Project Management Plan Template

Project Internet Banking System

Version/Edition	Owner	Release date	Key Changes	reviewer
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Prepared for:
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1. PMP_Purpose_01

The Internet Banking System project aims to develop a **web portal** that serves as an interface for banking services. This system is designed to allow the **client** to:

1. **Register a new account** through the portal.
2. **Log in securely** using a protected login system.
3. **Access different accounts** and view a **history of previous transactions**.
4. **Perform transactions between different accounts**.

The project is intended to be a **web-based or PC-based system** and will support **unique user IDs** to ensure the secure identification of users. In addition, **admin features** are required to manage the system effectively.

There are two main user categories for the system:

- **Client**
- **Admin**

This project will provide the core functionality outlined above to support online banking activities in a secure and accessible way.

2. PMP_Project Requirements_02

End User Type	Feature
Admin	Transaction Oversight
	Transaction Oversight
Client	Registration
	Add Account
	Login
	Transaction
	History

3. PMP_Scope_03

3.1. In Scope:

- **Account Registration:** Clients can register a new account through the system.
- **Secure Login:** The system will authenticate users with a secure login mechanism.
- **Account Access:** Clients will be able to access one or more accounts linked to them.
- **Transaction History:** Clients can view a history of their previous transactions.
- **Inter-Account Transfers:** Users can transfer funds between different accounts.
- **Admin Features:** The system will include administrative functionalities.
- **User Types:** The system will support two categories of users: client and admin.

3.2. Out of Scope:

- **Mobile application support:** (Only web or PC is mentioned).
- **Offline access:** The system is assumed to require internet connectivity.
- **Approval workflow:** There is no mention of a manual or automated approval process by bank staff after registration.
- **CAPTCHA or bot protection mechanisms:** No security features to prevent automated registrations are mentioned.
- **Registration for business accounts:** Only individual clients appear to be in scope; business or joint accounts are not included.
- **Password recovery or reset options for the login page:** There is no mention of "Forgot Password" or account recovery workflows.
- **Social media login options:** The login is limited to the system's credentials only.
- **Exporting transaction history to PDF/Excel.**
- **International transfers and currency conversion.**

4. PMP_SDLC Model_04

For this project, the **Waterfall model** will be adopted for the software development process. This model follows a sequential and structured approach, where each phase is completed before moving on to the next one.

5. PMP_Work Breakdown Structure_05

- The detailed Work Breakdown Structure (WBS) for the **Internet Banking System** project is available in the attached diagram hosted via the following link: https://app.diagrams.net/
- **Dashboard:** To ensure consistent monitoring and efficient task tracking, the project team utilizes a **Trello board** that is updated **weekly**.
  Each week, all project-related activities are organized and managed within a **single board**, which follows a straightforward and effective workflow model consisting of three main status columns:
  - **To Do** – Tasks that are planned but not yet started.
  - **Doing** – Tasks that are currently in progress.
  - **Done** – Tasks that have been completed and reviewed.

  This approach provides clear visibility into the current status of each task, facilitates better collaboration among team members, and ensures alignment with the defined Work Breakdown Structure (WBS) and project timeline:

6. PMP_Naming Conventions_06

- **File Name based on Github:**
  - ProjectName_DocumentName_x.y(Dynamic)
- **Attributes ID Format:**
  - DocumentName_feature_ID
- **Dashboard "Trello":**
  - TaskName_(Create / Review)_ID

7. PMP_Roles and responsibilities_07

Responsibilities		Team Member
Administrative tasks	Project management and Handling administrative and technical tasks	Nada Hanafy
	Preparing Documenting meetings	Nada Manzlawy
		Nada Hany
	Monitor and coordinate GitHub Updates and contributions	Ahmed Kamel
	Setting up and managing Trello boards for task tracking	Esraa Yahia
	Coordinating updates to the Project Management Plan in alignment with project developments	Mostafa Nabeeh
		Nada Hanafy
Technical Tasks	Requirements gathering and Analysis	Esraa Yahia
		Nada Manzlawy
		Ahmed Kamel
		Mostafa Nabeeh
	SIQ Creation	Ahmed Kamel
	CRS Creation	Esraa Yahia
	PMP Creation	Nada Hanafy
		Mostafa Nabeeh
		Nada Manzlawy

8. PMP_Stakeholders_08

The primary stakeholder for this project is our esteemed client, **Eng/ Omar**, who serves as the key decision-maker and the ultimate recipient of the project deliverables. The client's needs, expectations, and feedback are critical to shaping the project's direction and ensuring its success. All communication efforts will be tailored to provide the client with timely updates, clear insights, and opportunities for input at key milestones.

