**MARKING SCHEDULE FOR THE PROJECT MANAGEMENT PLAN**

1. Overall presentation 5 marks
2. Executive summary 6 marks
3. Introduction 5 marks
4. Project integration management 10 marks
5. Project scope management 10 marks
6. Project time management 10 marks
7. Project quality management 10 marks
8. Project communications management 10 marks
9. Project human resources management 5 marks
10. Project risk management 5 marks
11. Project cost management 2 marks
12. Project procurement management 2 marks
13. Conclusion 5 marks
14. Appendices 15 marks

* Appendix A – Deliverable Task Breakdown Statement
* Appendix B – Work Breakdown Structure (WBS) and Project Schedule (Gantt Chart)
* Appendix C – Project/Team charter
* Appendix D – Glossary of terms
* Appendix E – Agenda and minutes of all client meetings
* Appendix F – Agenda and minutes of all supervisor meetings

Total 100 marks

ICT313 Natural User Interfaces

Tempest

Project Management Plan



# Title Page



**Project name:**

**Client/organisation:**

**Supervisor:**

**Team members:**

**Date of document:**

**Version of document:**

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# Executive Summary



Purpose of the document:

Organizational and process-related information

A summary of the whole document; that is, what is presented in each section below.

# Introduction



Introduce the document, explaining its purpose. Also introduce the project and your information system (be sure to point out the difference between them). A section describing your information system should be included.

# Project Management Knowledge Areas

The following sections will address all of the project management knowledge areas (scope, time, quality, communications, integration, human resources, risk, cost, and procurement). You should refer to the lecture material to identify what needs to go into each of these areas.



All of the sections below need an introduction. So for each section (5-13), discuss the following points as part of the introduction to the section:

* Describe the knowledge area and why it is necessary
* Describe what you will be discussing in that section

For example:

The SCOPE will clearly define the project in terms of the product that will be produced. The scope will describe the project goals, benefits as well as the deliverables due during the course of the project. These will include client and team deliverables as well as requirements due for completion of the unit. Finally the scope statement will define the boundaries of the project.

# Project Integration Management



Paragraph describing how you are going to manage the project overall – diagrams might be helpful

Discuss change management

Project management methodology - project strategy /approach

# Project Scope Management



**PROJECT SCOPE**

Project goals: academic & business – from your team goals

Project benefits: team & client

Project deliverables: documentation/project components

Scope statement: use the requirements and analysis document to describe the major deliverables of product to be developed, and include the defined boundaries. That is, what will be included and what will not be included in the product development.

**Project Scope Management**

Provide a Work Breakdown Structure (WBS) and a description of the how it will be used to ensure that you do not waste time on tasks that are outside the PROJECT SCOPE. If you intend importing this into the Gantt chart, you can use Microsoft Project. Otherwise, use another method to clearly show the hierarchical structure of the breakdown of all tasks to be performed. The WBS should be inserted in Appendix B, but also needs to be discussed here.

# Project Time Management



Project schedule derived from the WBS. This can be done using a Gantt chart or similar scheduling software. If you used network diagrams, include them. The schedule should be inserted in Appendix B, but also needs to be discussed here.

# Project Quality Management



An explanation about how quality is to be ensured:

* A check list of each component of the product
* How quality will be tested/ensured
  + What metrics you will be used to ensure integrity of each component

That is, how will you determine the successful development of each component? Discuss the acceptance criteria, and any other critical factors.

# Project Communications Management



Communication management plan consisting of:

* A stakeholder analysis
* How communications are to be carried out during the semester (include what information goes to whom, when, and how, method of communications, frequency of communications, responding to communications, tone of communications, etc.)
* Documentation formatting used for all documents and code - format, content, and level of detail of key project information
* Regularity for each member to check the agreed upon team communication method
* Technologies and access methods
* Collection and filing structure for gathering and storing project information
  + Where and how all documentation is stored, including versioning system
* Method for updating the communications management plan

# Project Human Resources Management



Organizational chart: who is involved in the project?

Project roles and responsibilities: include deadlines/schedule (basically a Responsibility Assignment Matrix)

Describe any work/things/procedures that your team plans to do to develop the team camaraderie. For example: social gatherings (have a meal or drinks alongside your meetings), organise meeting times to accommodate one member, etc.

Also, discuss procedures to resolve conflicts within the team.

# Project Risk Management



* List of possible risk events, including a number for each risk event, name of each risk event, description of each risk event, category under which each risk event falls (if applicable), potential responses to each risk, person responsible for responding to each risk event.
* Possibly a probability/impact matrix

# Project Cost Management



Budget: resources needed and associated costs (if any)

Budget: labour costs (if any)

# Project Procurement Management



Hardware/software requirements needed for the project (if any)

Who is responsible for assessing available products?

The process for procurement

# Conclusion



Restate the purpose of the document

What the document discussed

# Appendices



Appendix A: Deliverable Task Breakdown Statement

Appendix B: Work Breakdown Structure and Schedule

Appendix C: Project/Team charter

Appendix D: Glossary of terms

Appendix E: Agenda and minutes of all client meetings

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