

**SENIOR HIGH SCHOOL**

**WORK IMMERSION PROGRAM**

INFORMATION COMMUNICATIONS & TECHNOLOGY (ICT)

PROJECT PLAN PREPARATION

# General Format

# Cover Page – Please refer to the attached format

# Title Page

# A. Type of Paper: 8 ½” x 11” bond paper

# B. Margins: Top 1.0”

# Bottom 1.25”

# Left 1.5”

# Right 1.0”

# C. Font Type: Calibri

# D. Font Size: 12

# E. Spacing: 1.5 Line spacing

F. Paragraph format: Center

# Content

# A. Type of Paper: 8 ½” x 11” bond paper

# B. Margins: Top 1.0”

# Bottom 1.25”

# Left 1.5”

# Right 1.0”

# C. Font Type: Calibri

# D. Font Size: 12

# E. Spacing: 1.5 line spacing

# F. Footer: Required to indicate page no. and title

(Please refer to the attached format)

G. Paragraph format: Justified



# 

**Angono Private High School**

Sitio Hangganan, Barangay Pag-asa, Binangonan, Rizal



# 

**Juan Sumulong Memorial Junior College**

D. Espiritu St., Barangay San Isidro, Taytay, Rizal



# 

**SUMULONG MEMORIAL HIGH SCHOOL**

General Luna St., Barangay San Roque, Antipolo City

**PROJECT PLAN TITLE**

*Line Space: 5 (single space)*

Information Communications and Technology

Project Plan

*Line Space: 5 (single space)*

Submitted by:

< Name of the Student-Trainees >

< Name of the Student-Trainees >

< Name of the Student-Trainees >

< Name of the Student-Trainees >

< Name of the Student-Trainees >

< Name of the Student-Trainees >

< Name of the Student-Trainees >

< Name of the Student-Trainees >

*Line Space: 5 (single space)*

Submitted to:

< Name of the Work Immersion Adviser >

Work Immersion Adviser

*Line Space: 5*

< Date Submitted >

Month-day-year

**I.** **Project Overview**

A. Purpose, Scope, and Objectives

B. Assumptions, Constraints and Risks

C. Project Deliverables

D. Schedule and Budget Summary

E. Evolution of the Plan

F. References

G.Definitions and Acronyms

**II.** **Project Organization**

A. Internal Structure

B. Roles and Responsibilities

**III.** **Managerial Process Plans**

A. Start-up Plan

1. Estimates

2. Staffing

3. Project Staff Training

B. Work Plan

1. Work Breakdown Structure

2. Resource Allocation

3. Budget Allocation

C. Risk Management Plan

**IV.** **Technical Process Plans**

A. Process Model

B. Methods, Tools, and Techniques

**V.** **Project Evolution**

A. Project support and maintenance

B. Follow-up projects

# Project Overview

This section of the IM/IT Project Management Plan provides an overview of the purpose, scope and objectives of the project for which the Plan has been written, the project assumptions and constraints, a list of project deliverables, a summary of the project schedule and budget, and the plan for evolving the IM/IT Project Management Plan.

## Purpose, Scope, and Objectives

* Define the purpose and scope of the project.
* Describe any considerations of scope or objectives to be excluded from the project or the deliverables.
* Ensure that the statement of scope is consistent with similar statements in the business case, the project charter and any other relevant system-level or business-level documents.
* Identify and describe the business or system needs to be satisfied by the project.
* Provide a concise summary of:
* the project objectives,
* the deliverables required to satisfy the project objectives, and
* the methods by which satisfaction of the objectives will be determined.
* Describe the relationship of this project to other projects.
* If appropriate, describe how this project will be integrated with other projects or ongoing work processes.
* Provide a reference to the official statement of project requirements (e.g.: in the business case or the project charter).

## Assumptions, Constraints and Risks

* Describe the assumptions on which the project is based.
* Describe the imposed constraints and risks on the project such as:
* schedule,
* budget,
* resources,
* quality,
* software to be reused,
* existing software to be incorporated,
* technology to be used, and
* external interfaces.

## Project Deliverables

* Identify and list the following, as required to satisfy the terms of the project charter or contract:
* project deliverables (either directly in this Plan, or by reference to an external document),
* delivery dates,
* delivery location, and
* quantities required.
* Specify the delivery media.
* Specify any special instructions for packaging and handling.

## Schedule and Budget Summary

* Provide a summary of the schedule and budget for the IM/IT project.
* Restrict the level of detail to an itemization of the major work activities and supporting processes (e.g.: give only the top level of the work breakdown structure).

## Evolution of the Plan

* Identify the compliance of this Plan to any standards. The structure of this Project Plan is in compliance with the recommendations of IEEE Std 1058-1998.
* Specify the plans for producing both scheduled and unscheduled updates to this Plan.
* Specify how the updates to this Plan shall be disseminated.
* Specify how the initial version of this Plan shall be placed under configuration management.
* Specify how changes to this Plan shall be controlled after its issue.

## References

* Provide a complete list of all documents and other sources of information referenced in this Plan.
* Identify each referenced document by title, report number, date, author and publishing organization.
* Identify other referenced sources of information, such as electronic files, using unique identifiers such as path/name, date and version number.
* Identify and justify any deviations from the referenced standards or policies.

## E. Definitions and Acronyms

Define, or provide references to documents or annexes containing the definition of all terms and acronyms required to properly understand this Plan.

