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TEAM 014

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assignment 2B

Project Management Plan

Version 1.0.0

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# Introduction and Purpose

*Provide an introduction to what the project is about, and what its purpose is. Also briefly mention what the other parts of the document will contain or discuss.*

# Summary of Project

## Assumptions

*You should discuss briefly any assumptions that you’ve had to make to run or manage the project, or what has changed since the functional spec was confirmed in 2A.*

## Client/Users

*This app is for anyone who wants to get fit and in shape. It is best suited for clients aged 16 to 50 who wants to start a life with fitness. Clients who are older or younger may also use the app if they have the motivation to learn as it is simple and easy to use.*

*\*as well as any stakeholders in this project.*

## Deliverables

*Outline what the deliverables are – i.e. what will be produced at the end of the project.*

# Scope

## Approach/Methodology

*Describe briefly how this project will be handled at a high level*

## Timelines

*Detail the milestones of the project as well as when each will be completed by. Also include dependencies of the listed tasks.*

*Describe tools and methods that will be used to manage the project schedule / timing / tasks.*

# Personnel/HR management

*Explain how the team members are being managed; i.e. who is working on what, and what tools are used to facilitate this. Reference items from the timeline section*

# Communications management

*Whatsapp would be used for fast, quick and convenient messages to inform fellow members. Google Drive would be used to share files and documents within the team. For communication with the client, verbal communication would be the main form of communication between the team and the client. Hard copies or black and white documents would also be used. Soft copies of documents may ne shared with the client through Google Drive.*

# Quality management

*Describe how your team will ensure the quality of different parts of the project.*

*Tips:*

* *Use key times/ milestones to review particular items (making references to the timelines) and how to distribute that work (making references to your personnel management).* 
  + *In particular, describe what methods should be adopted to ensure the quality of each part matches what is required for the project.*
* *Consider constructing a table listing*
  + *Each feature*
  + *Expected quality to meet*
  + *How you intend to test that this quality is met*
* *(it may be worthwhile linking this back to the user stories you constructed previously)*

# Risk management

*List any possible risks associated with the project and how to mitigate (handle) those risks.*

*An example is provided below.*

*{*

*Example:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Risk* | *description* | *Severity* | *likelihood* | *plan/response/mitigation* |
| *person X may retire* | *person X has the greatest level of technical skill with system Y and they have discussed wanting to retire in the future. This would put the project at risk* | *High* | *Medium* | *control -> we will ensure that person X has written up detailed handover reports for their knowledge of system Y, ensure that person X provides us with sufficient notice should they decide to retire* |
| *changes to software package Z* | *the owners of Z are in the habit of frequently changing package Z and often do not keep the same names for different functions and features, meaning that some features may not be accessible by their existing name.* | *Low* | *High* | *Avoid -> do not use package Z*  *OR Avoid -> specifically only use version A of package Z and do not update*  *OR accept -> make changes as needed to the system to allow for updates to package Z. owners of Z typically publish reference guides that list what features names have changed to.*  *[any of these might be valid for a low severity risk, although the first option might be best]* |
| *etc.* |  |  |  |  |

*}*

*Notes:*

* *Generally, there are four ways to mitigate a risk.*
* *Some can be avoided, some can be controlled or passed onto another party,*
* *But for some, the only option is to accept the risk*
* *Ideally this should only be done for low severity risks, otherwise it may not be wise to pursue a project in its current form*