

## Guideline for Project Work Plan

The purpose of the project plan is meant for planning the scope, schedule, cost and resources for the project before further implementation. For this module, the “cost” and “resources” are ignored for simplicity. This is considered a preliminary plan in which the scope and schedule can be adjusted later.

### Suggested doc. format:

1. Title page
2. Introduction
3. Project Scope
4. Schedule
5. Job allocation

### Project Scope

- Product scope
  - It covers the functions and features of the finished product (the software).
  - The scope is generally defined by a list of requirements (basic + advanced) that you can find in the document of Project Specification.
- Process scope
  - The works/tasks involved in delivering the finished product.
  - Typical tasks involved can be referred to the materials in Project Management.

### Schedule

- A GANTT Chart encompassing the following features (*a draft one*)
  - Tasks (reflecting the Work-Breakdown Structure – WBS)
  - At least 2-level structure
    - ◆ Level 1 – Initiating, Analysis, Design, Implementing (coding, testing, integrating), Deployment
    - ◆ Level 2 – the tasks
  - A few milestones
  - Indication of dependencies (*optional*)
  - Assignment of manpower (*indicating who are responsible to do what?*)

### Job allocation

- A table to show who are responsible for what?