**Project Management Plan**

**<ReqM Tool>**

**NTT Data Romania**

**Street Constanta 19-21**

**Cluj Napoca**

**City, State 400158**

**2019**

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# Introduction

NTT Data Romania has recently approved the ReqM Tool Project to move forward for project initiation within the research and development within 1319 Department.

This project will result in the development of new tool that can be used internally into NTT Data Company to help for managing the project requirements that makes it easy to capture, trace, analyze, and manage changes.

ReqM Tool Project is in pursuit of quality, ease of use, flexibility, and end user good experience.

Additionally it can be added the necessity of a Requirement Tool that is recommended to be used in a ASPICE Project.

# Project Management Approach

The Project Manager, Cunita Bogdan, 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 coding group from 1319 Department, and couple of students during the Summer Internship Program.

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, especially to the Department Delivery Manager.

# Project Scope

The scope of ReqM Tool Project is to develop a tool that can be used internally into NTT Data Company to help for managing the project requirements. In the first phase the tool will serve as a proof of concept for future development.

The scope of this project also includes completion of all documentation and manuals to be used in conjunction with the software. Project completion will occur when the software and documentation package has been successfully executed and transitioned to Department Delivery Manager.

# Milestone List

The below chart lists the major milestones for the ReqM Tool Project. This chart is comprised only of major project milestones such as completion of a project phase or gate review. There may be smaller milestones which are not included on this chart but are included in the project schedule and WBS. If there are any scheduling delays which may impact a milestone or delivery date, the project manager must be notified immediately so proactive measures may be taken to mitigate slips in dates. Any approved changes to these milestones or dates will be communicated to the project team by the project manager.

|  |  |  |
| --- | --- | --- |
| Milestone | Description | Date |
| Complete Requirements Gathering | All requirements for ReqM Tool Project must be determined to base design upon | TBD |
| Complete Design | This is the theoretical design for the software and its functionality | TBD |
| Complete Coding | All coding completed resulting in software prototype | TBD |
| Complete ReqM Project Testing | All functionality tested and all identified errors corrected | TBD |
| Complete Transition of ReqM Tool Project to the Department Delivery Manager | Completed software and documentation transitioned to operations group to begin production | TBD |

# Schedule Baseline and Work Breakdown Structure

The WBS for the SmartVoice Project is comprised of work packages which do not exceed 40 hours of work but are at least 4 hours of work. Work packages were developed through close collaboration among project team members and stakeholders with input from functional managers and research from past projects.

The WBS Dictionary defines all work packages for the ReqM Tool Project. These definitions include all tasks, resources, and deliverables. Every work package in the WBS is defined in the WBS Dictionary and will aid in resource planning, task completion, and ensuring deliverables meet project requirements.

The ReqTool Project schedule was derived from the WBS and Project Charter with input from all project team members. The schedule was completed, reviewed by the Project Sponsor, and approved and base-lined.

The schedule will be maintained as a MS Project Gantt Chart by the Project Manager.

The Project Manager and team will determine the impact of the change on the schedule, cost, resources, scope, and risks. If it is determined that the impacts will exceed the boundary conditions then the change will be forwarded to the Project Sponsor for review and approval.

If the change is approved by the Project Sponsor then it will be implemented by the Project Manager who will update the schedule and all documentation and communicate the change to all stakeholders.

# Change Management Plan

The following steps comprise organization change control process and will be utilized on the ReqM Tool Project:

Step #1: Identify the need for a change (Any Stakeholder)

Requestor will submit a completed change request form to the project manager

Step #2: Log change in the change request register (Project Manager)

The project manager will maintain a log of all change requests for the duration of the project

Step #3: Conduct an evaluation of the change (Project Manager, Project Team, Requestor) The project manager will conduct an evaluation of the impact of the change to cost, risk, schedule, and scope

Step #4: Submit change request to Project Manager.

The project manager will submit the change request and analysis.

Step #5: Approval from the Project Manager side.

Step #6: Implement change (Project Manager)

Update all the necessary documents.

Any team member or stakeholder may submit a change request for the ReqM Tool Project.

# Communications Management Plan

This Communications Management Plan sets the communications framework for this project. It will serve as a guide for communications throughout the life of the project and will be updated as communication requirements change. A project team directory is also included to provide contact information for all stakeholders directly involved in the project.

