PROJECT MANAGEMENT PLAN

*Team-C Street Coders*

*July 18, 2017*

Table of Contents

[Project Name 4](#_Toc468832634)

[Project Description 4](#_Toc468832635)

[Project Deliverables 4](#_Toc468832636)

[Project Organization 4](#_Toc468832637)

[Managerial process 4](#_Toc468832638)

[Technical Processes 5](#_Toc468832639)

[Budget Allocation 5](#_Toc468832640)

[Schedule 5](#_Toc468832641)

[Project Management Approach 6](#_Toc468832642)

[Scope Management Plan 6](#_Toc468832643)

[Scope Management Approach 6](#_Toc468832644)

[Roles and Responsibilities 6](#_Toc468832645)

[Scope Definition 7](#_Toc468832646)

[Scope Verification 7](#_Toc468832647)

[Scope Control 7](#_Toc468832648)

[Communication Management Plan 8](#_Toc468832649)

[Cost Management Plan 8](#_Toc468832650)

[Cost Management Planning: 8](#_Toc468832651)

[Estimating Cost 9](#_Toc468832652)

[Cost Baseline Or Determining The Cost 9](#_Toc468832653)

[Cost Controlling 9](#_Toc468832654)

[Schedule Management Plan 9](#_Toc468832655)

[Project schedule model development 9](#_Toc468832656)

[Scheduling Model and Tool 9](#_Toc468832657)

[Level of Accuracy and Units of Measurements 9](#_Toc468832658)

[Control Thresholds 9](#_Toc468832659)

[Rules of performance measurements 9](#_Toc468832660)

[Process descriptions 9](#_Toc468832661)

[Work Breakdown Structure 10](#_Toc468832662)

[Change Management Plan 12](#_Toc468832663)

[CRF 12](#_Toc468832664)

[Quality Management Plan 13](#_Toc468832665)

[Risk Management Plan 14](#_Toc468832666)

[Risk Mitigation strategies 14](#_Toc468832667)

**Prepared date: 06/28/2017**

**Project Name: Automated Grading and Feedback Tool for Java**

**Project Description:**

The proposed system is an automating grading and feedback tool which automatically unzips the assignment files, compiles and executes the source code and provides a feedback associated with the grades obtained to both the professor and the student.

**Project Deliverables:**

* Final working model of automating grading and feedback tool for java
* User manual
* Installation guide
* Requirements documents
* Software requirement specifications
* Test cases
* Database Management Plan

**Client Name:** Dr. Michael Oudshoorn.

**Project Organization:**

**Organizational structure:**

We are using the functional structure like everyone will be reporting to their supervisor respectively.

**Organizational boundaries and interfaces:**

Each task is assigned to a particular person in the team as their responsibility to make them active and perform leadership.

**Project responsibilities:**

* Each and every deliverable of a project should be developed meeting all the time, scope and cost constraints along with the procedure of the organization.
* A client should always be supportive for the entire team by providing the required resources in the specified time.
* All the team members should always be interactive with all the team members and make sure that product is delivered on time to the customer.

**Managerial process:**

* + - It is very important to know about the management objectives like goal of the management priorities of the project and know about the assumptions.
    - The project should be monitored to handle the changes, the project should be reviewed on a weekly basis and deliverable should be formally accepted by the client.

**Technical Processes:**

This deals with the tools and techniques required to do the project. Each organization will have their own tools for developing documents so we need to coordinate and should know what tools and processes to be followed while doing the project.

**Budget Allocation:**

We are measuring the budget based on number of working hours spent on project.

We are measuring the budget in terms of time spent on the project. We have two phases in the project (i.e. GDP 1 and GDP 2) .In GDP 1 each person will spend about 6 hours each day in weekdays and in weekends we will have a team meetings of duration 4 hours. Along with this we will also be attending client meeting of 2 hours in a particular week which on an aggregate gives 40 hours.

For each person

Weekdays: 5\*6 = 30

Weekend team meetings: 2\*4 = 08

Client meeting: 2\*1 = 02

Total: 40 hours

So we are spending about 40 hours per person per week on aggregate gives 40\*7 = 280 hours per week per team in GDP 1. In GDP 2 each person will spend 2 hours each day in weekdays and in weekends we will have a team meetings of duration 2 hours. We will also be attending the client meeting of 1 hour in a particular week which on an aggregate gives 15 hours.

For each person

Weekdays: 5\*2 = 10

Weekend team meetings: 2\*2 = 04

Client meeting: 1\*1 = 01

Total: 15 hours

So we are spending about 15 hours per person per week which makes a total of 15\*7 = 105 hours per week per team.

So the total budget of the project is 280\*6+12\*105 = 1680+1260 =2940 (20 is the total number of weeks in the both GDP 1 and GDP 2).

        Total hours per team:      280\*6+14\*105 = 3150 hours.

