

Project Plan Template

Revision History

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| --- | --- | --- | --- | --- | --- |
| Doc Version | Date | Prepared By | Reviewed By | Approved By | Description |
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**REFERENCE AND SOURCE DOCUMENTATION**

|  |  |  |  |
| --- | --- | --- | --- |
| S. No | Document Description | Version | Dated |
| 1 | Easy Bank Core | 1.0 | 16th FEB 2015 |
|  |  |  |  |

**APPLICABLE STANDARDS/REGULATIONS/STATUTORY REQUIREMENTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Requirements | Issuing Authority & Contact Details | Interface Contact Details | Person responsible from the Department | Maveric Responsible SPOC |
|  |  |  |  |  |
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# Introduction

## Project Overview

Easy Bank Core is a core banking application used in Maveric systems. Easy Bank Core should be capable of handling customer and account creation processes. All business and product requirements will be covered under this test plan.

## Client description

Maveric system-Easy Bank Core

## Project Scope

The scope of this test plan is to present the high level requirements for the Customer creation and CASA account opening workflow, which includes new account opening, additional account opening and account opening for companies under formation.

## Project Objective

The objective of this project is to Create customer and account in Easy Bank Core Application.

## Purpose of the document

Purpose of this document is to define the requirements for Customer Creation and CASA account opening module. Any requirements which get added modified or dropped in future will be tracked using this BRD.

## Reference and Source Documents

Documentation of Easy\_Core\_Bank 1.0 pdf

## Quality Plan

1.7.1 Measurement and Analysis Plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quality Objective** | **Metric / Indicator** | **Target Performance / (Range)** | **Data Source** | **Frequency of Data collection** |
|  |  |  |  |  |
|  |  |  |  |  |

1.7.2 Review Plan

<< Identify the inputs that are required for each review item. Ex for Review of Test Design Document, the input would be Requirements Specifications document>>

| **Review** **Item** | Inputs | Type of review (Inspection/ walkthrough) | Responsibility for review | Standards/ Checklists/ Documents used for review |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
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1.7.3 Audit Plan

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Tasks Planned | Expected Outcome/Deliverable | Frequency |
| Internal Audits | Process Compliance to QMS and ISMS of the Organization | Internal Audit Report | Quarterly |
| Configuration Audits |  |  |  |
| Delivery Audits |  |  |  |

# Test Strategy

## Test Scope

*<Indicate the scope, process stages and define the boundaries of the test type>*

## Exclusions

*<Exclusions - Indicate activities that would not be covered by testing>*

## Assumptions

*< Indicate the assumptions based on which the activities in the project is to be taken up. Example: Migrated data is available from day 1 and All Functionalities are deployed in SIT / UAT environment in one build>*

## Criteria (Entry & Exit, Suspension & Resumption)

*<Indicate the criteria for each level, type and round of testing>*

## Test Design Methodology

<Indicate the test design methodology (nature, duration and complexity) that should be adopted for test design>

## Test Execution Approach

<Indicate the test execution methodology that should be adopted for test design>

## Service Level Agreements on Timelines / Schedule Defect management

<Define the SLA for different deliverables/ work products/activities for different teams.(Requirement docs, Clarifications, Review & Sign-Off, Defect fixes, Environments etc)>

## Defect management

< Define the defect management cycle to be used in the project, also the tool to be used for defect management>

## Activity Vs Responsibility (RACI chart)

< Indicate the activities and the responsibilities of internal (across teams) & external (includes customers and users) stakeholders for all the Project activities. It outlines the Responsibility, Accountability, Consultation & Information Chart which indicates the responsibility and accountability of the Project Stake Holders >

|  |
| --- |
| **Instructional Notes for the RACI Matrix:** |
|  |
| ***RACI Definitions:***  ***R***esponsibility = person or role responsible for ensuring that the item is completed  ***A***ccountable = person or role responsible for actually doing or completing the item ***C***onsulted = person or role whose subject matter expertise is required in order to complete the item ***I***nformed = person or role that needs to be kept informed of the status of item completion |
|  |
| Simply place an R, A, C, I or any appropriate combination in each of the applicable roles for each activity Each Activity should have at least one individual Accountable while there may be shared responsibilities depending on the activity. |

