**Project Management Plan**

**EDU TRACK**

**EduPlan Tech**

**Lvivska 1**

**Ternopil, 46000**

**25.02.2025**

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# **Introduction**

**EduPlan Tech** is launching the development of an innovative electronic calendar, **EduPlan**, designed to help students and educators manage the learning process more efficiently. Our product will offer intelligent scheduling, integration with educational platforms, and personalized recommendations to enhance productivity.

Our company specializes in developing technological solutions for education that combine convenience, functionality, and modern design. We aim to create not just a calendar but a fully-fledged digital assistant that helps users organize their learning process without stress or chaos. With adaptive scheduling, automated reminders, and performance analytics, **EduPlan** will become an essential tool for students and educators worldwide.

# 

# **Project Management Approach**

The **Project Manager**, **Daryna Pronchuk**, has overall authority and responsibility for managing and executing this project in accordance with the Project Management Plan and its subsidiary plans.

The project team consists of the following specialists:

* **Kateryna Panasevych** – **UI/UX Designer**, responsible for creating an intuitive and visually appealing interface for the electronic calendar.
* **Valeriia Starostiuk** – **Tester**, ensuring quality assurance, identifying bugs, and verifying compliance with technical requirements.
* **Ruslan Vorozhbyt** and **Nazar Shkliaruk** – **Developers**, responsible for coding, optimization, and software maintenance.

The project is funded by two sponsors: **Vladyslav Khrashchevskyi** and **Volodymyr Bobrovskyi**, who approve all financial decisions. All project management plans are subject to review and approval by the sponsors. Any delegation of approval authority to the project manager must be documented in writing and signed by both the sponsors and the project manager.

The project team will operate in a **matrix structure**, meaning that each member will retain their primary organizational responsibilities while collaborating within the project framework. The project manager is responsible for communication with all team members and sponsors, as well as ensuring that tasks are completed according to the approved plan.

# **Project Scope**

The scope of EduPlan Tech’s project includes the planning, design, development, testing, and deployment of the EduPlan electronic calendar. This smart calendar will integrate seamlessly with learning platforms, provide intelligent scheduling, personalized reminders, and analytics to enhance students' and educators' productivity. The software will comply with modern usability standards and meet the specific requirements outlined in the project charter. The project scope also includes the development of comprehensive user documentation, tutorials, and support materials to facilitate smooth adoption. The project will be considered complete once the software has been successfully implemented and made available for public use. All development work for EduPlan will be carried out by the internal team, with no outsourcing involved. The scope of this project does not include post-launch updates, feature expansions beyond the initially defined functionality, or modifications to external learning management systems to accommodate integration.

# **Milestone List**

The table below lists the major milestones for the EduPlan Project. This chart includes only the key project milestones, such as the completion of a project phase or gate review. There may be smaller milestones not included in this chart but are reflected in the project schedule and Work Breakdown Structure (WBS). If there are any scheduling delays that may impact a milestone or delivery date, the project manager must be notified immediately so proactive measures can be taken to mitigate delays. 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 EduPlan must be determined to base the design on. | 03/08/25 |
| Complete EduPlan Design | This is the theoretical design for the software and its functionality | 01/04/25 |
| Complete EduPlan Coding | All coding completed resulting in software prototype | 10/04/25 |
| Complete EduPlan Testing and Debugging | All functionality tested and all identified errors corrected | 19/05/25 |
| Complete Transition of EduPlan to Production | Completed software and documentation transitioned to operations group to begin production | 19/05/25 |

# **Schedule Baseline and Work Breakdown Structure**

The WBS for the EduTrack 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 EduTrack 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 EduTrack 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 EduTrack Project Manager. Any proposed changes to the schedule will follow TSI’s change control process. If established boundary controls may be exceeded, a change request will be submitted to 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. The EduTrack boundary conditions are:

CPI less than 0.8 or greater than 1.2

SPI less than 0.8 or greater than 1.2

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 in accordance with the Change Control Process.

