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| PSA MARINE: REMINDER365 |
| Project Management Plan |
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| Prepared for  **PSA MARINE: REMINDER365**  Prepared by  **Abhishek Saini**  **DreamObrbit Softech Pvt. LTD.** |
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| The document briefs the project management plan of PSA MARINE: REMINDER365. It has all the major deliverables to identify the project roadmap and mentioning the roles and responsibilities of all resources engaged for PSA MARINE: REMINDER365. |

Version History

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| --- | --- | --- | --- | --- |
| **Version** | **Date** | **Created by** | **Change type** | **Description** |
| 1.0 | Aug 01, 2017 | Abhishek Kumar Saini | First Version | Project management plan |
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Table of Contents

[Version History 1](#_Toc453769849)

[Table of Contents 2](#_Toc453769850)

[Introduction 3](#_Toc453769851)

[Project Management Approach 4](#_Toc453769852)

[Project Scope 4](#_Toc453769853)

[Milestone List 5](#_Toc453769854)

[Project Roadmap 5](#_Toc453769855)

[PSA MARINE: REMINDER365 Android 5](#_Toc453769856)

[PSA MARINE: REMINDER365 iOS 7](#_Toc453769857)

[Communications Management Plan 8](#_Toc453769858)

[Communications Conduct 9](#_Toc453769859)

[Project Scope Management Plan 10](#_Toc453769860)

[Schedule Management Plan 10](#_Toc453769861)

[Change Management 11](#_Toc453769862)

[Risk Assessment 11](#_Toc453769863)

[Quality Management Plan 13](#_Toc453769864)

[Staffing Management Plan 13](#_Toc453769865)

[Product Sponsor Acceptance 14](#_Toc453769866)

Introduction

PSA Marine: REMINDER365 project has recently been approved by PSA Marine, to be developed by DreamOrbit. PSA MARINE: REMINDER365.The objective of this project is to seek a complete proposal to develop a simple and interactive intranet web application that allows users to manage and monitor the expiry dates of equipment, certificates and contracts. When nearer to date, application should be smart enough to consolidate the expiring items of the same category and send an email to notify the respective stakeholders of that user group.

The document contains the project roadmap, iteration plan, resources, communication conducts and quality management, which will be detailed in next chapters.

Project Management Approach

The Project Manager, Aliabbas Khambata has the overall authority and responsibility for managing and executing this project according to this Project Plan and its subsidiary management plans. The project team will consist of personnel from the development group, quality control/assurance group and UI/UX group.

The Project Manager will work with all resources to perform project planning. All project and subsidiary management plans will be reviewed and approved by the Project Sponsor.

All funding decisions will also be made by the Project Sponsor. Any delegation of approval authority to the Project Manager should be done in writing and be signed by both the Project Sponsor and Project Manager.

The project team will be a matrix in that team members from each organization continue to report to their organizational management throughout the duration of the project. The project manager is responsible for communicating with organizational managers on the progress and performance of each project resource.

# Project Scope

The scope of PSA MARINE: REMINDER365 project includes the planning, design, development, testing and deployment. This software will meet the requirements and business rules defined during Requirement Gathering phase.

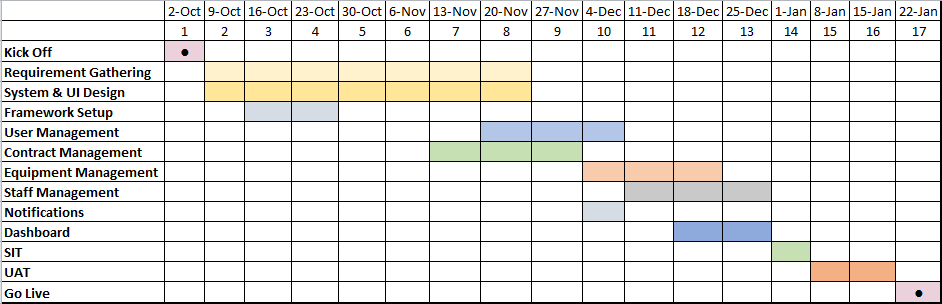
Milestone List

|  |  |
| --- | --- |
| **Project start date** | Oct 2, 2016 |
| **Project End date** | Jan 31, 2018 |

