SWINBURNE UNIVERSITY OF TECHNOLOGY

SWE20001
Managing Software Projects

Lecture 9b

Project Management Plan

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Lecture Overview

- Project Management Knowledge Area
- Project Management Plan

Project Management Body of Knowledge (Recap)

Five *process groups*:

- Initiating
- Planning
- Executing
- Monitoring and Controlling
- Closing

Remind us of the PHASES of a project

Nine *knowledge areas*:

- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resource Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management

And … the ASPECTS of a project

Project Management (PM) Knowledge Area

- 4 Core Functions
  - **Scope**
  - **Time**
  - **Cost**
  - **Quality**

- 4 Facilitating Functions:
  - ☐ **Human Resources**
  - ☐ **Communications**
  - ☐ **Risk**
  - ☐ **Procurement**

The main management task is about **INTEGRATION**

PM Knowledge Area – Core Functions

- Scope Management
  - Define and manage all work required to complete the project
- Time Management
  - Estimate the time to complete the project
  - Develop the project schedule
  - Ensure timely completion of the project
- Cost Management
  - Prepare and manage the budget, including the timing of spending
- Quality Management
  - Ensure the project will satisfy the stated or implied needs

PM Knowledge Area – Facilitating Functions

- Human Resource Management
  - Make effective use of people in the project
- Communications Management
  - Generate, collect, disseminate and store project information
- Risk Management
  - Identify, analyse and respond to risks related to the project
- Procurement Management
  - Acquire or procure goods and services that are needed for a project from outside the performing organization (including from within the wider organization)

Project Management Plan – Standard

- ISO/IEC/IEEE Int'l Standard 16326-2009 – Systems and Software Engineering – Life Cycle Processes – Project Management
  - https://ieeexplore-ieee-org.ezproxy.lib.swin.edu.au/stamp/stamp.jsp?tp=&arnumber=5372630 (access via your Swinburne login credentials)
  - Revision of IEEE Standard 1058-1998 (Standard for Software Project Management Plans)

PM Plan – ToC

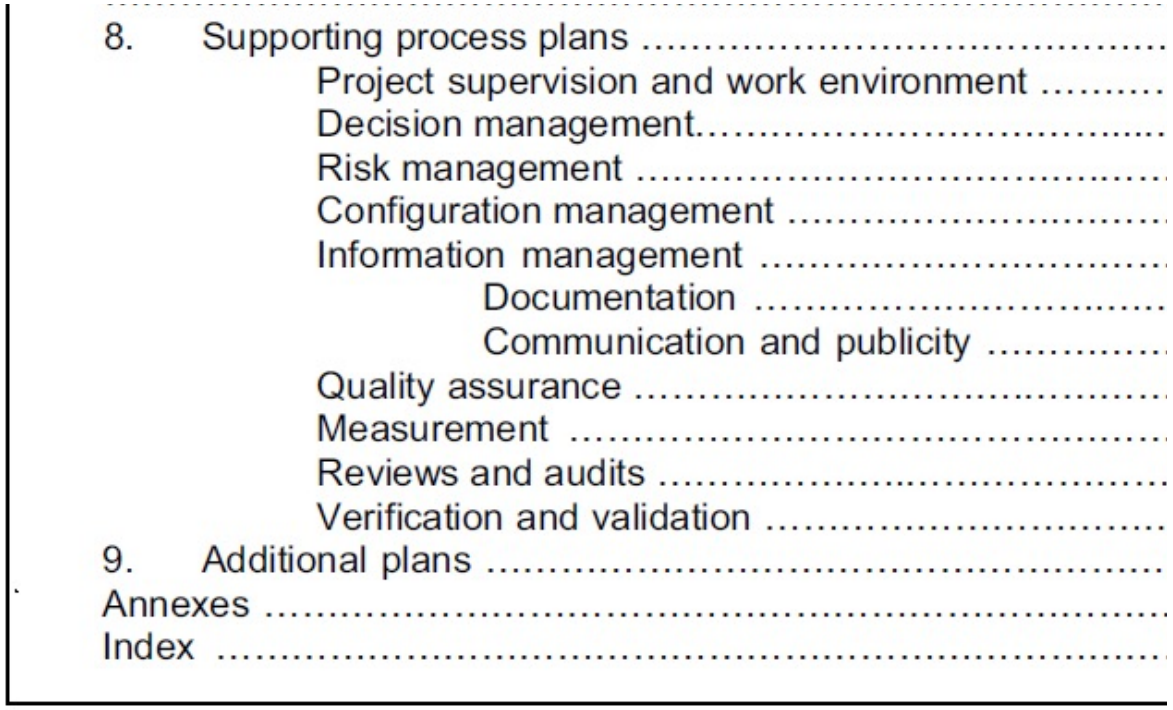
(extracted from ISO/IEC/IEEE Int'l Standard 16326-2009)

Title page .....
Signature page .....
Change history .....
Preface .....
Table of contents .....
List of figures .....
List of tables .....
1. Project overview
    - Project summary
        - Purpose, scope and objectives .....
        - Assumptions and constraints .....
        - Project deliverables .....
        - Schedule and budget summary .....
    - Evolution of the plan .....
2. References .....
3. Definitions .....
4. Project context .....
    - Process model .....
    - Process improvement plan .....
    - Infrastructure plan .....
    - Methods, tools and techniques .....
    - Product acceptance plan .....
    - Project organization .....
        - External interfaces .....
        - Internal interfaces .....
        - Authorities and responsibilities.....

PM Plan – ToC (extracted from ISO/IEC/IEEE Int'l Standard 16326-2009) – cont'd

5. Project planning.....
.....
Project initiation .....
Estimation plan .....
Staffing plan .....
Resource acquisition plan .....
Project staff training plan .....
Project work plans .....
Work activities .....
Schedule allocation .....
Resource allocation .....
Budget allocation .....
Procurement plan .....
6. Project assessment and control .....
Requirements management plan .....
Scope change control plan .....
Schedule control plan .....
Budget control plan .....
Quality assurance plan .....
Subcontractor management plan .....
Project closeout plan .....
7. Product delivery.....
.....

PM Plan – ToC (extracted from ISO/IEC/IEEE Int'l Standard 16326-2009) – cont'd



8. Supporting process plans .....
Project supervision and work environment .....
Decision management.....
Risk management .....
Configuration management .....
Information management .....
Documentation .....
Communication and publicity .....
Quality assurance .....
Measurement .....
Reviews and audits .....
Verification and validation .....
9. Additional plans .....
Annexes .....
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Project Management Plan – Template

- http://www.projectmanagementdocs.com/templates (many templates for Project Management)
  - Previous version is based on PM BOK, have not checked on newer versions