The Project Schedule Baseline and Work Breakdown Structure are provided in Appendix A, Project Schedule and Appendix B, Work Breakdown Structure.

# **Change Management Plan**

The following steps comprise TSI’s organization change control process for all projects and will be utilized on the EduTrack project:

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

Requestor will submit a completed TSI 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 Change Control Board (CCB) (Project Manager)

The project manager will submit the change request and analysis to the CCB for review

Step #5: Change Control Board decision (CCB)

The CCB will discuss the proposed change and decide whether or not it will be approved based on all submitted information

Step #6: Implement change (Project Manager)

If a change is approved by the CCB, the project manager will update and re-baseline project documentation as necessary as well as ensure any changes are communicated to the team and stakeholders

Any team member or stakeholder may submit a change request for the EduTrack Project. The EduTrack Project Sponsor will chair the CCB and any changes to project scope, cost, or schedule must meet his approval. All change requests will be logged in the change control register by the Project Manager and tracked through to completion whether approved or not.

# **Communications Management Plan**

This Communication Management Plan defines the communication structure for the EduTrack project. It will serve as a guide for all communications throughout the life cycle of the project and will be updated as communication requirements change. This plan identifies the roles of the EduTrack project team members and includes a communication matrix outlining the communication requirements for the project, as well as conduct for meetings and other forms of communication. A project team directory is also included to provide contact information for all stakeholders directly involved in the project.

**Communication Matrix for the EduPlan Tech Project**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |
| Weekly Project Team Meeting | Meeting to review action register and status | Weekly | In Person | Project Team | Updated Action Register | Project Manager |
| Project Monthly Review (PMR) | Present metrics and status to team and sponsor | Monthly | In Person | Project Sponsor, Team, and Stakeholders | Status and Metric Presentation | Project Manager |
| Project Gate Reviews | Present closeout of project phases and kickoff next phase | As Needed | In Person | Project Sponsor, Team and Stakeholders | Phase completion report and phase kickoff | Project Manager |
| Technical Design Review | Review of any technical designs or work associated with the project | As Needed | In Person | Project Team | Technical Design Package | Project Manager |

Project team directory for all communications is:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Title** | **E mail** | **Office Phone** | **Cell Phone** |
| Kateryna Panasevych | UA/UX Designer | kateryna@eduplan.com | 044-234-5588 | 095-123-4562 |
| Daryna Pronchuk | Project Manager | darynap@eduplan.com | 044-234-5678 | 067-854-6844 |
| Vorozhbyt Ruslan | Developer | vorozhbut.r@eduplan.com | 044-255-5678 | 066-333-8565 |
| Shklyaruk Nazar | Developer | shkliaruk@eduplan.com | 044-234-2565 | 097-655-9879 |
| Valeriia Starostiuk | Testing Specialist | starostiuk@eduplan.com | 044-543-5678 | 068-386-8755 |

**Communication Conduct:**

**Meetings:** The Project Manager will provide a meeting agenda at least 2 days prior to any scheduled meeting, and all participants are expected to review the agenda beforehand. During all project meetings, the timekeeper will ensure the group adheres to the times stated in the agenda, and the recorder will take notes for distribution to the team upon meeting completion. It is crucial that all participants arrive on time for meetings, and all mobile phones should be turned off or set to vibrate to minimize distractions. Meeting minutes will be distributed no later than 24 hours after each meeting.

**Email:** All email correspondence related to the EduTrack project should be professional, error-free, and concise. Emails should be sent to the correct project participants in accordance with the communication matrix, based on the content. All attachments should be in one of the organization’s standard software suite programs and conform to the company’s established formats. If the email addresses an issue, it should briefly describe the issue, provide background information, and offer a recommendation for resolving it. The Project Manager should be included in any email related to the EduTrack project.

