

## **1. Introduction**

The background and history of the project are given, together with its aims and objectives, the names

of the persons responsible and a summary of the project.

## **2. User/Client involvement**

Information, services, resources and facilities to be provided by the user/client, and when these are to

be provided.

## **3. Risks**

Potential risks have to be identified as early as possible and appropriate strategies must be devised to

deal with these risks.

## **4. Standards, guidelines and procedures.**

Each person involved in the projects need to follow standards, guidelines and procedures that have

been agreed upon.

## **5. Organization of the project.**

The relation of this project to other projects is described. The organization of the project itself is also

described. The roles of personnel: project manager, tester, programmer, analyst, etc.

Training

requirements of the personnel involved and a schedule of when this training will be done.

## **6. Project phases.**

We need to choose the most suitable life cycle model, the tasks that need to be carried out, the

milestones that may be identified and how to ascertain whether those milestones have been reached,

the critical paths. We also need to estimate per phase/activity the total effort required (cost and time).

## **7. Requirements analysis and design.**

Under this section, the methods and techniques to be used during requirements analysis and design are

given. The resources and tools needed to support these methods and techniques are indicated.

**8. Implementation.**

The resources and tools needed to support implementation are indicated.

**9. Testing.**

The test environment and test equipment is described. Testing has to be planned. The order in which

components are integrated and tested has to be stated. Testing procedures to be followed.

**10. Resources.**

During the execution of the project, many resources are needed. The hardware and other tools needed

to support the project are listed.

**11. Quality assurance.**

Which organization and procedures will be used to assure that the software being developed meets the

quality requirements stated. The many aspects of quality assurance plan may also be dealt with in

separate document.

**12. Changes.**

Changes during the software development process are inevitable. One has to ensure that these changes

are dealt with in an orderly way. Clear procedures for dealing with changes are needed. These

procedures may also be described in more details in a separate document called a configuration

management plan.