PROJECT PLAN

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[This formatting] is either a placeholder for the actual plan for the project, or is help text. It may be deleted when using the template.

The Project Plan will provide a definition of the project, including the project’s scope and vision. Additionally, the Plan will serve as an agreement between the following: Senior Management, Project Manager, Functional Heads, Project Team, and other personnel associated with and/or affected by the project.

The Project Plan defines the following:

1. Project vision
2. Business and project goals and objectives
3. Scope and expectations
4. Roles and responsibilities
5. Project management approach
6. Project budget
7. Project schedule

|  |  |
| --- | --- |
| **Preliminary Planning** | |
| **Unique Identification No./ Project code** |  |
| **Project Manager Name** |  |
| **Functional Head/s Name** |  |
| **Planning Inputs Estimated Date** | Kick Off Date :  Estimated Date for Requirement Development completion: |
| **Estimated Efforts for Requirements development** |  |
| **Project Data Storage Location** |  |

# Project Scope and Vision

**Scope**

[The project scope covers project classification and basis for classification].

**Vision**

[The vision of the project encompasses major addition to core competencies and/or new markets tapped if the project is executed. In other words, the vision statement brings to the fore the major capability enhancements to the core product or new niche markets tapped that may be achieved on execution of this project.]

## Project Information

|  |  |
| --- | --- |
| Customer’s Identification | |
| Need Source |  |
| Target Customer |  |
| Customer Request Received Date |  |
| Planned End Date |  |
| Senior Management |  |

# Project Lifecycle

[The lifecycle of the Project will be decided based on its classification. Refer Project classification and Tailoring Guidelines (GDLN\_TAILOR).] **Project Type, Life Cycle and Rationale**

# Tailoring Proposals

[Tailoring is done without violating the basic intent of the component to be tailored and to preserve the benefits of having common practices based on Organization Set of Standard Processes.]

# Work Environment

[Any Modifications/Additions to the Generic Work Environment is to be specified here, if required.]

The projects work environment includes, the human resources, as specified in the Roles and Responsibility section, material resources, as specified in the Resource Plan.

This is in addition to the generic work environment as specified at the organization level.

# Estimates of Project Efforts

[Refer to “Estimation Procedure” (PRCD\_ESTMAT). Use “Estimation Template” (TMPL\_ESTFNL) for estimation of project’s efforts. Phase wise final effort estimates are arrived at in the “Final Estimations” (TMPL\_ESTFNL). The project efforts for this project have been derived using the effort estimates for requirements. The Estimations have been done using a bottom up approach and analogous estimation techniques. The estimations use expert judgment of the practitioners and effort data of past projects.

Further, the effort estimates of each phase are derived out of the effort estimates for the Design and Implementation phase using a lifecycle effort distribution model. The current lifecycle distribution can also be found out in the Final estimation sheet.]

|  |  |  |
| --- | --- | --- |
| Sr. No. | Phase | Estimated Effort in Person Hours |
| 1. | Requirement Development and Management |  |
| 2. | Planning |  |
| 3. | Design and Implementation |  |
| 4. | Integration |  |
| 5. | Validation |  |
| 6. | Overheads (Closure and Release) |  |
|  | TOTAL |  |

# Budget Requirements for Additional NRE

NRE (Non-recurring Engineering) expenditure may include additional tools, test equipment etc. These include only those items that are procured in the course of this project and would henceforth be items for use by other projects as the organization’s assets.

|  |  |  |
| --- | --- | --- |
| Sr. No. | Item | Proposed Budget |
| 1. |  |  |

# Resource Plan

[Specify the resources required for the project. The resources include Human resources, Machine, Material resources and Software resources. Also, identify the lifecycle phase in which each of the resources shall be needed.]

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No. | Resources | Description | Schedule |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

[Human resource planning has been performed in Roles & Responsibility section.]

# Proposed Schedule

[The project Plan with milestone dates will be prepared in Microsoft Project Professional. Project Plan is available at Enterprise Project Management System.

