*[PROJECT TITLE]*

**Project Plan**

*[TEAM NAME]*

*List of your Names*:

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| --- | --- | --- | --- |
| **Name** | **Position** | **email** | **phone** |
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*SUBJECT CODE, NAME, SEMESTER AND DATE*

**Note: Please read carefully**  
  
Throughout this document, all text in ***RED ITALICS*** should be replaced with data relevant to your project.

Delete all the explanatory text in RED, including this box before submission.

# Document Change Control

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| **Version** | **Date** | **Authors** | **Summary of Changes** |
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*[Each time this document is revised, complete details of changes in Document Change Control table]*

# Document Sign Off

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| **Name** | **Position** | **Signature** | **Date** |
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*[When document is finalised for submission, all team members must affix their signature in the Document Sign Off table]****[No-one should sign unless they have read the report and agree with it. ]***

# Client Sign off

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Signature** | **Date** |
|  |  |  |  |
| **Organisation** | | | |
|  | | | |

*[Client to sign off on the Project Plan to signify they agree with the plan]*

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# Introduction

*[Briefly explain what the purpose of this document is, who should read it and how it will assist with the project development]*

# Background

*[Describe how this project (****not the software****) came into being and who the main players are.   
Discuss the overall driving forces behind the project and provide some insight into the organisations involved and the nature of the business domain]*

# Key Project Personnel

The key personnel involve in this project are as follows:

# Client

*[Discuss briefly your client]*

# Other Stake holders

*[Other than the client, detail the list of people who hold a stake in the project.  
Include a description for the position and relevant contact details for each person.  
If unknown, define roles and make suggestions about who would be suitable]  
  
[A stakeholder is a person people for whom the success or failure of the project will make a difference]*

# Project Supervisor, Team Leader and Key Project Members

*[This is where you list your team, and indicate each one’s role in the project]*

# Terms of Reference

*[State the goal the project (not the software). What the client envisioned it to achieve and who are the intended user group. This may not be measurable or tangible]*

# Objectives

*[Identify the objectives (about 3 to 10) of the project that are at a high level breakdown of the goal. These objectives must* ***be measurarble*** *and listed in the order of* ***importance****. The success of the project is determined by how well the objectives are met]*

*[The client must* ***approve*** *the list of objectives]*

# Scope

*[Define the boundaries of the project. Specify what the project will and will not accomplish and the earliest start and latest finish dates]*

***\*\*\* This is very important \*\*\****

# Critical Success Factors

*[Identify the factors (about 3 to 6) which have the most influence on the success of the project. These should be* ***based on your objectives, but they are NOT THE SAME****]*

*[They are ways of measuring if you’ve met the objective. For example, usability requirements,* ***metrics*** *and specifications]*

*[Identify those factors which if absent will cause the project to fail]*

# Acceptance Criteria

*[Briefly describe what will be considered acceptable by the client, and explain how the client will determine if the software is acceptable]*

*[Refer to the Scope and Critical Success Factors above, and look up how to conduct acceptance testing]*

# Establishment

# Processes, Procedures and Standards

*[This section should refer to the methodology used.*

* *Identity a software development method that will be adopted for the project and discuss why it was chosen by the team for the project.*
* *Identify processes that will be adopted in the project, such as*
  + *Versioning system*
  + *User-Centred Design Process*
* *Identify and discuss briefly the program coding standards that will be adopted for this project]*

# Project Environment

*[Identify work places, computers, user accounts, server accounts, DBMS, and stationary required for software development, and later for software deployment]*

# Project Team Skill Development Requirements

*[Identify any training necessary for members of the project team]*

# Deliverables, Activities and Capital Resources

# Deliverables

*[List and describe specific deliverables that will be completed. deliverables are things you give to the client or the project supervisor]*

*[For example, software, manuals, documentation, poster, video, test results]*

# Activities

*[List and describe specific activities that will be executed in order to produce the deliverables as listed in section 4.1. For example, you can use phases, stages and activities defined in the selected process or lifecycle]*

*[In describing the activity, identify, list, and describe the task(s) involved in each activity. Each activity is made up of one or more tasks]*

# Resources

*[List and describe specific resources needed in order to complete the project]*

*[Resources are things you need to do the project which may be provided by your client or university. For example, equipment, room, software library]*

# Organisation and Structure

*[List all the groups of people that will be involve or has a role in the project, Be sure to include every role (especially business users who will be interviewed during the requirements modelling and those involved in acceptance testing]*