The Project Manager will take the lead role in ensuring effective communications on this project. The communications requirements are documented in the Communications Matrix below. The Communications Matrix will be used as the guide for what information to communicate, who is to do the communicating, when to communicate it, and to whom to communicate.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Communication Type** | **Description** | **Frequency** | **Format** | **Participants/ Distribution** | **Deliverable** | **Owner** |
| Weekly Status Report | Email summary of project status | Weekly | Email | Project Sponsor, Team and Stakeholders | Status Report | Project Manager |

Project team for all communications is:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Title** | **E mail** | **Office Phone** | **Cell Phone** |
| Bogdan Cunita | Project Sponsor | [bogdan.cunita@nttdata.com](mailto:bogdan.cunita@nttdata.com) | - | - |
| Bogdan Cunita | Project Manager | [bogdan.cunita@nttdata.com](mailto:bogdan.cunita@nttdata.com) | - | - |
| Andrei Hirtie | Software Developer | [andrei.hirtie@ nttdata.com](mailto:andrei.hirtie@%20nttdata.com) | - | - |
| Bogdan Herciu | Software Developer | [bogdan.herciu@ nttdata.com](mailto:bogdan.herciu@tsi.com) | - | - |
| Madalina Fantana | Software Developer | [madalina.fantana@ nttdata.com](mailto:madalina.fantana@%20nttdata.com) | - | - |
| Paul Dobrota | Software Developer | [paul.dobrota@ nttdata.com](mailto:paul.dobrota@%20nttdata.com) | - | - |
|  |  |  |  |  |

Communications Conduct:

Meetings:

The Project Manager will distribute a meeting agenda at least 1 day prior to any scheduled meeting and all participants are expected to review the agenda prior to the meeting.

Email:

All email pertaining to the ReqM Tool Project should be professional, free of errors, and provide brief communication. Email should be distributed to the correct project participants in accordance with the communication matrix above based on its content.

Informal Communications:

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 so the appropriate action may be taken.

# Cost Management Plan

The Project Manager will be responsible for managing and reporting on the project’s cost throughout the duration of the project.

# Procurement Management Plan

The Project Manager will provide oversight and management for all procurement activities under this project.

The Project Manager is authorized to approve all procurement actions up to $10. Any procurement actions exceeding this amount must be approved by the Project Sponsor.

While this project requires minimal or no procurement, in the event procurement is required, the Project Manager will work with the project team to identify all items or services to be procured for the successful completion of the project. The Project Manager will then ensure these procurements are reviewed by the Department Delivery Manager and presented to the contracts and purchasing groups.

In the event a procurement becomes necessary, the Project Manager will be responsible for management any selected vendor or external resource. The Project Manager will also measure performance as it relates to the vendor providing necessary goods and/or services and communicate this to the purchasing and contracts groups.

# Project Scope Management Plan

Scope management for the ReqM Tool Project will be the sole responsibility of the Project Manager. The scope for this project is defined by the Scope Statement, Work Breakdown Structure (WBS) and WBS Dictionary. The Project Manager, Sponsor, and Stakeholders will establish and approve documentation for measuring project scope which includes deliverable quality checklists and work performance measurements.

The Project Sponsor is responsible for formally accepting the project’s final deliverable. This acceptance will be based on a review of all project documentation and completion of all tasks/work packages and product functionality.

# Schedule Management Plan

Project schedules for the ReqM Tool Project will be created using Microsoft Excel starting with the deliverables identified in the project’s Work Breakdown Structure (WBS). Activity definition will identify the specific work packages which must be performed to complete each deliverable.

# Quality Management Plan

All members of the ReqM Tool Project 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 Project Manager is responsible for quality management throughout the duration of the project.

The remaining member of the project team, as well as the stakeholders will be responsible for assisting the Project Manager in the establishment of acceptable quality criterias.

# Risk Management Plan

The approach for managing risks for the ReqM Tool Project includes a methodical process by which the project team identifies, scores, and ranks the various risks. Every effort will be made to proactively identify risks ahead of time in order to implement a mitigation strategy from the project’s onset. The most likely and highest impact risks were added to the project schedule to ensure that the assigned risk managers take the necessary steps to implement the mitigation response at the appropriate time during the schedule

Upon the completion of the project, during the closing process, the project manager will analyze each risk as well as the risk management process. Based on this analysis, the project manager will identify any improvements that can be made to the risk management process for future projects.

# Cost Baseline

The cost baseline for the ReqM Tool Project includes all budgeted costs for the successful completion of the project.

|  |  |  |
| --- | --- | --- |
| **Project Phase** | **Budgeted Total** | **Comments** |
| Planning | TBD | Done by the members of 1319 Department. |
| Design | TBD | Done by the members of 1319 Department. |
| Coding | $0 | Performed by the students. |
| Testing | $0 | Performed by the students. |
| Transition and Closeout | $0 | A short 1 hour presentation to the Department Delivery Manager. |

# Quality Baseline

No Quality standards are used for this project.

This project serves as a proof of concept for future project implementation.

# Sponsor Acceptance

Approved by the Project Sponsor:

Date:

Bogdan Cunita

Project Manager