Milestone and Completion dates in Project plan will be revised in the following conditions:

• Major Change in scope

• Delay in inputs from customer

This will be done after approval of Senior Management. (New baselines will be created for the approved change in project schedule. Old baselines will be retained in earlier version of the schedule).]

The project’s Schedule is available here:

# Training Plan

[This section specifies any training that will be needed to ensure the necessary skill levels needed for the project. The Project Manager’s responsibilities include identifying training requirements and working with local sources to provide training. Training will be identified in the Team Meeting.

Describe the needed trainings in detail.]

The Trainings required for this project are as below:

All the project’s practitioners have been trained in the use of our Product Development process as a part of the QMS trainings. This Project requires <<insert list of skills here>>.

The skill matrix of the selected team is as below:

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Skills / Experience** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

The following trainings need to be provided to the team members for project execution.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Training Name** | **Trainees** | **Trainer** | **Schedule** | **Duration** |
|  |  |  |  |  |
|  |  |  |  |  |

# Risk Management Plan

[Risk Management is a process of identifying, analyzing and responding to a risk. Based on the Risk factors Identified a Risk resolution Plan is created. The plan analyses each of the risk factors and their impact on the project. The possible responses for each of them can be planned. Throughout the lifetime of the project these risk factors are monitored and acted upon as necessary.

Risks are the potential for realization of unwanted negative consequences of events and measured with the probability and severity of adverse effect. Risk management plan serves as a planning and management mechanism in identifying potential problems in advance and to proactively focus on preventing problems and executing mitigation plans for major risks.

Different risks are identified and updated in the Risk Matrix.]

The link to the project’s Risk Matrix is:

The risk monitoring plan is as under:

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk ID** | **Risk Description** | **Frequency of monitoring** | **Responsibility for monitoring** |
|  |  |  |  |

**Threshold for documenting the rationale for RPN Change:**

# Configuration & Data Management Plan

The objective of Configuration management plan is to establish the methodology for the project’s Configuration Management process. It includes configuration identification, configuration library management, access rights management, version control and change control procedures to be followed in the project.

Access to a team member is provided strictly on a need to know basis and is managed by Configuration Administrator. Types of access are Read Only, Read-Write and Read-Write-Delete.

This plan applies to all documentation and work products developed during the course of project execution.

## List of Configurable Items, Access Details and Release Plan

Identify all work products in chronological order and in explicit numbers. For example, all Design documents such as schematics, Flow charts, Conceptual diagrams etc. must be separate entries. Naming conventions should be decided for implementation artefacts such as Schematics, PCB Layouts, and Mechanical Drawings etc.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Configuration Item | Type | Location | When Baselined? | CI Owner | Candidate for release? (Yes, No) | Mode of release (Media) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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The access rights for the project’s CIs are maintained in the “Master List of Configurable Items” at the organization level. Deviations from the above are documented below: --------

## Project Repository

[Specify Project Repository here, for documents and Source Code]

## Configuration Audit Plan

[Specify Configuration audit frequency]

## Backup and Restoration Plan

The backup and restoration for this project is in line with the Org. Backup and Restoration Plans.

|  |  |  |
| --- | --- | --- |
| Sr. No | Description | Details |
| 1 | Backup frequency |  |
| 2 | Backup method |  |
| 3 | Backup media |  |
| 4 | Location of backup |  |

# Quality Plans

## Audit Plan

[Audits are reviews that assess compliance with product requirements, functional Specifications, baselines, standards, procedures, instructions and contractual requirements. Physical audits check that all items Identified as being part of the conﬁguration are present in the product baseline.]

Audit observations and corresponding actions (if any) will be recorded in the Audit log.

Audit schedules are mentioned in Project Plan.