**Schedule:**

The project started on 06/12/17 and it will be completed by 12/15/17 and detailed information of the schedule will be updated weekly in the client meeting

**Project Management Approach:**

**Scope Management Plan:**

It is a collection of processes which is used to ensure that the project includes all the tasks required to complete the project. It determines how the project scope will be defined, developed, and tested. The plan clearly defines who is responsible for managing the project’s scope and also acts as a guide for managing and controlling the scope.

**Scope Management Approach:**

It is important to clearly define and document in detail the approach to managing the project’s scope. Scope management and scope change will be handled by project sponsor, stake holders and project manager. Any changes to the scope will be submitted to the project manager for review and assessment. After the assessment project manager will take the decision with change control board along with sponsor. It also address the acceptance and approval of project deliverable related to project scope.

**Roles and Responsibilities**

|  |  |  |  |
| --- | --- | --- | --- |
| **Team Member** | **Roles** | **Responsibilities** | **Contact Number** |
| Dr.Michael Oudshoorn | Project Sponser,Client | Instructor and Client | 660-562-1764 |
| Siva Reddy Mekapothula | Primary Contact | Responsible for keeping in contact with the teammates and client.  Responsible to schedule team meetings and monitor the individual status of work. | 660-528-0109 |
| Harish Babu Achanta | Client Management | Responsible to interact with the client ,get the requirements and give it to the team and also discuss issues with the client | 660-528-0711 |
| Vamshi Krishna Girikala | Requirements Management | Responsible for collecting the requirements and ensuring whether the requirements are deliverable or not by discussing with the Developers. | 240-246-5252 |
| Madanamohan Reddy Govindu | Data management | Responsible for creating, sorting and managing the data.  Responsible for data visualization and other technologies needed for out project | 214-837-8208 |
| Venkatesh Katragadda | Issues management | Responsible for tracking all the issues during the project. | 660-528-0944 |
| Sunil Kumar Sangaraju | Quality and testing management | Responsible for monitoring and managing the testing process of the app throughout the project and inform the issue manager if there are any issues and maintain the quality of the app | 660-853-7067 |
| Prasanthi Rani Bhogaraju | Communications and documentation management | Responsible for managing the documentation of the project at various Stages and ensuring proper communication among the team members. | 660-541-3677 |

**Scope Definition:**

Project scope is defined based on the requirement collection process. Requirement plan, traceability matrix documents related to requirements are analyzed to set the scope of the project.

**Scope Verification:**

In order to accept the deliverables meeting is facilitated between project manager and project sponsor. Project manager will review the deliverables and check whether the deliverables are within the scope.

**Scope Control:**

The project manager and the project team will work together in order to control the scope. Team is responsible in order to complete the work assigned in the WBS. Any deviation should be reported to manager.

**Communication Management Plan:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Communication Type | Frequency | Participants/  Distribution | Deliverables | Owner | Formal |
| Requirements Modification/New Requirements | Bi-Weekly | Program Manager,  Project Managers& Business Analyst | Requirement Documents,  Revised Project Documentation |  | Face-Face |
| Weekly Status Reports | Weekly | Project Manager&  Team Members | Work Progress on individual tasks/subtasks based on the Gantt Chart |  | Email |
| Manager’s Meeting | Monthly | Program,Manager,QA Manager and project Mangers | Individual reports from all the Managers on the Team’s status performance |  | Face-Face |
| HR Meeting | Bi-Weekly | HR & Project Managers | Tracking report on individual’s performance |  | Email |
| Quality-Assurance Meeting | Weekly | QA Manager, Project Manager and Team Members | Quality report on the applications performance |  | Face-Face |
| Sponsor Meeting | Quarterly | Project Sponsor, Managers and all the team Members | Deadlines,activities,Milestones performance, tentative schedules etc. |  | Video conference |

**Cost Management Plan:**

The project cost management plan is a component of the project management plan that illustrates how costs will be planned, structured, and controlled. Cost management plan ensures that project will be completed within the planned budget. The cost management approach follow the following processes:

**Cost Management Planning:**

Cost managing plan of the project is done in the initial stage of the project. It includes how to manage the cost throughout the project. To create the cost management plan project manager and stakeholders apply analytical skills and expert advises and facilitate the meeting.

**Estimating Cost:**

Estimate Cost is nothing but the cost which is estimated to complete the project. So that we can see whether the funds are sufficient for developing the project or not.

**Cost Baseline or Determining The Cost:**

A cost baseline is an approved time phased plan. When we have a clear budget approved, the project manager should publish this baseline and set it as a point of comparison for actual performance progress.

**Cost Controlling:**

One must complete projects on budget for success. So cost controlling specifies how the cost will be measured throughout the project and ensures that the project stays within the budget. So risk can be avoided

**Schedule Management Plan**

**Project Schedule model development:**

The project’s schedule model is clearly identified in the work breakdown structure.