9. PMP_Review Planning_09

To ensure consistent quality control throughout the project lifecycle, all review activities are planned and tracked using a standardized review template. This template is maintained in a centralized review log and includes the following key attributes:

- **Date**: When the review takes place.
- **Review Type**: The nature of the review (e.g., peer review, technical review, management review).
- **Phase**: The project phase in which the review is conducted (e.g., Requirements, Design, Testing).
- **Item Reviewed**: The specific deliverable or document being reviewed.
- **Reviewer(s)**: Individuals responsible for performing the review.
- **Summary of Findings**: Key issues, observations, or feedback noted during the review.
- **Action Items / Comments**: Required actions, resolutions, or additional notes for follow-up.
- **Status**: Indicates whether the review is open, in progress, or completed.
- **Next Review Date**: Planned date for the next review session, if applicable.

This approach ensures traceability, accountability, and continuous improvement by enabling early identification of issues and promoting a structured review culture across all phases of the project.

10. PMP_Communication Plan_10

Effective communication is the backbone of any successful project, ensuring coordination among team members and stakeholders, managing expectations, and resolving issues promptly. This communication plan aims to define the channels, roles, and timing for sharing information in a clear and structured manner, keeping all project participants aligned and driving the project toward its goals efficiently.
The following table outlines the details of the communication plan.

Communications activity (tool or channel)	Who's involved	Timing
Onsite session (Smart Village - ITI - Room 1029)	All the team members who were mentioned	Saturday 12:30 PM - 7:00 PM
Online meetings on Teams platform	All the team members who were mentioned	Monday 9:00 PM Thursday 9:00 PM
What's up Group	All the team members who were mentioned	Available all the time
Use Gmail	All the team members who were mentioned With our stakeholder	After 8:00 PM

11. PMP_Milestones_11

Week	Deliverables / Milestones
1	1. PMP 2. SIQ 3. CRS
2	1. SRS 2. RTM
3	1. Database Design 2. UI/UX Design
4	1. FE Development 2. BE Development
5	1. System Testing 2. UAT
6	1. Deployment
7	

12. PMP_Risk Management Plan_12

Risk handling is a critical aspect of project management that focuses on identifying, assessing, and managing potential risks that could impact the success of a project. Effectively handling risks helps to reduce negative impacts and capitalize on opportunities. By systematically managing risks, project teams can ensure they are well-prepared for uncertainties and unforeseen challenges that may arise during the project lifecycle.

- **Steps for handling risks**

13. PMP_Configuration Management Plan_13

- **Version Control Tool:** GitHub is used as the version control and configuration management tool.
- **Branching Strategy:**
  - Two main branches are maintained: main and development.
  - The main branch contains the stable and approved version of the project.
  - The development branch is used for testing and collaborative work among team members.
- **Team Workflow:**
  - Team members push their tasks and updates to the development branch.
  - Once features or tasks are verified and approved, they are merged into the main branch.
- **Responsibility:**

    - Ahmed Kamel oversees configuration management and ensures proper version control practices are followed.

- **Update Frequency:**
    - Code and task updates are pushed weekly, aligned with the project milestones and deadlines.

14. PMP_Change Request Management Plan_14

A Change Request (CR) is a formal proposal to modify a project deliverable, scope, requirement, or process after the project has started.

1. Submission

- A stakeholder (e.g. customer, PO, team member) submits a formal request for a change.
- The request includes basic details like: title, description, reason, date, and requester.

2. Logging the Request

- The CR is documented in a tracking system (e.g. Excel).
- It's assigned a unique ID and marked with an initial status (e.g. "Submitted").

3. Impact Analysis

- A cross-functional team (PM, Dev, QA, UX) assesses the impact of the change in terms of:
    - Timeline
    - Cost
    - Code/Architecture
    - Quality Assurance
    - Design/UI
    - Scope
- The goal is to understand how the change affects current commitments.

4. Approval or Rejection

- A responsible authority (e.g. PM or Change Control Board) reviews the analysis.
- Decision is made:
    - Approve: Change is accepted and planning is updated.
    - Reject: Change is declined, and reasoning is documented.

5. Implementation (If Approved)

- Project plans, tasks, and deliverables are updated.
- Work is assigned and tracked until completion.
- Testing and validation are performed.

6. Closure

- All related documentation is updated (requirements, plans, test cases).
- The CR is marked as “Closed – Implemented” in the log.
- Evidence and outputs are archived for traceability.

Special Case – Out-of-Scope Changes

- If the request is outside the originally agreed project scope:
    - It requires formal approval to adjust the scope, schedule, and possibly the budget.
    - Re-planning and stakeholder alignment are essential.

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- **Steps for Handling Risks**