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No. | Auditor | Auditee | Milestone |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |
| 10. |  |  |  |

## Review Plan & Independent Subject Matter Expert Review Plan

[Review meetings play a major role in project control. Their purpose is to assess progress and identify areas of deviations from the plan so that corrective action can be taken. They are a mechanism for openly discussing current and potential future problems and communicating among team members. Project review meetings provide visibility to plans and progress and create opportunities for obtaining and enforcing commitments from the participants.

Review the design of the applications develop, that it addresses all functional requirements.

Review the code for the functionality implemented in the application. While reviewing the code, check whether naming standards have been followed, comments are consistent with the other application block modules, loops and conditional statements are optimized for better performance, security requirements are met.

Review activity for the following items will be carried-out as per review procedure. The work product to be reviewed will undergo self-review process before peer reviews. Review findings will be recorded in Review and testing defect Log.]

**Identify all work products in chronological order and in explicit numbers. For example, all Design documents such as schematics, Flow charts, Conceptual diagrams etc. must be separate entries.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Work Product | Review Type | | Frequency | |
| *PEER* | *SME* | *PEER* | *SME* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*The PPQA team is responsible for verifying that the reviews of all work products are conducted effectively. The SME review constitutes the work product audit of the selected artefacts.

*Care has been taken to select an unbiased reviewer so as to ensure objectivity.*

## Frequency of Project monitoring

|  |  |  |  |
| --- | --- | --- | --- |
| Sr.  No. | Description | Frequency | Responsibility |
| 1. | Senior Management Milestone Review  (SMR) | At each Phase Milestone |  |
| 2. | Status Review Team Meeting | Fortnightly |  |
| 3. | Preparation of Metrics report | At each Phase completion |  |
| 4. | Filling-up of timesheet | Daily |  |
| 5. | Tracking of Schedule | Daily(By PM, using timesheet entries for the previous day) |  |
| 6. | Tracking of Risks identified | Weekly status review meetings |  |
| 7. | Tracking issue log | Weekly status review meetings |  |
| 8. | Tracking project resource availability and budget | At each Phase Milestone |  |
| 9. | Project Closure Review | Project Closure |  |

## Senior Management Review Plan

[Senior Management reviews, if any, related to issues besides project monitoring can be specified here. These may include, but are not limited to, stakeholder commitment issues, significant schedule slippage, cost slippage, requirement churn issues, and project scope issues.]

## Measurement and Analysis Plan

[Measurement and Analysis helps in analyzing the actual data on Schedule, Effort & Defects and comparing with Goals. This helps in quantitative control of projects. Measurement goals for project are defined in the given matrix. The Goals must be selected based on the project’s needs with respect to Quality, Cost or Delivery considerations.

Delivery of work products on schedule is considered as a critical project. Hence, schedule variance is considered as a critical project parameter.

Project manager shall perform project measurement at each milestone and get them reviewed by the senior management during milestone reviews. The corrective / preventive actions for the deviations thus identified shall be arrived at.]

The following Measurement Goals are defined in this project

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No. | Measurements | Measurement Goals\*\* | Tools Required |
| 1. | \* Schedule Variance |  | Data Collection, Measurement, Analysis and Reporting Tool (TOOL\_MESURE) |
| 2. | \*Effort Variance |  | Data Collection, Measurement, Analysis and Reporting Tool (TOOL\_MESURE) |
| 3. | \* Product Defect Density |  | Data Collection, Measurement, Analysis and Reporting Tool (TOOL\_MESURE) |
| 4. | \* Project’s Process Defect Density |  | Data Collection, Measurement, Analysis and Reporting Tool (TOOL\_MESURE) |
| 5. | Others |  |  |

\***Mandatory Measurements.**

**\*\* The Goals must be selected based on the project’s needs with respect to Quality, Cost or Delivery considerations. The metrics goals should be aligned with the project risks, project scope and project goals.**

The frequency of preparation of the Projects Metrics report is at the end of each milestone.