# Project Roadmap

|  |  |
| --- | --- |
| **Project approval** | Sep 15, 2017 |
| **Requirement Base Line** | Iteration Wise |
| **Development start date** | Nov 13, 2017 |
| **Development completion date** | Jan 31, 2018 |
| **Handing over the final deliverables** | TBD |

# PSA MARINE: REMINDER365



*\*The dates may vary due to dependencies**. The blocker should be communicated 1 week prior.*

Communications Management Plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Components to Track** | **Tracking Mechanism** | **Frequency** | **Stakeholders** |
| 1 | Milestones with respect to Activities | Project Plan | Once/When updated | Ali, Abhishek S |
| 2 | Tasks done yesterday  Planned tasks for today  Any blocks | Daily Standup | Daily | Ali, Vijendra |
| 3 | Risks/Issues | Risk / Issue Log | Continual | Ali, Abhishek S |
| 4 | Metrics | Project Dashboard | Monthly and at End of Phase | Ali, Abhishek S |
| 5 | Internal Meeting | Tasks Tracker | Daily, Weekly | Ali, Abhishek S & Team |
| 6 | Client Meeting | Project Summary Report | Weekly | Ali, Abhishek S |
| 7 | Steering Committee Review | Progress Report | Monthly | Aditya, Krishna, Ali |

Project team directory for all communications is:

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **E mail** |
| Sean Seah | Deputy Manager | seans@globalpsa.com |
| Aliabbas Khambata | Project Manager | aliabbas.k@saksoft.com |
| Aditya Nalla | Delivery Head | aditya.nalla@dreamorbit.com |
| Abhishek Saini | Product Manager | [abhishek.saini@dreamorbit.com](mailto:abhishek.saini@dreamorbit.com) |
| Venkatesh N | Technical Lead | venkatesh.n@dreamorbit.com |

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# Communications Conduct

## Meetings

The Project Manager will distribute a meeting agenda at least 1 day prior to any scheduled meeting. All the participants are expected to review the agenda prior to the meeting. Meeting minutes will be distributed no later than 24 hours after each meeting is completed.

## Email

All email pertaining to the **PSA MARINE: REMINDER365** Project should be professional and provide brief communication. Email should be distributed to the correct project participants in accordance with the communication matrix shown above. If the email is to bring an issue forward then it should discuss what the issue is, provide a brief background on the issue, and provide a recommendation to correct the issue. The Project Manager should be included on any email pertaining to the **PSA MARINE: REMINDER365** Project.

## Informal Communication

While informal communication is a part of every project and is necessary for successful project completion, any issues, concerns, or updates that arise from informal discussion between team members must be communicated to the Project Manager/Lead so the appropriate action may be taken.

Project Scope Management Plan

Scope management for the **PSA MARINE: REMINDER365** Project will be the sole responsibility of the Project Manager. The scope for this project is defined by the Module Release, Iterations and Tasks. The Project Sponsor, Project Manager, and Stakeholders will establish and approve documentation for measuring project scope which includes deliverable quality checklists.

The Project Sponsor is responsible for formally accepting the project’s deliverables. This will be based on a review of all user stories in iteration and their acceptance on JIRA.

# Schedule Management Plan

Project schedules for the project will be created using JIRA starting with the deliverables identified in the project’s module releases. User stories and task defined for particular module release will identify the specific work packages which must be performed to complete each deliverable. User stories effort estimating will be used to calculate the number of work periods required to complete a module.

In accordance with DreamOrbit’s organizational standard, the following will be designated as milestones for all project schedules:

* Completion of scope statement
* Base lined project schedule
* Approval of final project budget
* Project kick-off
* Approval of roles and responsibilities
* Project implementation
* Acceptance of final deliverables

Roles and responsibilities for schedule development are as follows:

The **Project Manager** will be responsible for facilitating work package definition, sequencing, and estimating duration and resources with the project team. The project manager will also create the project schedules using JIRA and validate the schedule with the project team, stakeholders, and the project sponsor. The project manager will obtain schedule approval from the project sponsor and baseline the schedule.

