

Project Management Plan

<project name>

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# Terms & abbreviation

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| SDD | System Design Document |
|  |  |

# Project description

## Context

*<<Describe the company and context briefly.>>*

## Project goal

*<<Describe the goal of the project. Take into account:*

*The why, what is the reason for doing this project ?*

*What would the new preferred situation look like ?*

*What are the advantages of this project?*

*How does this project add value to the company/context?*

*Which possibilities are offered by the ICT product that the project will realize ?*

*>>*

## Project scope

*<<What activities, and which endproducts (to what extent or quality) belong to the project, and which don’t >>*

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| --- | --- |
| **Inside scope:** | **Outside scope:** |
|  |  |
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*<< Indicate any preconditions. E.g., think of technology choices that have already been made by the company. Note that you are also expected to retain a critical, but constructive, mindset for choices already made >>*

## Research questions

*<<*

*Describe the research questions that are most relevant to your project. For each research question, describe the approach and/or methodology. Use the Dot Framework to specify strategies and methods - see* [*http://www.ictresearchmethods.nl*](http://www.ictresearchmethods.nl) *for details.*

*Note that research is not only part of the intial phases (like analysis) of the project, but runs throughout the whole project. E.g., in the realization phases, you will probably do research in the Workshop and Lab context.*

*Also realize that during the project your research questions may change, and that new ones will come up. That normal for any project ☺, and is not a problem as long as you involve the right stakeholders, and keep your deliverables updated and in sync.*

*>>*

## End products & deliverables

*<< A Product Breakdown Structure (PBS) lists the end products that you realize, including a description of each product. In software engineering, the end products are more than just the project plan and the application itself. E.g., requirements documents, architecture documents, research reports and test reports are all end products. These are all important products that are required for effective handover. They are also necessary for further maintenance and follow up-projects. The PBS can change during the course of the project..>>*

# Project Organisation

## Stakeholders and team roles & responsibilities

*<<Indicate all stakeholders and team members for your project. For each stakeholder indicate the role for your project. Note that the role that a person has for your project is different from the function the person has. E.g., someone with the function “department manager of department X” can have the role of product owner for your project.*

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| --- | --- | --- | --- |
| **Name** | **Abbreviation** | **Role and functions** | **Availability** |
| *Contact name (and specify further detail as needed, e.g., email or tel nr).* | *Abbreviation can help, e.g., when using the name in tools like Jira or MS project.* | *See above.* | *When is the person available for your project (define this in the way most relevant for your project, e.g., which days are available, the amount of time, or in which phase of the project).* |

## Communication

*<< Indicate the meetings and other channels of communication that you have established, or that you use for your project. Think of communication with all stakeholders including company supervisor, teachers, etc.*

*In which manner does each communication take place? Think of the goals, the location (or whether it should be online), the timing and frequency, and the attendee list.>>*

# Activities and time plan

## Phase of the project

*<< Describe the main phases of your project. Even in a scrum project you should specify at least the components at the beginning and end phases like problem analysis in the beginning, as well as handover, evaluation, refelction, and wrap up at the end.*

*For internship projects, reserve sufficient time for developing/maintaining the portfolio/thesis.*

*>>.*

## Milestones

*<< For a waterfall project you can indicate the phases and milestones below (can be adapted as required).*

*For an agile project describe how the artefacts are planned. E.g., length of sprint (with justification), organization of stand up, demo, retrospective.*

*>>*

# Risk management

*<< Investigate and define all risks affecting the project. For each risk indicate what has been done, or will be done during the project, to prevent the risk from being actualized, and define the mitigation actions, such as what you plan to do if the risk actually eventuates.*

*In a more elaborate version, you can also label the risks with their chance of occurence and impact. The advice is to focus on risks that have both a real chance of eventuating and some considerable impact. Direct risks, like what to do if your company supervisor is not available anymore, should always be described, as they have happened in the past quiet regularly.*

*>>*

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| Risk | Probability | Impact | Countermeasures |
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# Configuration management

*<< Describe the project approach with respect to version management. This might include things like tooling, branching strategy, promotion-, release- and baseline strategy.*

*Also, when relevant, think of a mechanism to deal with change requests and problem reports*

# Reference