**T.Y. B. Tech.**

**CS 303: Software Engineering Laboratory**

Assignment No: 5

**Project Plan Outline**

|  |  |  |  |
| --- | --- | --- | --- |
| Project Group Information | | | |
| Roll. No. | **Gr. No.** | **Name** | **Roles** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Approved By:**

**Academic Year: 2017-18 Semester: I**

**Table of Contents**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Title** | **Page** |
| 1 | Introduction |  |
| 2 | Project Milestones |  |
| 3 | Work Breakdown Structure |  |
| 4 | Project Communication |  |
| 5 | Activity Register |  |
| 6 | Task Prioritization |  |
| 7 | Risk Register |  |

# INTRODUCTION

*The Introduction provides a high level overview of the project and what is included in this Project Management Plan. This should include a high level description of the project and describe the projects deliverables and benefits. Excessive detail is not necessary in this section as the other sections of the project plan will include this information. This section should provide a summarized framework of the project and its purpose. Look back at the Project SoW for information to include in this section.*

|  |  |
| --- | --- |
| Deliverables | Benefits |
|  |  |
|  |  |
|  |  |
|  |  |

# PROJECT MILESTONES

*Provide a summary list of milestones including dates for each milestone. Include an introductory paragraph in this section which provides some insight to the major milestones. This section should also mention or discuss actions taken if any changes to the milestones are required.*

|  |  |  |
| --- | --- | --- |
| Milestones | Phase | Description |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# WORK BREAKDOWN STRUCTURE

*This section should discuss the WBS, WBS Dictionary, and Schedule baseline and how they will be used in managing the project’s scope. The WBS provides the work packages to be performed for the completion of the project. The WBS Dictionary defines the work packages. The schedule baseline provides a reference point for managing project progress as it pertains to schedule and timeline.*

|  |  |  |  |
| --- | --- | --- | --- |
| WBS Package | Role | Description | Delivery Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# PROJECT COMMUNICATION

*The purpose of the Communications Management is to define the communication requirements for the project and how information will be distributed to ensure project success. You should give considerable thought to how you want to manage communications on every project. By having a solid communications management approach you’ll find that many project management problems can be avoided. In this section you should provide an overview of your communications management approach. Generally, the Communications Management Plan defines the following:*

*• Communication requirements based on roles*

*• What information will be communicated?*

*• How the information will be communicated?*

*• When will information be distributed?*

*• Who does the communication?*

*• Who receives the communication?*

*• Communications conduct*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Communication Type | Description | Frequency | Format | Participants/ Distribution | Deliverable | Owner |
| Weekly Status Report | Email summary of project status | Weekly | Email | Project Sponsor, Team and Stakeholders | Status Report | Project Manager |
| Weekly Project Team Meeting | Meeting to review action register and status | Weekly | In Person | Project Team | Updated Action Register | Project Manager |
| Project Monthly Review (PMR) | Present metrics and status to team and sponsor | Monthly | In Person | Project Sponsor, Team, and Stakeholders | Status and Metric Presentation | Project Manager |
| Project Gate Reviews | Present closeout of project phases and kickoff next phase | As Needed | In Person | Project Sponsor, Team and Stakeholders | Phase completion report and phase kickoff | Project Manager |
| Technical Design Review | Review of any technical designs or work associated with the project | As Needed | In Person | Project Team | Technical Design Package | Project Manager |

# ACTIVITY REGISTER

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity Number** | **Activity Name** | **Activity description** | **Responsibility** | **Comments** |
|  |  |  |  |  |
|  |  |
|  |  |
|  |  |  |  |  |
|  |  |
|  |  |
|  |  |  |  |  |
|  |  |
|  |  |

# TASKS PRIORITAZATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Task is of high importance, with high urgency factor.***  *Must be done today & to high standard.*  *Action ASAP* |  | ***High Importance*** | ***Low Importance*** | ***Task is of low importance, with high urgency factor.***  *These tasks need to be completed on time.*  *ONLY spend sufficient time on them as not important.*  *Don’t be diverted* |
| ***High Urgency*** |  |  |
| ***Task is of high importance, but has low urgency factor.***  *By nature long-term so need to:*   1. *Set target if none exists.* 2. *Break-up into chunks of work* | ***Low Urgency*** |  |  | ***Task is both low in importance & urgency.***  *Discard as many of these tasks as possible because they cause great harm to your productivity.*  *Delegate if they develop another’s KSA’s.* |

# RISK REGISTER

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Risk Description** | **Likely Cause of Risk Occurring** | **Effect on Project** | **Phase Affected** | ***Severity Level*** | **Ability to Detect** | **Risk Rank** |
|  |  |  |  |  | ***High***  ***Med***  ***Low*** | **Easy**  **Moderate**  **Complex** | **Critical**  **Serious**  **Modest**  **Trivial** |
|  |  |  |  |  | ***High***  ***Med***  ***Low*** | **Easy**  **Moderate**  **Complex** | **Critical**  **Serious**  **Modest**  **Trivial** |
|  |  |  |  |  | ***High***  ***Med***  ***Low*** | **Easy**  **Moderate**  **Complex** | **Critical**  **Serious**  **Modest**  **Trivial** |
|  |  |  |  |  | ***High***  ***Med***  ***Low*** | **Easy**  **Moderate**  **Complex** | **Critical**  **Serious**  **Modest**  **Trivial** |