**<app name> Project Plan Draft**

<team name>

Team Members:

Date:

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# Introduction

## **Scope and purpose of document (<author initials>)**

*In one paragraph, describe what is contained in this document and the general purpose of a Project Plan. In a separate paragraph, provide an overview of your application.*

# System Scope

## **Problem/Opportunity Description**

*In 1-2 paragraphs, describe what the goal is of your project. What problem are you trying to solve or what opportunity are you trying to take advantage of?*

## **Anticipated Business/Personal Benefits**

*In one paragraph, describe what your company will hope to achieve by creating this application. In another paragraph, describe the benefits to the users.*

## **System Capabilities**

*List of major functions of the system. These are taken from the Project Proposal and expanded upon.*

## **System Context**

*Using Visio or draw.io, create a System Context Diagram which depicts the primary users of the system and the information that is exchanged between them and the system.*

*Submit the System Context file as a separate file from your plan document*

# **Schedule**

*Using MS Project/Project Libre, create a Work Breakdown Structure Chart, identifying all tasks required to complete this team project, dependencies and staff resources for each of the tasks. Include phases to group and organize your tasks and include milestones.*

*Submit the schedule file as a separate file from your plan document.*

# **Staff Organization**

*How is your team organized; who is the team leader and how are you organized?*

# **Tracking and control mechanisms**

*Describe how you plan to track changes to this and techniques that you will use to monitor the progress of the various tasks. For example, do you have regular meetings, how do you use groupware to keep the documents in-synch and current, etc?*