**Chapter-4: Software Project Management Plan**

**4.1 Document History and Distribution**

This document has been built based on requirements gathered for the software project “EKSHEBA HELPDESK”. All the developers will be handed this document to base their development scope upon.

**4.1.1 Revision Story**

|  |  |  |  |
| --- | --- | --- | --- |
| Revision # | Revision Date | Description of Change | Author |
| 01 |  | Primary Phase |  |
| 02 |  | YES |  |

**4.1.2 Distribution**

|  |  |  |
| --- | --- | --- |
| **Recipient Name** | **Recipient Organization** | **Distribution Method** |
| HEAD PSI CLUSTER | A2I | Hard Copy, Soft Copy |

**4.2 Overview**

**4.2.1 Purpose and Objectives**

The main objective of this document is to illustrate the requirements of the software project EKSHEBA HELPDESK. The document gives the detailed description of the both functional and non-functional requirements for this system. The document is developed after a number of studying the requirement specifications paper of the given Project. The final product of the team will be meeting the requirements of this document.

**4.2.2 Project Scope**

* Provide support service to the user.
* Monitoring work of support team.
* Ensuring work flow by providing regular support.

**4.2.3 Assumptions and Constraints**

The assumption during the project is

* Development does not have enough support and budget as a whole to complete the project.

The constraints during projects are

* The development team has not quite enough experience as a whole to complete the project.

**4.3 Project Deliverables**

**4.3.1 The list of project deliverables is:**

1. Statement of work

2. Software Requirement Specification

3. Software Project Management Plan

4. Software Design Plan

**4.3.2 Schedule and Budget Summary**

|  |  |
| --- | --- |
| **MILESTONE OR MAJOR PROJECT DELIVERABLE** | **PLANNED COMPLETION DATE(DAY)** |
| SOW | 12/12/2019 |
| SRS | 14/12/2019 |
| SPMP | 16/12/2019 |
| SDP | 17/12/2019 |
| Software Testing Plan | 19/12/2019 |
| Presentation and Project Progress | 22/12/2019 |
| Technical Documentation | With completed Product |
| Software evaluation report | Along With Final Submission |

**4.4 Evolution of the Software Project Management Plan**

The preliminary drafts of the SPMP will be submitted to the project manager and after approval; copies of the same will be distributed to the members of the group on the date as referred to in section 1.1.4.

4.4.1 Definition

|  |  |
| --- | --- |
| **Terms** | **Description** |
| SOW | Statement of Work |
| SRS | Software Requirement Specification |
| SPMP | Software Project Management Plan |
| SDP | Software Design Plan |
| SQATP | Software Design Plan |
| Impact | 1-catastrophic  2-critical  3-marginal  4-negligible |

**4.5 Project Organization**

Project organization depends on three major Structures

**4.5.1 External Interfaces**

EKSHEBA HELPDESK users will be responsible for formal interaction between the developer’s team and the customer contact. Necessary interaction will be done through anyone on the team, but all discussions with the customer will be documented clearly for record. All customer requests for services or configuration item changes will be in writing and approved by the project’s Configuration Control Board (CCB), which consists of all team member.

**4.5.2 Internal Structure**

There are four members for this project. All members have specified areas of responsibility and everybody contributes equally to the project. The team members will change roles throughout the life of the project, and each member will continue to have more than one role.

**4.5.3 Roles and Responsibilities**

The software developer is responsible for all documentation to be developed and also for all work to be done.

**4.6 Managerial Process Plan**

**4.6.1 Project Start-up Plan**

Because most of this information was pre-defined for the team, this section will not describe the rationale for many of these choices.

**4.6.2 Estimation Plan**

As previously stated, the total development time is estimated to be 4 months and the total internal cost to be BDT 180,000. These figures were obtained by expert judgment by analogy, that is, by comparison with similar projects.

**4.6.3 Staffing Plan**

Each team member will be available for 8 hours per day and 5 days a week, as the project purpose requires. This time includes the team and supervisor meetings, document preparation and inspection, and tool development.

**4.6.4 Resource Acquisition Plan**

• All resources for the project will be available at the start of the project and will not change substantially over time.

• The team member’s roles will change according to project needs

**4.6.5 Project Staff Training Plan**

No additional staff training is needed for this project.

**4.7 Work Plan**

Work Activities and Schedule Allocation

**4.7.1 Budget Allocation**

|  |  |  |
| --- | --- | --- |
|  | **Hours** | **Costs** |
| **Agency Labor** |  |  |
| **Contract Labor** | N/A | 0 BDT |
| **Non-Labor Costs** | N/A | 0 BDT |
| **TOTAL HOURS / IMPLEMENTATION COST** |  |  |