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TEAM XXX

3/10/2015

Project Name

Project Management Plan

Version 1.0.0

Contents

[Introduction and Purpose 3](#_Toc431823178)

[Summary of Project 3](#_Toc431823179)

[Assumptions 3](#_Toc431823180)

[Client/Users 3](#_Toc431823181)

[Deliverables 3](#_Toc431823182)

[Scope 4](#_Toc431823183)

[Approach/Methodology 4](#_Toc431823184)

[Timelines 4](#_Toc431823185)

[Personnel/HR management 5](#_Toc431823186)

[Communications management 5](#_Toc431823187)

[Quality management 5](#_Toc431823188)

[Risk management 6](#_Toc431823189)

# 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

*Describe the expected target users/ audience of the app, 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

*Describe how the communications is handled within your team.*

# 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*