<Temperature Alarm>

Project Plan

Version <1.0>

Revision History

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# Overview

Temperature Alarm is a solution enabling IT companies to detect the level of temperature of the servers’ room and maintaining it under certain critical value.

# Scope

## Project Scope

Help: Clarify what the project will (and will not) deliver, in order to avoid future shifts in the level of ambition.

### Included

The deliverables of this project and their receivers are listed in detail in the delivery plan in chapter 10.

### Excluded

Help: State what is specifically excluded from the project but what the customer may expect to be included. This could, for example, be clarifying that training of end-users is excluded.

This project will exclude …

# Organization

Help: Describe the internal project organization and all organizational issues affected by the project result or the project is dependent on. You may extract information from the Project Proposal [1] (or Feasibility Study Report).

## Project Organization

Help: Describe how the project is organized. Describe what subprojects and other areas of responsibility are planned. Identify and staff all steering functions, project management functions, and execution functions.

Graphical illustrations such as hierarchical organization charts or matrix diagrams may be used to depict the lines of authority, responsibility, and communication within the project.

### Project-internal Functions

Help: Since the project manager has the overall project responsibility, he /she is also responsible for the project-internal functions. But he/she can delegate the management of these functions to project team members. In this case list the functions and individuals responsible for

**Example:**

| **Function** | **Organization: Name** | **Comment** |
| --- | --- | --- |
| Quality Assurance |  |  |
| System Test Lead |  |  |
| Validation Lead |  |  |
| Configuration Mgmt |  |  |
| Change Mgmt |  |  |
| etc. |  |  |
|  |  |  |
|  |  |  |

### Project Team

Help: List all project team members here and ensure that the time they spend on the project is accounted for in the project budget.

| **Organization: Name** | **Availability** | **Comment** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
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### Steering Committee

Help: Identify the committed individuals composing the project steering committee, and its responsibility and authority within the project.

The Steering Committee (SteCo) of the project is responsible for ….

The SteCo consists of the following members:

| **Organization** | **Name** | **Comment** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Schedule and Budget

## Work Breakdown Structure

Help: Based on project goals and scope, define a Work Breakdown Structure. Define work packages and project activities. It is normally a separate document, therefore list it in References and refer to it.

The Work Breakdown Structure (WBS) is documented in [6].

## Schedule and Milestones

Help: Estimate the effort for the project activities and plan the activity sequencing. Then prepare the schedule that supports all of the required activities and complies with the resource plan.

Define project milestones based on the chosen development strategy (see section 6) and on critical events in the project schedule.

List the milestones and define clear milestone criteria to make milestones measurable.

| **Milestones** | | **Description** | **Milestone Criteria** | **Planned Date** |
| --- | --- | --- | --- | --- |
| M0 |  | Start Project | Budget Release | <yyyy-mm-dd> |
|  |  | e.g.: Project goals and scope defined | PRS or SRS reviewed  Stakeholders identified Impl. Proposal reviewed | <yyyy-mm-dd> |
| M1 |  | Start Planning |  | <yyyy-mm-dd> |
|  |  | <milestone description,  e.g. Life Cycle Objectives LCO defined> | Scope and concept described | <yyyy-mm-dd> |
| M2 |  | Start Execution |  | <yyyy-mm-dd> |
|  |  | <milestone description,  e.g. Life Cycle Architecture LCA defined> | Requirements agreed, project plan reviewed, resources committed | <yyyy-mm-dd> |
| M3 |  | Confirm Execution |  | <yyyy-mm-dd> |
|  |  | <milestone description,  e.g. alpa version> | Architecture reviewed and stable | <yyyy-mm-dd> |
| M4 |  | Start Introduction |  | <yyyy-mm-dd> |
|  |  | <milestone description,  e.g. system test passed> | Coding of new functionality finished,  Draft documentation | <yyyy-mm-dd> |
| M5 |  | Release Product |  | <yyyy-mm-dd> |
|  |  | <milestone description> | Product system tested, documentation reviewed | <yyyy-mm-dd> |
| M6 |  | Close Project |  | <yyyy-mm-dd> |

A detailed Project Schedule is available in [4]. The Project Schedule is monthly updated by the Project Manager.