**Informal Communications:** While informal communication is part of every project and is necessary for successful project completion, any issues, concerns, or updates arising from informal discussions between team members must be communicated to the Project Manager so appropriate actions can be taken.

# **Cost Management Plan**

**The Project Manager** will be responsible for managing and reporting on the project's costs throughout its execution. The Project Manager will present and review the project's cost performance during monthly status meetings. Using earned value calculations, the Project Manager will be responsible for accounting for cost deviations and presenting options to the Project Sponsor to get the project back on budget. All budget authority and decisions, including budget changes, reside with the Project Sponsor.

For the **EduTrack** project, control accounts will be created at the fourth level of the WBS, where all costs and performance will be managed and tracked. Financial performance will be measured through earned value calculations related to the project’s cost accounts. Work started on work packages will grant that package 50% credit, and the remaining 50% will be credited upon completion of all work defined in the work package. Costs may be rounded to the nearest dollar, and work hours will be rounded to the nearest whole hour.

**Cost Performance Index (CPI)** and **Schedule Performance Index (SPI)** will be reported monthly by the Project Manager to the Project Sponsor. Variances of more than 10% or +/- 0.1 in the cost and schedule performance indexes will change the status of costs to yellow or cautionary. These will be reported, and if it is determined that there is minimal or no impact on the project’s cost or schedule baseline, no action may be required. Cost variances of 20% or +/- 0.2 in the cost and schedule performance indexes will change the cost status to red or critical. These will be reported and require corrective actions from the Project Manager to bring the cost and/or schedule performance indexes back in line with the allowable variance. Any corrective actions will require a project change request and must be approved by the **Change Control Board (CCB)** before implementation.

Earned value calculations will be compiled by the Project Manager and reported during the monthly project status meeting. If there are indications that these values will approach or reach a critical stage before the next meeting, the Project Manager will immediately communicate this to the Project Sponsor.

# **Procurement Management Plan**

For larger projects or projects with more complex procurement management requirements, the Procurement Management Plan can be included as a separate document apart from the Project Management Plan.

**The Project Manager** will provide oversight and management for all procurement activities in this project. The Project Manager is authorized to approve all procurement actions up to 50,000 UAH. Any procurement actions exceeding this amount must be approved by the **Project Sponsor**.

Although this project requires minimal or no procurement, in the event that procurement becomes necessary, the Project Manager will work with the project team to identify all items or services required for the successful completion of the project. The Project Manager will then ensure that these procurements are reviewed by the Program Management Office (PMO) and presented to the contracts and purchasing groups. These groups will review the procurement actions, determine whether it is advantageous to procure the items or services internally, and begin the vendor selection, purchasing, and contracting process.

In the event that procurement becomes necessary, the Project Manager will be responsible for managing any selected vendors or external resources. The Project Manager will also measure the performance of the vendor in providing the required goods and/or services and communicate this performance to the purchasing and contracts groups.

# **Project Scope Management Plan**

We have a detailed Scope Management Plan available on our website, which can be included as an appendix to the Project Management Plan for larger or more complex projects. Be sure to review it and determine if it’s necessary for managing your project.

Scope management for the EduTrack 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, including deliverable quality checklists and work performance measurements.

Proposed scope changes may be initiated by the Project Manager, Stakeholders, or any member of the project team. All change requests will be submitted to the Project Manager, who will evaluate the requested scope change. Upon acceptance of the scope change request, the Project Manager will submit the scope change request to the Change Control Board and Project Sponsor for approval. Once approved, the Project Manager will update all project documents and communicate the scope change to all stakeholders. Based on feedback from the Project Manager and Stakeholders, the Project Sponsor is responsible for the acceptance of the final project deliverables and project scope.

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

# **Schedule Management Plan**

Project schedules for the EduTrack Project will be created using MS Project 2007, 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. Activity sequencing will be used to determine the order of work packages and assign relationships between project activities. Activity duration estimating will be used to calculate the number of work periods required to complete work packages. Resource estimating will be used to assign resources to work packages in order to complete schedule development.