**Scheduling Model and Tool:**

The schedule model follows the critical path to breakdown the work and to estimate slack and longest path to create an optimal schedule. We use MS Project to capture schedules.

**Level of Accuracy and Units of Measurements:**

The project schedule is generated to be accurate up to 95% for every task. Our basic unit of measurements is in hours.

**Control Thresholds:**

Changes in the schedule are accepted only under certain situations. If the new schedule optimizes the old one for more than 5% reduction in overall time frame second situation being when uncertain situations arises or demands schedule changes.

**Rules of performance measurements:**

Earned value management method is followed in order to evaluate performances. Schedule variance, Cost variance, Cost Performance Index are used for estimating performing metrics.

**Reporting Formats:**

Reports are shared by project manager which contains weekly progress compared against project schedule and notifies if there are any deviations.

**Process descriptions:**

In the work break down structure process description are explained.

**Work Breakdown Structure:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task Name | Duration | Start | Finish | Predecessors | Resource Names |
| **Sprint 1** | **5 days** | **Mon 6/12/17** | **Fri 6/16/17** |  | **Harish Babu** |
| Work breakdown structure | 2 days | Mon 6/12/17 | Tue 6/13/17 |  | Harish Babu |
| Requirements & Specifications | 2 days | Wed 6/14/17 | Thu 6/15/17 | 2 | Vamshi Krishna |
| Client meeting note taker | 1 day | Mon 6/12/17 | Mon 6/12/17 |  | Prasanthi |
| Project overview,limitations | 1 day | Fri 6/16/17 | Fri 6/16/17 | 3 | Siva Reddy |
| Meeting Minutes(Agenda) | 1 day | Tue 6/13/17 | Tue 6/13/17 | 4 | Venkatesh |
| Meeting minutes(Action Items,Next week Agenda) | 1 day | Wed 6/14/17 | Wed 6/14/17 | 6 | Madanamohan |
| Meeting Minutes(Project Specifications) | 1 day | Thu 6/15/17 | Thu 6/15/17 | 7 | Sunil Kumar |
| Iteration plan and meeting minutes submission | 0 days | Fri 6/16/17 | Fri 6/16/17 | 5,8 | Prasanthi |
| **Sprint 2** | **12 days** | **Mon 6/19/17** | **Tue 7/4/17** | **9** | **Siva Reddy** |
| Client Meeting Scheduler | 1 day | Mon 6/19/17 | Mon 6/19/17 | 9 | Harish Babu |
| Client meeting note taker | 1 day | Tue 6/20/17 | Tue 6/20/17 | 11 | Prasanthi |
| Project Requirement documents | 2 days | Mon 6/19/17 | Tue 6/20/17 | 9 | Vamshi Krishna |
| Group presentation 1(Intro) | 1 day | Wed 6/21/17 | Wed 6/21/17 | 13 | Sunil Kumar |
| Group presentation 1(demo,Conclusion) | 1 day | Thu 6/22/17 | Thu 6/22/17 | 14 | Madanamohan |
| Group presentation 1(Prototype) | 1 day | Fri 6/23/17 | Fri 6/23/17 | 15 | Venkatesh |
| Problem Statement | 1 day | Mon 6/19/17 | Mon 6/19/17 | 9 | Madanamohan |
| Revaluating the iteration plan | 1 day | Mon 6/26/17 | Mon 6/26/17 | 16 | Siva Reddy |
| Tracking the work done by the team | 0 days | Mon 6/26/17 | Mon 6/26/17 | 18,17,12 | Harish Babu |
| **Sprint 3** | **6 days** | **Tue 6/27/17** | **Tue 7/4/17** | **19** | **Madanamohan** |
| Software Requirement Specifications | 2 days | Tue 6/27/17 | Wed 6/28/17 | 19 | Vamshi Krishna |
| Use cases Draft1 | 1 day | Thu 6/29/17 | Thu 6/29/17 | 21 | Siva Reddy |
| Test Plan | 2 days | Fri 6/30/17 | Mon 7/3/17 | 22 | Sunil Kumar |
| Revaluating the iteration plan | 1 day | Tue 7/4/17 | Tue 7/4/17 | 23 | Venkatesh |
| Tracking the work done by the team | 0 days | Tue 7/4/17 | Tue 7/4/17 | 24 | Harish Babu |
| **Sprint 4** | **6 days** | **Wed 7/5/17** | **Wed 7/12/17** | **25** | **Venkatesh** |
| Use cases Draft 2 | 1 day | Wed 7/5/17 | Wed 7/5/17 | 25 | Prasanthi |
| Data Management Plan | 1 day | Thu 7/6/17 | Thu 7/6/17 | 27 | Harish Babu |
| Software Architecture | 1 day | Fri 7/7/17 | Fri 7/7/17 | 28 | Madanamohan |
| Reviewing the Use case documents2 | 1 day | Mon 7/10/17 | Mon 7/10/17 | 29 | Siva Reddy |
| Tracking the work done by the team | 1 day | Tue 7/11/17 | Tue 7/11/17 | 30 | Harish Babu |
| Revaluating the iteration plan | 1 day | Wed 7/12/17 | Wed 7/12/17 | 31 | Madanamohan |
| Submissions | 0 days | Wed 7/12/17 | Wed 7/12/17 | 32 | Sunil Kumar |
| **Sprint 5** | **4 days** | **Thu 7/13/17** | **Tue 7/18/17** | **33** | **Prasanthi** |
| Final Presentation slides preparation(Intro) | 1 day | Thu 7/13/17 | Thu 7/13/17 | 33 | Vamshi Krishna |
| Final Presentation slides preparation(Demo) | 1 day | Fri 7/14/17 | Fri 7/14/17 | 35 | Venkatesh |
| Final Presentation slides preparation(Conclusion) | 1 day | Mon 7/17/17 | Mon 7/17/17 | 36 | Sunil Kumar |
| Prototype Design | 1 day | Thu 7/13/17 | Thu 7/13/17 | 33 | Siva Reddy |
| Presenting prototype to the client | 1 day | Fri 7/14/17 | Fri 7/14/17 | 38 | Harish Babu |
| Getting feedback from client | 1 day | Tue 7/18/17 | Tue 7/18/17 | 37,39 | Harish Babu |
| Submitting the GDP-1 Documents | 0 days | Tue 7/18/17 | Tue 7/18/17 | 40 | Madanamohan |