## Budget

Help: Calculate the required project budget based on cost estimates for project activities, sub-contracts, COTS (Commercial Off The Shelf), training, etc. Present the distribution of the budget over the whole project life.

| **Category** | **Budget for Period in kUS$** | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **M0-M1** | **M1-M2** | **M2-M3** | **M3-M4** | **M4-M5** | **M5-M6** |
| Human Resources (internal) |  |  |  |  |  |  |
| Human Resources (external) |  |  |  |  |  |  |
| Purchases (COTS) |  |  |  |  |  |  |
| Equipment |  |  |  |  |  |  |
| Premises |  |  |  |  |  |  |
| Tools |  |  |  |  |  |  |
| Travel costs |  |  |  |  |  |  |
| Training |  |  |  |  |  |  |
| Review activities |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |
| Total | 1 | 1 | 2 | 5 | 2 | 1 |
| **Total cumulated** | **1** | **2** | **4** | **9** | **11** | **12** |

For a detailed list of costs of all resources see <document> [x].

Help: Prepare a resource plan specifying the project's need for human resources, as well as for other resources (equipment, tools, licenses, etc.).

## Development Process

Help: If available and applicable refer to the **organizational development process** and describe deviations from this standard process. Otherwise describe the development process applied in this project.

Explain why this development process has been selected. Describe how the selected development process is tailored to the needs of the project, takes learnings from previous projects into account, and how it is mapped to the milestone process.

## Development Environment

Help: Define methods, tools, languages, etc. to be employed for design, implementation, test, and documentation, and when they (or knowledge) should be available.

**Example:**

| **Item** | **Applied for** | **Availability by** |
| --- | --- | --- |
| **Methods** |  |  |
| Use Case | Requirements capturing | M0 |
|  |  |  |
|  |  |  |
| **Tools** |  |  |
| Rational Rose | Design | M2 |
|  |  |  |
|  |  |  |
| **Languages** |  |  |
| UML | Design | M2 |
| Java | Web interface | M2 |
| C++ | … | M2 |
|  |  |  |

## Measurements Program

Help: If available refer to the **organizational measurements program** and document deviations from this program. Otherwise define which project specific data should be collected, e.g. to assess the achievement of the project goals.

**Examples:**

| **Type of data** | **Purpose** | **Responsible** |
| --- | --- | --- |
| <# changed requirements> |  | Q-Responsible |
| <# defects found before M4> |  | Q-Responsible |
| <performance data> | to assess the achievement of project requirements | Test lead |
|  |  |  |

# Risk Management

Help: Describe the procedure to be used for managing risks in the project. The procedure should specify who is responsible for risk management, when risk situation is regularly considered (e.g. at each project status meeting), and which roles risks are communicated to, etc.

Also refer to the Risk Management Plan (or Risk Sheet) where the risks are listed, assessed, and mitigation and contingency is defined.

**Example:**

All identified risks are documented, assessed and prioritized in the Risk Management Plan [5] by the Project manager. The plan also defines the mitigation and contingency measures and who is responsible for. The Risk Management Plan is updated monthly or on event and communicated to all affected stakeholders by the Project Manager. The risk status is reported to the line management in the monthly Project Report.

# Sub-contract Management

Help: List which part of work is out-sourced to which sub-contractor.

Refer to the sub-contractor’s agreement that should include or refer to the statement of work, the execution process, milestones, quality assurance, configuration management, communication structure, hand-over procedure, acceptance criteria, and quality audits.

| **Sub-contractor** | | **Sub-contracted Work** | **Ref. to sub-contract** |
| --- | --- | --- | --- |
| **Company** | **Contact** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Communication and Reporting

Help: State the principles for reporting and distributing information within the project for the different groups of internal and external stakeholders. Include, for example, how often the reporting will take place, the type of reports or information, the type of media in which it is presented, and the type of meetings that will take place.