***Sample***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Delivery / Activities** | **Project Leadership** | | | **Project Team members** | | | **Client** | |
| **Initiation Phase** |  |  |  |  |  |  |  |  |
| **Planning Phase** |  |  |  |  |  |  |  |  |
| **Execution Phase** |  |  |  |  |  |  |  |  |
| **Control Phase** |  |  |  |  |  |  |  |  |
| **Closure Phase** |  |  |  |  |  |  |  |  |

## Dependencies

<Summarize all the dependencies (internal & external) across various phases, test levels, test types of this project and categorize them as whether scope, sschedule, quality related etc>

## Project Deliverables

1 .Test Strategy

2. Test plan

3. Effort Estimation report

4. Test Scenarios

5. Test cases

6. Test Data

7. Requirement Traceability matrix

8. Defect Report or Bug Report

9. Test Execution Report

10. Metrics

11. Test Summary Report

12. Test incident Report

13. Test Closure Report

14 .Installation Guide

15. Test Status Report

# Project Schedule, Milestones and CheckPoint Review

<This section broadly describes the Schedule, milestones as part of the Project Plan and checkpoints as part of the control measures that is applied. The Project Schedule which is created will be attached as part of this section>

## High level Project Schedule

<High level work breakdown structure and schedule of start and end date of every phase/test type>

## Work Breakdown Structure

<Tailor the standard work breakdown structure available in the QMS to suit this project>

**Sample**

****

## Determine Effort Disctribution

<List the effort distribution at different phases/activities of this project>

## Allocate team members to phase/activities

<Table or grid that will map the project members (internal & external) to the various activities that run across phases>

## Determine the timelines for various phase/activities

<Table or grid that will have the timelines defined for various activities/phases that are listed in the work breakdown structure>

# Team Structure

**SIT**-3 Members

1. Shahista Parveen

2. Shivam

3 .Brindha Devi

**UAT**-3 Members

1. Desalin

2. Suresh

3. Bhavana

# Communication Strategy

## Collaboration mechanism

<Indicate the collaboration mechanism for this project. (This details how the stake holders interact and work together for a project activity)>

***Sample***

<<Provide the details of the people you interact with (internal and external to the organization) with regard to your project. The list can include the customer, end users, on-site team, project team, management, support functions, Quality function, Business Development team, which is critical to the execution of the project; Not required to have the normal / internal contacts>>

| Organization | Contact Person | Activity | Contact Details | Nature of Liaison/ Interface |
| --- | --- | --- | --- | --- |
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## Issue escalation mechanism

<Indicate the issue escalation mechanism for this project (Scope Creep, Schedule extension, SLAs etc.) Including internal & external stakeholders>

***Sample***

<< Mention the escalation procedure for all issues impacting the project execution. Ex: requirement issues, technical issues, resource issues, infrastructure issues etc. >>

| Type of Issue | Levels of Escalation | Project Team | Project Organization | Vendor Organization |
| --- | --- | --- | --- | --- |
| **Requirements** | **First Level** |  |  |  |
|  | **Second Level** |  |  |  |
| **Technical** | **First Level** |  |  |  |
|  | **Second Level** |  |  |  |
| **Resource** | **First Level** |  |  |  |
|  | **Second Level** |  |  |  |
| **Infrastructure** | **First Level** |  |  |  |
|  | **Second Level** |  |  |  |

## Governance Mechanism

<Indicate the governance mechanism for this project which covers the status reporting, tracking and review of project progress>

# Test Environment, Tools & Utilities

<Indicate the test environment requirements for different type, level and rounds of this project. The tool requirements for Automation, Performance, Project Management, Database Validation, Security testing should also be documented>

# Risk and Contingencies

## Identify Project Risk Mitigation and Contingency Plans

<Identify the mitigation and contingency plans for risks identified for this project. The risks should be categorized as whether it impacts the scope or schedule or quality etc>

# Process Tailoring/ Deviation

<<Give details of any applicable QMS documents (processes, templates, forms, checklists and standards) not being followed or being followed with modifications>>

| **QMS Process** | **Details of Deviation/Tailoring** | **Reasons for Deviation / Tailoring** |
| --- | --- | --- |
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# Stakeholders Sign-off

<This section outlines the list of project owners & stake holders who will be part of the approval list of the Project Plan along with their Names & Roles>