**Change Management Plan:**

The Change management plan helps in ensuring that any changes that occur during the project duration are well communicated with the concerned members of the project team. The changes would be updated and reviewed for estimating the possibilities of the new changes.

**CRF:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Information** | | | | | |
| **Project Title:** | | |  | | |
| **Project Manager:** | | | | | |
| **Section 1: Change Request** | | | | | |
| **Requestor Name:**  **Requestor Phone:** | | **Date of Request:** | | **Change Request Number:**  *Supplied by (PM)* | |
| **Item to be Changed:** | | | | **Priority:** | |
| **Description of Change:** | | | | | |
| **Estimated Cost & Time:** | | | | | |
| **Section 2: Change Evaluation** | | | | | |
| **Evaluated by:** | | | **Work Required:** | | |
| **What is Affect:** | | |
| **Impact to Cost, Schedule, Scope, Quality, and Risk:** | | | | | |
| **Section 3: Change Resolution** | | | | |  |
| **Accepted Rejected** | **Approved by (Print):** | | **Signature:** | | **Date:** |
| **Comments:** | | | | | |
| **Section 4: Change Tracking** | | | | |  |
| **Completion Date** | **Completed by (Print):** | | **Signature:** | | **Date:** |

**Quality Management Plan:**

|  |  |  |  |
| --- | --- | --- | --- |
| **S No** | **Defect Level** | **Defect Name** | **Measurements** |
| 1 | High Level Defects | Wrong Estimation, Not assigning work to a right person, Planning errors | Project should be given sufficient time and to be done effectively.Project Manager should have a good idea about the team members and their capabilities and assign work based on their strengths. |
| 2 | Mid-Level Defects | Bugs, Integration issues | Proper testing and quality assurance should be implemented as bugs are very common in project.  Testing team should have enough knowledge of all the modules. |
| 3 | Low level Defects | Monitor Resolution, Hard disk specifications | Monitor resolution is not a huge problem but work can be done better if it is as per specifications. |

**Risk Management Plan:**

In general terms Risk is as an event that has a probability of happening, can have either positive or negative impact on a project. For occurring a Risk there can be many issues but if it has occurred then its impact will be noticed.

**Risk Management strategies**

|  |  |  |
| --- | --- | --- |
| **S.No** | **Risk Category** | **Risk Management Strategy** |
| 1 | Project Integration Risk | Prepare an integration management plan under experienced project manager.  Involve the team while preparing project integration plan. |
| 2 | Cost Risk | In order to handle cost overruns sufficient reserve should be allocated.  Prepare a cost management plan under experienced Project manager |
| 3 | Executive Support Risk | Properly Discuss the project with executives and confirm whether they are completely on board. |
| 4 | Scope Risk | Scope management plan should be prepared by experienced project manager. |
| 5 | Change Management Risk | In order to change the requests follow normal procedures and be clear with clients. |
| 6 | Stakeholder Risk | Discuss the project with stakeholders properly and confirm whether they are completely onboard |
| 7 | Communication Risk | Maintain transparency with the stakeholders regarding progress of the project. |
| 8 | Time Risk | Design proper WBS |

**Client Acceptance:**

Date:

Project Sponsor