Once a preliminary schedule has been developed, it will be reviewed by the project team and any resources tentatively assigned to project tasks. The project team and resources must agree to the proposed work package assignments, durations, and schedule. Once this is achieved, the project sponsor will review and approve the schedule, and it will then be baselined.

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

* Completion of scope statement and Work Breakdown Structure (WBS/WBS Dictionary)
* Baselined project schedule
* Approval of final project budget
* Project kick-off
* Approval of roles and responsibilities
* Requirements definition approval
* Completion of data mapping/inventory
* 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 schedule using MS Project 2007 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 work package definition, sequencing, duration, and resource estimating. The project team will also review and validate the proposed schedule 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 baselined.
* The project stakeholders will participate in reviews of the proposed schedule and assist in its validation.

# **Quality Management Plan**

All members of the EduPlan Tech 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 following are the quality roles and responsibilities for the EduPlan Tech Project:

* **The Project Sponsor** is responsible for approving all quality standards for the EduPlan Tech Project. The Project Sponsor will review all project tasks and deliverables to ensure compliance with established and approved quality standards. Additionally, the Project Sponsor will sign off on the final acceptance of the project deliverable.
* **The Project Manager** is responsible for quality management throughout the duration of the project. The Project Manager is responsible for implementing the Quality Management Plan and ensuring all tasks, processes, and documentation are compliant with the plan. The Project Manager will work with the project’s quality specialists to establish acceptable quality standards. The Project Manager is also responsible for communicating and tracking all quality standards to the project team and stakeholders.
* **The Quality Specialists** are responsible for working with the Project Manager to develop and implement the Quality Management Plan. Quality Specialists will recommend tools and methodologies for tracking quality and standards to establish acceptable quality levels. The Quality Specialists will create and maintain Quality Control and Assurance Logs throughout the project.
* The remaining members of the project team, as well as the stakeholders, will be responsible for assisting the Project Manager and Quality Specialists in the establishment of acceptable quality standards. They will also work to ensure that all quality standards are met and communicate any concerns regarding quality to the Project Manager.

Quality control for the EduPlan Tech Project will utilize tools and methodologies for ensuring that all project deliverables comply with approved quality standards. To meet deliverable requirements and expectations, we must implement a formal process in which quality standards are measured and accepted. The Project Manager will ensure all quality standards and quality control activities are met throughout the project. The Quality Specialists will assist the Project Manager in verifying that all quality standards are met for each deliverable. If any changes are proposed and approved by the Project Sponsor and Change Control Board (CCB), the Project Manager is responsible for communicating the changes to the project team and updating all project plans and documentation.

Quality assurance for the EduTrack Tech Project will ensure that all processes used in the completion of the project meet acceptable quality standards. These process standards are in place to maximize project efficiency and minimize waste. For each process used throughout the project, the Project Manager will track and measure quality against the approved standards with the assistance of the Quality Specialists and ensure all quality standards are met. If any changes are proposed and approved by the Project Sponsor and CCB, the Project Manager is responsible for communicating the changes to the project team and updating all project plans and documentation.

# **Risk Management Plan**

The approach for managing risks for theEduTrack Tech 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. Risk managers will provide status updates on their assigned risks in the bi-weekly project team meetings, but only when the meetings include their risk’s planned timeframe.

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. These improvements will be captured as part of the lessons learned knowledge base.

# **Risk Register**

The Risk Register for this project is provided in Appendix C, Risk Register.