1. Internal communication and reporting: ensure that all information is available to those who need it.  
   – Plan project meetings, how often they take place, and who will participate  
   – Define how project information will made available to the internal stakeholders (e.g. project library)  
   – Define how and how often sub-projects and sub-contractors report to the project manager  
   – Define who participates milestone meetings  
   – Define how events will be communicated
2. External communication and reporting:  
   – Define what information will be provided to which stakeholders  
   – Define how and how often information will be provided to which stakeholders often (e.g. project report)   
   – Plan regular meetings with external stakeholders (e.g. SteCo meetings)

**Example**:

| **Type of Communication** | **Method / Tool** | **Frequency/Schedule** | **Information** | **Participants / Responsibles** |
| --- | --- | --- | --- | --- |
| **Internal Communication:** | | | | |
| Project Meetings | Teleconference | Weekly and on event | Project status, problems, risks, changed requirements | Project Mgr Project Team |
| Sharing of project data | Shared Project Server | When available | All project documentation and reports | Project Mgr(s)  Project Team Members |
|  |  |  |  |  |
| Milestone Meetings | Teleconference | Before milestones | Project status (progess) | Project Mgr Sub-project Mgr |
| Final Project Meeting | Teleconference | M6 | Wrap-up  Experiences | Project Mgr Project Team |
| **External Communication and Reporting:** | | | | |
| Project Report | Excel sheet | Monthly | Project status - progress - forecast - risks | Project Manager Sub-Project Managers |
| SteCo Meetings | Teleconference | Monthly |  | Project Manager, SteCo |
|  |  |  |  |  |

# Delivery Plan

## Deliverables and Receivers

Help: List here all deliverables from the project and who the receivers of the deliverables are. Indicate also the planned delivery date. Take in consideration both strategic and technical aspects.

**Examples** for non-technical deliverables are: marketing and sales material, training material, management presentations, publications, bullets, etc.

| **Ident.** | **Deliverable** | **Planned Date** | **Receiver** |
| --- | --- | --- | --- |
| D1 |  |  |  |
| D2 |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| Etc. |  |

# Quality Assurance

# Configuration and Change Management

# Security Aspects

Help: State how to deal with security matters, for instance:

* Classification of the project information with regard to requirements for integrity, availability and confidentiality, in accordance with the organization's group directives on security,
* Specific action that must be taken to fulfill security requirements, such as security agreements with suppliers and partners, security check of project team members, security audits of equipment, usage of coded information, etc.
* Authorization of information distribution and publishing, that is, who should decide which information will be distributed to whom,
* Procedure for monitoring security,
* Procedure for reporting security incidents.

# Abbreviations and Definitions

Help: List all abbreviations and definitions used within this document.

CCB Change Control Board

CI Configuration Item

CM Configuration Management

COTS Commercial Off The Shelf

CR Change Request

CRM Change Request Management

ID Identification, Identifier

IP Intellectual Property

QA Quality Assurance

SteCo Steering Committee

V&V Verification and Validation

# References

Help: List all other documents this document refers to.

<Doc. No.> Project Proposal for <project name>

<Doc. No.> Project Requirements Specification for <project name>

<Doc. No.> Implementation Proposal for <project name>

<Doc. No.> Project Schedule for <project name>

<Doc. No.> Risk Management Plan for <project name>

<Doc. No.> Work Breakdown Structure for <project name>

<Doc. No.> Quality Assurance Plan (if it is a separate plan)

<Doc. No.> Configuration Management Plan (if it is a separate plan)

<Doc. No.> <Sub-contract #1>

<Doc. No.>

# Revision

|  |  |  |  |
| --- | --- | --- | --- |
| Rev. ind. | Page (P)  Chapt. (C) | Description | Date  Dept./Init. |
| - | --- | original version |  |
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