## Test Plan

The test strategy consists of a series of different tests that will fully exercise this application. The primary purpose of these tests is to uncover the systems limitations and measure its full capabilities. A list of the various planned tests and a brief explanation follows below.

The Test Team will work closely with the Development Team to achieve a high quality design and user interface specifications based on customer requirements. The Test Team is responsible for visualizing test cases and raising quality issues and concerns during meetings to address issues early enough in the development cycle.

All these testing phases are to be carried out in black box paradigm. The details related to testing criteria, methods, test cases, acceptance criteria, environment, resource requirements, coverage etc. are detailed below. Add a table for each testing type.

|  |  |
| --- | --- |
| Testing type |  |
| Objective |  |
| Work products under test |  |
| Schedule |  |
| Responsibility |  |
| Resources needed |  |
| Outcome |  |

|  |  |
| --- | --- |
| Testing type |  |
| Objective |  |
| Work products under test |  |
| Schedule |  |
| Responsibility |  |
| Resources needed |  |
| Outcome |  |

|  |  |
| --- | --- |
| Testing type |  |
| Objective |  |
| Work products under test |  |
| Schedule |  |
| Responsibility |  |
| Resources needed |  |
| Outcome |  |

|  |  |
| --- | --- |
| Testing type |  |
| Objective |  |
| Work products under test |  |
| Schedule |  |
| Responsibility |  |
| Resources needed |  |
| Outcome |  |

## Validation Plan

Validation plan describes procedures concerning the testing of the delivered product for compliance with the requirements. The goal of validating is to check whether the product to be delivered conforms to the requirements of the customer and to ensure a minimal number of errors in the product.

Testing activity for the following items will be carried-out by Testing team / Project team and validate that the deliverables meet customer requirements. This plan should typically include schedule, responsibility and resources needed.

|  |  |
| --- | --- |
| Test Phases | Objective |
|  |  |
|  |  |

# DAR Plan

[The purpose of Decision Analysis and Resolution is to analyze possible decisions using a formal evaluation process that evaluates identified alternatives against established criteria. In other words, DAR is a process to make key decisions in our organization more objectively and wisely.

In a project, decisions have to be taken on numerous matters whose trigger can be any situation or scenario, which are known or dynamically developed. Any such event or matter that requires a formal decision-making will apply DAR technique and such events are listed below. The list is kept updated.]

|  |  |  |
| --- | --- | --- |
| Sr. No. | Potential Areas | DAR Technique |
|  |  |  |

# Escalation

Threshold periods and details of person to who to be escalated are as follows:

Threshold periods are the period starting from the identification of the issue to the point of time under the consideration.

|  |  |  |
| --- | --- | --- |
| Area | Escalation to | Escalated by |
| Budget | > 7 Days - Senior Management |  |
| Schedule | Schedule deviation > 20% - Senior Management  Schedule deviation > 30% - Customer |  |
| Training | > 5 Days Training Coordinator  >15 Days Senior Management |  |
| Technical | > 2 Days Functional Head  >5 Day Project Manager |  |
| Process | > 3 Days - PEG Head  > 7 Days – Senior Management |  |
| Risk | RPN > 70 – Hold the Project and escalate to Senior Management |  |

# Roles & Responsibility Matrix

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No. | ROLES | Name | Involvement |
|  | Project Manager |  | Throughout the project life cycle |
|  | Functional Head/s |  | Throughout the project life cycle |
|  | Developers |  | Throughout the project life cycle |
|  | Verification Team members |  | During verification of product components |
|  | Validation Team Members |  | During testing of product and product components |
|  | Audit Team Members |  | During project audits |
|  | Customer Representative |  | During requirement understanding and at major milestones. |
|  | Senior Management |  | At each milestone of project |
|  | Review Team Members |  | As per review plan |
|  | Estimation Team/ Estimator |  | During project planning |
|  | Configuration Administrator |  | Throughout the project life cycle |

## Plan Approval Status as decided by the Management Committee:

Approved

Remarks