The **project team** is responsible for participating in module release plan, user stories, tasks, prioritization, duration and the resource estimation. The project team will also review and validate the proposed schedule release and perform assigned activities once the schedule is approved.

The **Project Sponsor** will participate in reviews of the proposed schedule and approve the final schedule before it is base lined.

The project stakeholders will participate in reviews of the proposed schedule and assist in its validation.

# Change Management

Any change in the project after the requirement sign off and before the project delivery is considered as change request. The change request is measured in accordance to the impact on product and change in the development.

Any change request in the system must approve by the project sponsor and analyzed by Project Manager and Team Lead.

If the change request is more than 5% of the defined requirement and/or impact more than 5% of the developed code, it would be considered for the next release or an approval for extension of time and revision of cost will be required

If the change request impacts the project deliveries and timeline, it shall be communicated to project sponsors and other stakeholders after the change analysis has been done.

# Risk Assessment

The potential risks involved in undertaking this project are mentioned below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk** | **Likelihood** | **Impact** | **Mitigation actions** | **Early warning signs** |
| **Technical** | | | | |
| Custom development | Medium | High | Doing research on future development tasks before proceeding with the implementation | Inability to find any solution supported |
| **Skills** | | | | |
| Loss of key staff | Medium | Medium | Succession planning and involvement of team players. Documenting critical workflows. | Notice period |
| **Management** | | | | |
| Failure to get all parties to share same understanding of purpose | Medium | High | Definition of stakeholder needs and clear plan with well-defined deliverables. | Differing views on forward plan. Confused message in draft publications. |

Quality Management Plan

All members of the **PSA MARINE: REMINDER365** project team will play a role in quality management. It is imperative that the team ensures that work is completed at an adequate level of quality from individual work packages to the final project deliverable.

The **Quality Assurance Engineer** is responsible for working with the Project Manager to ensure that all quality standards are met and communicate any concerns regarding quality to the Project Manager.

# Staffing Management Plan

The **PSA MARINE: REMINDER365** Project will consist of a matrix structure with the support from various internal organizations. All work will be performed internally. Staffing requirements for the **PSA MARINE: REMINDER365** Project include the following:

**Project Manager** (1 position): The Project Manager is responsible for all management towards the **PSA MARINE: REMINDER365** Project. The Project Manager is responsible for planning, creating, and/or managing all work activities, variances, tracking, reporting, communication, performance evaluations, staffing, and internal coordination with functional managers.

**Programmer** (2 positions): Responsible for coding and programming for the **PSA MARINE: REMINDER365** Projects. All coding and programming tasks will be reviewed by the Senior Programmer prior to implementation. Responsibilities also include assisting with risk identification, determining impacts of change requests, and status reporting.

**Senior Programmer** (1 position): Responsible for oversight of all coding and programming tasks for the **PSA MARINE: REMINDER365** Project as well as ensuring functionality is compliant with quality standards. Responsible for working with the Project Manager to create work packages, manage risk, manage schedule, identify requirements, and create reports.

**Quality Assurance** (1 position): Responsible for helping establish testing specifications for the **PSA MARINE: REMINDER365** Projects with the assistance of the Project Manager and Programmers. Responsible for ensuring all testing is complete and documented. Responsible for ensuring all testing resources are coordinated. The Testing Specialist will be managed by the Project Manager.

The Project Manager will negotiate with project sponsor, business stakeholders and all necessary functional managers in order to identify and assign resources for the **PSA MARINE: REMINDER365** Projects. All resources must be approved by the appropriate functional manager before the resource may engage in any project work. The project team will not be co-located for this project and all resources will remain in their current workspace.

Product Sponsor Acceptance

Approved by the Project Sponsor:

Date:

Project Sponsor

Project Sponsor Title