SOFTWARE PROJECT MANAGEMENT DOCUMENT

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| **Project Management Document** | | |
| Name | |  |
| Matriculation No | |  |
|  | | |
| **PHASE I: INITIATON** | | |
| 1 | Project Charter | |
| 1.1 Project Name |  |
| 1.2 Description |  |
| 1.3 Objectives |  |
| 1.4 Date / Time |  |
| 1.5 Project Manager |  |
| 1.6 Deliverables |  |
| 1.7 Organization Structure |  |
| 1.8 Risk / Limitation |  |
| 1.9 Cost |  |
| 2 | Stakeholder |  |
| **PHASE II: PLANNING** | | |
| 1 | Software Project Management Document | (Refer to this form) |
| 2 | Scope |  |
| 3 | WBS | (Refer to Appendix 1)  Note: You need to create your own Appendix 1 |
| 4 | Schedule (Gannt Chart) | (Refer to Appendix 2)  Note: You need to create your own Appendix 2 |
| 5 | Detail Cost & Budget | (Refer to Appendix 3)  Note: You need to create your own Appendix 3 |
| 6 | Resource Planning |  |
| 7 | Communication Management |  |
| 8 | Risk Management |  |
| 9 | Procurement |  |
| 10 | Stakeholder Management |  |
| **PHASE III: EXECUTION** | | |
| 1 | Execution Process | (Refer to Appendix 4)  Note: You need to create your own Appendix 4 |
| 2 | Project Team Utilization |  |
| **PHASE IV: CONTROL & MONITORING** | | |
| 1 | Change Control Activities |  |
| 2 | Progress Report | (Refer to Appendix 5)  Note: You need to create your own Appendix 5 |
| **PHASE IV: CLOSING** | | |
| 1 | Project Closure Activities |  |
| 2 | Lesson Learn |  |