

## **Project Plan**

### **1) Introduction**

This Software Development Plan will define the development activities for developing the document management software. The objectives of the project are to reduce manual documents, paper-based records and have a centralized depository to store critical information. Constraints of this project include operating within the funding and resource allocations of ninety thousand US dollars. Furthermore, the project team must deliver the software with no requirement for additional hardware and the project must be completed in the eight-month timeframe.

### **2) Project Organization**

Role	Names
Project Manager	Shikhar Gupta
Delivery Manager	Rohit Prakash
System Analyst	Nidhi Sr. Business
System Architect	Ross Paul
Requirements Specifier	David Hampshire
Requirements Reviewer	Jianmei Fan
Architecture Reviewer	Bruce Sheldon
Implementor-Integrator	Abhay Sathe
Tester	Sandra Faust
Code Reviewer	Ross Paul

**Table 1 showing the roles of persons involved in the project**

### 3) **Roles and Responsibilities**

Role	Description
Project Manager	<p>The project manager is tasked with planning and scheduling project and day-to-day management of project execution. This person receives authority from the sponsor and plays a central role in each phase of the project's life cycle, from design and organization to project closedown and evaluation. The project manager must also</p> <ul style="list-style-type: none"><li>• recruit effective participants;</li><li>• provide a framework for the project's activities;</li><li>• keep the vision clear;</li><li>• set milestones;</li><li>• manage the budget;</li><li>• ensure that everyone contributes and benefits;</li><li>• keep work on track; and</li><li>• assure that project goals are delivered on time and on budget</li></ul>
Delivery Manager	<p>A Delivery Manager (DM) is a person who is focused on customer success. They are in direct contact with a client and they understand the needs of customers, propose suitable solutions and implement them.</p>
System Analyst	<p>Systems analysts work with an organization's existing computer systems to troubleshoot and optimize efficiency and safety. They may introduce new technologies and systems as necessary, tweak the role of technology in an organization, and present new ways of doing business to the overall team.</p>
System Architect	<p>Throughout the project, this person leads and coordinates technical activities and artifacts. The architect creates the general structure for each architectural perspective, including the view's breakdown, element groups, and interfaces between these key groupings.</p>
Requirements Specifier	<p>Details the specification of a part of the system's functionality by describing the Requirements aspect of one or several use cases and other supporting software requirements. The requirements specifier may also be responsible for a use-case package, and maintains the integrity of that package.</p>
Requirements Reviewer	<p>The requirements reviewer plans and conducts the formal review of the use-case model.</p>
Architecture Reviewer	<p>The architecture reviewer role plans and conducts the formal reviews of the software architecture in general.</p>
Implementor-Integrator	<p>Responsible for developing and testing components, in accordance with the project's adopted standards. Additionally, they integrate components into the existing system.</p>

Tester	Responsible for the core activities of the test effort, which involves conducting the necessary tests and logging the outcomes of that testing.
Code Reviewer	Ensures the quality of the source code, and plans and conducts source code reviews. The code reviewer is responsible for any review feedback that recommends necessary rework.

***Table 2 showing the roles and responsibilities of persons involved in the project***

4) **Risk analysis**

Risk ranking (High, Moderate, Low)	Risk description and Impact	Risk reduction strategy
Low	<b>5) Organizational financial problems</b>  (i) With the wrong or untimely budget management, the project can be completed in the middle or go far beyond the agreed cost.	(ii) Prepare a briefing document for senior management showing how the project is making a very important contribution to the goals of the business and presenting reasons why cuts to the project budget would not be cost-effective.  (iii) Financial manager foreseeing a possible cash flow shortage, reduces the risk by collecting receivables ahead of schedule and putting hold on all discretionary spending.
Moderate	<b>6) Staff illness</b>  (i) Staff may experience burnout which may lead to stress, exhaustion, fatigue, and loss of motivation. This may	(ii) Reorganize team so that there are more overlap of work and people therefore understand each other's jobs.

	lead to decreased productivity.	
High	<b>7) Organizational restructuring</b>  (i) Team members may not understand what their new roles are in the process, which can cause confusion and a disruption to a unified workflow.	(i) Prepare a briefing document for senior management showing how the project is making a very important contribution to the goals of the business.
High	<b>8) Code issues</b>  (i) Projects may contain poor quality code because of rushed work and many other factors. Issues with code may include bugs, logical errors and more.	(ii) Testing code frequently (iii) Resolving bugs and logical errors when they're found (iv) Creating coding standards for software developers (v) Using coding best practices
High	<b>9) Quality Risk</b>  (i) Products that fail to meet quality goals or standards. Hardware purchased may not work or lead to failure in the system. Example scanners or monitors.	(ii) Hire a 3rd party reviewer

**Table 3 showing the roles of persons involved in the project**

5) **Work breakdown**

Level 1	Level 2	Level 3
Document Management System	1.1 Initiation	1.1.1 Establish Project Goals 1.1.2 Conduct Research 1.1.3 Define Project Scope 1.1.4 Risk Management 1.1.5 Calculate Resources 1.1.6 Define the budget
	1.2 Planning	1.2.1 Determine project team 1.2.2 Project team kickoff meeting 1.2.3 Develop Project Plan 1.2.4 Submit Project Plan 1.2.5 Milestone: Project Plan Approval
	1.3 Design	1.3.1 Project Meeting 1.3.2 Design System overview 1.3.3 Design servers 1.3.4 Design databases 1.3.5 Design interfaces
	1.4 Execution	1.4.1 Acquire Hardware and software 1.4.2 Product Installation 1.4.3 Process Configuration 1.4.4 Product Setup - UAT Environment 1.4.5 Configuration & Verification - UAT Environment
	1.5 Testing	1.5.1 UAT Release - For End User Testing 1.5.2 Unit testing checklists 1.5.3 Systems Test checklists 1.5.4 UAT Testing & Signoff