*[This is not just your team. It is anyone else who has direct interaction with the project. This also includes people will be interacting with the software – e.g. people who test it or are interviewed about it, and other members of their organisation)]*

*[Describe the organisational structure that will be used during the project. For example, a matrix structure may be used in describing role of each group. This enables the person responsible for the activity or deliverable to see the groups of people to me managed]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Activities***  ***Deliverables*** | ***From 4.2*** |  |  |  |
| ***From 4.1*** | *Group involved* | *as identified* | *above* |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Table Activities and Deliverables

# Risks

*[Discuss any major risks that could affect your project plan]*

*[This is not a full risk analysis but more of a look at the risks that affect the running of the project]  
  
[Take this seriously. When things start to go wrong, you will be expected to follow the strategies outlined here. Explain mitigation strategies in detail. Number each strategy and place the number in the table above]*

*[For each Risk record the following*

* *Rank*
* *Name*
* *Description*
* *Likelihood of occurrence*
* *Severity*
* *Strategy for mitigation (prevention)*
* *Contingency or fall-back position should the risk manifest itself. (plan B)- not an elaboration of the mitigation strategy]*

**Risks associated with this project.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Rank** | **Name /**  **Description** | **Occurrence**  **Probability**  **(H/M/L)** | **Severity**  **(H/M/L)** | **Mitigation**  **Strategy**  **Number** | **Contingency** |
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Table Risks

# Schedule

# Project Time Line

*[Given the tasks (group as activities) in Section 4.2, schedule each tasks using a Gantt chart or some other type of time line. You do not have to use Microsoft Project. Acceptable Gantt charts can be created using Excel or various graphics programs or can be hand-drawn]*

*[For each task, show the deadline, and who is allocated to each task (your team members). Often it is better to allocate two people to each task in case one becomes unavailable (e.g. breaks a leg)]*

# External Dependencies

*[Describe any inputs from external parties that are required to ensure that the schedule is met. These dependencies, if any, must also be indicated in the time line (Section 7.1) as a critical point]*

# Assumptions

*[Describe any assumptions that have been made in arriving at the schedule. These may be critical to the implementation of the software]*

# Budget

*[Summarise in a table the rate per hour for each of the team member. Look for an appropriate rate per work when doing such type of project. Using the role listed in Section 1.2.3, complete the table below]*

**Personnel Cost**

|  |  |
| --- | --- |
| **Name** | **Rate per Hour** |
|  |  |
|  |  |
|  |  |

Table Personnel Cost

*[List all the tasks (grouped as activities) described in Section 4.2 in a table and estimate the number of hours needed to complete each task]*

**Time Estimated to Complete Each Task**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Task** | **Estimated hours needed (hrs)** | **Total per activity (hrs)** |
| ***1*** | *A* | *10* |  |
|  | *B* | *15* |  |
|  | *C* | *20* |  |
|  | *D* | *5* | *50* |
|  |  |  |  |
|  | *F* | *5* | *10* |
|  |  | Total |  |
|  |  |  |  |

Table Task time estimate

*[As a guide in estimating the time consider the following:]*

*[Each team member should contribute equally, and time spent actually writing software should be about (200 hours x number of team members, ie, about 10 hours per week per member, excluding lectures) across the 2 semesters,*

*Total time allocation for each student should not exceed 10 hours per week,*

*The total hours per activity should be feasible within the schedule defined in Section 7.1]*

*[Note that the schedule in Section 7.1 includes slack time]*

# References

*[If you have used information from published sources, show where it came from. Use the Harvard system of citation. For instance, if it is from a website]*

***Your reference list entry must be in the form of***

**Author, Initial(s) Year, Title of Document/Webpage/Website, Organisation/Host, viewed Day Month Year, <URL>.**

**example**

Yates, J 2009, Tax expenditures and housing, Australian Housing and Urban Research Institute, viewed 12 November 2013, <http://www.ahuri.edu.au/publications/download/ahuri\_judith\_yates\_research\_paper>.

***Your in-text may be in the form of***

* **Direct quote**

"Most official estimates ..." (Yates 2009).

* **Paraphrase**

Yates (2009) looked at the equity implications of tax ...

***For more information on the Harvard style guide, refer to***

<http://www.swinburne.edu.au/lib/studyhelp/harvard_style.html>

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