# **Staffing Management Plan**

The EduPlan Tech Project will utilize a matrix structure with support from various internal organizations. All work will be performed internally. Staffing requirements for the EduPlan Tech Project include the following:

* **Project Manager (1 position)** — responsible for overall management of the EduPlan Tech 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.
* **Senior Programmer (1 position)** — responsible for overseeing all coding and programming tasks for the EduPlan Tech Project, ensuring functionality meets quality standards. Works with the Project Manager to create work packages, manage risks, create schedules, define requirements, and generate reports. The Senior Programmer will be managed by the Project Manager, who will provide feedback to the functional manager.
* **Programmer (1 position)** — responsible for coding and programming for the EduPlan Tech Project. All coding and programming tasks will be reviewed by the Senior Programmer before implementation. Also helps with risk identification, change request impact analysis, and status reporting. The Programmer will be managed by the Project Manager, who will provide feedback to the functional manager.
* **Senior Quality Specialist (1 position)** — assists the Project Manager in creating quality control and assurance standards. Responsible for maintaining quality control and assurance logs throughout the project. The Senior Quality Specialist will be managed by the Project Manager, who will provide feedback to the functional manager.
* **Quality Specialist (1 position)** — assists the Project Manager and Senior Quality Specialist in creating and tracking quality control and assurance standards. The Quality Specialist will be responsible for compiling quality reporting and metrics for the Project Manager to communicate. The Quality Specialist will be managed by the Project Manager, who will provide feedback along with the Senior Quality Specialist to the functional manager.
* **Technical Writer (1 position)** — responsible for compiling all project documentation and reporting into organizational formats. Assists the Project Manager in Configuration Management and revision control for all project documentation. Responsible for scribing duties during all project meetings and maintaining communication distribution lists. The Technical Writer will be managed by the Project Manager, who will also provide feedback to the functional manager for performance evaluations.
* **Testing Specialist (1 position)** — responsible for helping establish testing specifications for the EduPlan Tech Project with assistance from the Project Manager and Programmers. Responsible for ensuring all testing is complete and documented in accordance with standards. The Testing Specialist will be managed by the Project Manager, who will also provide feedback to the functional manager.

The Project Manager will negotiate with all necessary functional managers to identify and assign resources for the EduPlan Tech Project. All resources must be approved by the appropriate functional manager before the resource can begin any project work. The project team will not be co-located for this project, and all resources will remain in their current workspaces.

# **Resource Calendar**

The EduPlan Tech Project will require all project team members for the entire duration of the project, although the level of effort will vary as the project progresses. The project is scheduled to last one year with standard 40-hour work weeks. If a project team member is not required for a full 40-hour work week at any point during the project, their efforts outside of the EduPlan Tech Project will be at the discretion of their Functional Manager.

# **Cost Baseline**

The cost baseline for the **EduTrack** project includes all budgeted costs for the successful completion of the project.

|  |  |  |
| --- | --- | --- |
| **Project Phase** | **Budgeted Total** | **Comments** |
| Planning | $30 000 | Includes work hours for all project team members for gathering requirements and planning project |
| Design | $25 000 | Includes work hours for all project team members for work on EduTrack conceptual design |
| Coding | $40 000 | Includes all work hours for coding of EduTrack |
| Testing | $27 000 | Includes all work hours for testing (including beta testing) of EduTrack software |
| Transition and Closeout | $20 000 | Includes all work hours for transition to operations and project closeout |

# **Quality Baseline**

The **EduTrack** project must meet the quality standards established in the quality baseline. The quality baseline defines the acceptable quality levels for the project. The software must meet or exceed these values in order to achieve success.

|  |  |  |
| --- | --- | --- |
| **Item** | **Acceptable Level** | **Comments** |
| Functionality | All core features work without critical errors | Using standard TSI English language databases |
| Compatibility | No errors when running with compatible systems | Using verified APIs and integrations |
| Performance | App launch time ≤ 3 sec, action processing speed ≤ 1 sec | Testing on various devices and OS |
| Usability | At least 85% positive feedback from test groups | UX/UI evaluation |
| Documentation | Less than 1% errors or inconsistencies in user guide | Beta testing of documentation |

# **Sponsor Acceptance**

Approved by the Project Sponsor: Pronchuk Daryna

Date: 08.03.2025

Volodymyr Bobrovskyi

Executive Sponsor, EduPlan Tech