

*This project will be using the feature branch technique where each feature will be committed to a new branch. When a feature is complete, someone else needs to sit down with the author to review the code. Small changes can be performed remotely for GitHub. Changes exceeding 10 lines or 1 file need to be in-person before a merge to the master performed. All code reviews must be submitted in a pull-request (even in person) as a record for all changes to the master branch.*

# Appendix A

*Any diagrams or attachments can go here.*