	1.6 Training	1.6.1 Training - End User 1.6.2 User guide 1.6.3 Feedback surveys
	1.7 Go Live	1.7.1 Production Deployment 1.7.2 Production Go Live 1.7.3 Support - Hand over to Support team
	1.8 Closeout	1.8.1 Audit Procurement 1.8.2 Document lessons learnt 1.8.3 CEO signs off on project 1.8.4 Close project

**Table 4 showing the work breakdown of the project**

6) **Hardware and software requirements**

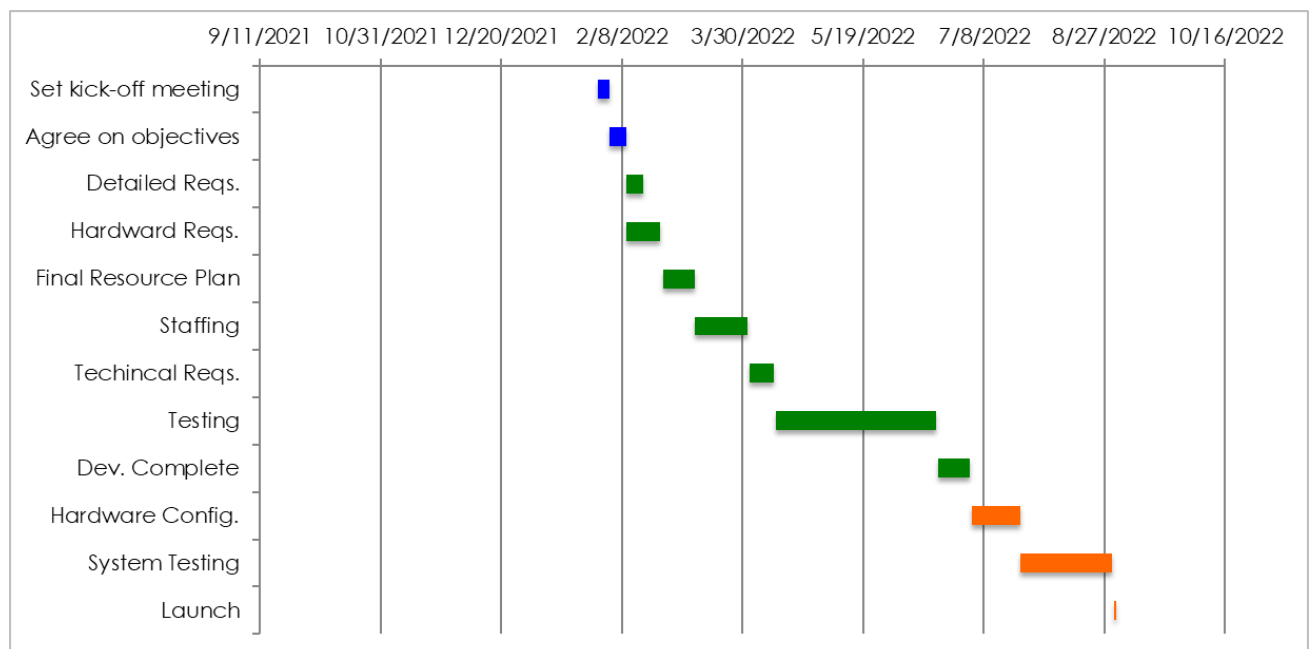
Hardware Requirements	
Server	<ul style="list-style-type: none"><li>• 2.4 GHz 64-bit (x64) dual core Intel i-7 processor</li><li>• 16 GB of system memory</li><li>• 8TB of storage for the application data and repository storage as needed.</li></ul>
Workstations	<ul style="list-style-type: none"><li>• 2.0 GHz 64-bit (x64) Intel i-7 processor</li><li>• 16 GB of system memory</li><li>• 512TB SSD storage space</li><li>• 1GB wired network</li><li>• Standard graphics card</li></ul>
Other	<ul style="list-style-type: none"><li>• 21-inch monitors</li><li>• Scanner flat head</li><li>• Network attached scanner</li></ul>

Software Requirements	
Package	<ul style="list-style-type: none"><li>• Operating system windows SUSE Linux Enterprise Server 10 64-bit or more recent Ubuntu 18 64-bit or more recent</li><li>• Oracle Database software -</li><li>• Microsoft SQL server 64-bit</li></ul>

**Table 5 showing the Hardware and software requirements for the project**

## 7) Project schedule

TASKS	ASSIGNED TO
Set Kick-Off Meeting	Alex B.
Agree on Objectives	Frank C.
Detailed Requests	Jacob S.
Hardware Requests	Jacob S.
Final Resource Plan	Jacob S.
Staffing	Alex B.
Technical Requests	Frank C.
Testing	Kennedy K.
Dev. Complete	Jacob S.
Hardware Configuration	Alex B.
System Testing	Kennedy K.
<b>Launch</b>	



**Figure 1 showing the project schedule using a Gantt chart.**