1. **Project Organization**

## Internal Structure

* Describe the internal structure of the project organization.
* Describe the interfaces among the units of the IM/IT development team.
* Describe the interfaces between the project and organizational entities that provide supporting processes, such as configuration management, quality assurance, and verification and validation.
* Use organizational charts or diagrams to depict the lines of authority, responsibility and communication within the project.

## Roles and Responsibilities

* Identify and state the nature of each major work activity and supporting process.
* Identify the organizational units that are responsible for those processes and activities.
* Consider using a matrix of work activities and supporting processes vs. organizational units to depict project roles and responsibilities.

1. **Managerial Process Plans**

This section of the IM/IT Project Management Plan specifies the project management processes for the project.

This section defines the plans for project start-up, risk management, project work, project tracking and project close-out.

## Start-up Plan

### **Estimates**

* Specify the estimated cost, schedule and resource requirements for conducting the project, and specify the associated confidence levels for each estimate.
* Specify the methods, tools and techniques used to estimate project cost, schedule and resource requirements;
* Specify the sources of estimate data and the basis of the estimation such as: analogy, rule of thumb, standard unit of size, cost model, historical database, etc.
* Specify the methods, tools, techniques to be used to re-estimate the project cost, schedule and required resources.
* Specify the schedule for re-estimation, which might be regular, a periodic or event-driven (e.g.: on project milestones).

### **Staffing**

* Specify the number of required staff, providing the following details:
* number of personnel by skill level,
* numbers and skill levels in each project phase, and
* duration of personnel requirement.
* Specify the sources of staff personnel (e.g.: internal transfer, new hire, contracted, etc.)
* Consider using resource Gantt charts, resource histograms, spreadsheets and tables to depict the staffing plan by skill level, by project phase, and by aggregations of skill levels and project phases.

### **Project Staff Training**

* Specify the training needed to ensure that necessary skill levels in sufficient numbers are available to successfully conduct the IM/IT project.
* Specify the following training information:
* the types of training to be provided,
* number of personnel to be trained,
* entry and exit criteria for training, and
* the training method, for example: lectures, consultations, mentoring, computer-assisted training, etc.
* Identify training as needed in technical, managerial and supporting activity skills.

## Work Plan

### **Work Breakdown Structure**

* Define a Work Breakdown Structure (WBS) to specify the various work activities to be performed in the IM/IT project, and to depict the relationships among these work activities.
* Decompose the work activities to a level that exposes all project risk factors, and that allows accurate estimation of resource requirements and schedule duration for each work activity.
* Specify the following factors for each work activity:
* necessary resources,
* estimated duration,
* products or deliverables of the activity,
* acceptance criteria for the work activity products, and
* predecessor and successor work activities.
* The level of decomposition internally within the WBS may vary depending on the quality of the requirements, familiarity of the work, applicable level of technology, etc.

### **Resource Allocation**

* Provide a detailed itemization of the resources allocated to each major work activity in the project WBS.
* Specify the numbers and required skill levels of personnel for each work activity.
* Specify, as appropriate, the allocation of the following resources:
* personnel (by skill level),
* computing resources
* software tools
* special testing and simulation facilities, and
* administrative support.
* Use a separate line item for each type of resource for each work activity.

### **Budget Allocation**

* Provide a detailed breakdown of the necessary resource budgets for each of the major work activities in the WBS.
* Specify the estimated cost for activity personnel, and include as appropriate, the costs for the following items:
* travel,
* meetings,
* computing resources,
* software tools,
* special testing and simulation facilities, and
* administrative support.
* Use a separate line item for each type of resource in each activity budget.

1. **Risk Management Plan**

* Specify the risk management plan for identifying, analyzing, and prioritizing project risk factors.
* Specify plans for assessing initial risk factors and for the ongoing identification, assessment, and mitigation of risk factors throughout the life cycle of the project.
* Describe the following:
* procedures for contingency planning,
* procedures for tracking the various risk factors,
* procedures for evaluating changes in the levels of the risk factors and responding to changes in the levels of the risk factors,
* risk management work activities,
* procedures and schedules for performing risk management work activities,
* risk documentation and reporting requirements,
* organizations and personnel responsible for performing specific risk management activities, and
* procedures for communicating risks and risk status among the various customer, project and subcontractor organizations.
* Identify and describe the applicable impact of any of the following risk factors:
* risks in the customer-project relationship,
* contractual risks,
* technological risks,
* risks caused by the size and complexity of the product,
* risks in the development and target environments,
* risks in personnel acquisition, skill levels and retention
* risks to schedule and budget, and
* risks in achieving customer acceptance of the deliverables.

1. **Technical Process Plans**

## Process Model

* Define the relationships among major project work activities and supporting processes.
* Describe the flow of information and work products among activities and functions.
* Specify the timing of work products to be generated.
* Identify the reviews to be conducted.
* Specify the major milestones to be achieved.
* Define the baselines to be established.
* Identify the project deliverable to be completed.
* Specify the required approvals within the duration of the project.
* In the process model for the project, include project initiation and project termination activities.
* Use a combination of graphical and textual notations to describe the project process model.
* Indicate any tailoring of your organization's standard process model for a project.

## Methods, Tools, and Techniques

* Specify the development methodologies, programming languages and other notations, and the processes, tools and techniques to be used to specify, design, build, test, integrate, document, deliver, modify and maintain the project deliverable and non-deliverable work products.
* Specify the technical standards, policies, and procedures governing development and/or modification of the work products.

1. **Project Evolution**

## Project support and maintenance

* Specify or reference to the support, maintenance and operational model for the project when the project will be used by the potential customers

## Follow-up projects

* Identify potential follow-up projects which will use this project
* Identify potential follow-up projects which will supersede this project