

**Project Management Plan**

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## **Introduction**

Managing software is a crucial element for any business. There are many licenses needed to hand out and money to be saved by keeping track of the different softwares needed for each person. In a college environment, this is no different and should maintain a database to help budget the software needed.

I was tasked with a fictitious scenario in which I would develop a software tracking database for a college or university. The development of a database for a university is important and can ensure success for its faculty and students. This project will be managed with the six-phased model that was mentioned in the “Project Management Handbook” (Baars, 2006). By using the six stages, I can create a plan that shows the database from its ideation to the final product.

## **Initiation Phase**

The first phase is the initiation phase, it is the stage where the project's idea is explored and feasibility is determined. First steps would be to find stakeholders and find the limitations in the project. For a software tracking database, I would need to find those in the IT department and any staff who have key input in the project. The database would also need to track all software owned only by the university to help keep the privacy of the students. After gathering this information, I would create a project proposal which would explain why the project is needed if it's possible and the final result. When approved, the project moves into its next steps (Baars, 2006).

### **Definition Phase**

The goal of the definition phase is to specify all the requirements needed. For the database we would need to set up meetings with employees and the IT department and create a list of all the features that are needed. Some features we would explore include a search function by name, renewal dates, type of software, developer of the software, which departments use the software, computers they are installed on, and the installation dates of the software. This phase will end the list of requirements needed to move on with the rest of the project (Baars, 2006).

### **Design Phase**

With the requirements of the project listed out, we will design the database. Depending on the type of database we use, we will need a blueprint of how the database is mapped out and the relationships between the tables. I will create a basic entity relationship diagram (ERD) and the database engineers will create refined versions and layout how the data should be stored and the relationships among the different items. The IT department should then come to a final conclusion and select a plan for the design document which the programmers will follow in the implementation phase (Baars, 2006).

### **Development Phase**

The development phase is the stage where everything is being prepared and arranged. A schedule should be made and programmers will be brought in and given tasks to create this database. All resources should be ready and distributed correctly. This phase is done when it is clear what is to be done in the implementation phase (Baars, 2006).

### **Implementation Phase**

The project finally starts bearing its fruits in the implementation phase. The database is actually being built and the programmers will follow the plan from the previous phases. This is the phase where the actual creation of the database is done.

Once the database is complete, we will have test engineers test the database and ensure it works correctly and meets all the requirements made. After this is confirmed we move on to the final stage (Baars, 2006).

### **Follow-Up Phase**

For the final stage of the project, we prepare for how the database can be used and successful for a long time. For the software database, we should create documentation for the software database to help people navigate it and should train employees on how to navigate the database. There should be meetings to train everyone including new hires who may work with the database. Long term maintenance and end of life should also be prepared to ensure that there is a long term plan to keep the database going and a plan for after it becomes deprecated (Baars, 2006).

### **Conclusion**

The process of project management is important and should be clear. This plan is a roadmap that can take an idea from ideation to a working product. By strictly planning and budgeting, this software database can be made.

**References**

Baars, W. (2006). *Project Management Handbook*. DANS – Data Archiving and Networked Services The Hague.