

**PROJECT MANAGEMENT PLAN**  
**XYZ WEB DEVELOPMENT**

**XYZ CORPORATION**  
**2253 MONTGOMERY AVENUE**  
**MEMPHIS, TN. 56321**

**NOVEMBER 21, 2020**

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## **INTRODUCTION**

XYZ Company is a new company that was established this year. Senior Leadership of the XYZ Company initially wanted a professional website but did not have the time to devote to the project. The company hired a small web hosting site to provide a generic webpage layout. The current site is simple, lacks graphic design, has minimal company information, and does not reflect the current XYZ brand.

The XYZ Company has recently approved the XYZ Website Project to move forward for project initiation. XYZ Company hired the ABC Design Company to design and develop a fully functional professional website. The website will have a professional look and provide an exceptional user experience. The objective is to provide XYZ's customers with the ability to shop online and select from a vast inventory of products and services. The new website will also provide the XYZ Company with a database that will generate reports of XYZ customer purchase history. This will help the XYZ Company monitor consumer trends so that they remain competitive in the industry.

## **PROJECT MANAGEMENT APPROACH**

The objective of this project is to create a professional company website that represents the XYZ brand. The right framework is essential to completing the project on time and within the budget. The predictive (waterfall) development approach is often centered around planning the work at the beginning of the project. This methodology works best when the project requirements are well known, uncertainty is low, and results are predictable.

The waterfall methodology is based on the notion that everything happens in sequence. While in sequence, one phase of the project ends before the next phase begins. The adaptive (agile) development approach allows the team to refine plans during iterations if necessary. This methodology works best when change is expected, uncertainty is high, and requirements are vaguely known. The hybrid methodology is a flexible approach.

The hybrid approach combines both predictive and adaptive frameworks into one approach. The hybrid methodology will be used to complete the XYZ Website Project. XYZ company has provided detailed information that will follow the predictive approach. If or when project constraints arise the project team will be flexible and adapt to those changes. The following illustrates each approach concerning the current project:

### *Predictive:*

- High-Level Requirements have been defined.
- Scope, quality, time, cost, risk, and communication method has been identified.
- Team members have been identified and selected based on skill level.
- Resources have been allocated.
- Steps for product initiation, review, acceptance, approval, and closure have been identified.

### *Adaptive:*

- Ability to incorporate changes when needed to meet customer needs.

- The team delivers product increments early and often instead of the full product at the very end. (making changes when needed)
- The team works in shorter iterations to avoid wasted time.
- Encourages daily communication and collaboration.
- The product is built and tested changing as needed.
- The requirements align with product design.
- Departments work together to accomplish common goals.
- Quality is built into every activity and verified through testing.

## **PROJECT REVIEW AND APPROVAL PROCESS**

The project sponsor and project manager will review and approve each stage gate. When finalizing and closing, the project will be signed off on by the project manager, project sponsor, and executive sponsor. Product reviews should be conducted to provide stakeholders with the ability to inspect delivery and give feedback. Participants in the review process include the product owner, team, and stakeholders. The project manager will finalize and release any remaining resources and formally declare that the project is complete. The project will then be handed off and accepted by the operations manager. The operations manager is responsible for managing the system operations after the project has closed. Project knowledge and training documentation will be given to operations. Formal written acceptance will be received by the sponsor or customer validating that all of the project requirements have been met. Lessons learned should be successfully documented.

## **PROJECT SCOPE**

The scope of XYZ Company's Website Project includes the planning, design, development, testing, and transition of the XYZ Website Project to a fully integrated web interface. This website will meet or exceed organizational standards and additional requirements established in the project charter. The scope of this project also includes the completion of all documentation, manuals, and training aids to be used in conjunction with the Website. Project completion will occur when the website and documentation package has been successfully executed and transitioned to XYZ Company's operations department for production.

All of XYZ Company's Website Project work will be performed internally and no portion of this project will be outsourced. The scope of this project does not include any changes in requirements to standard operating systems to run the software, software updates, or revisions.

## **CRITICAL PERFORMANCE INDICATORS**

The success of the project will be dependent on the following project objectives:

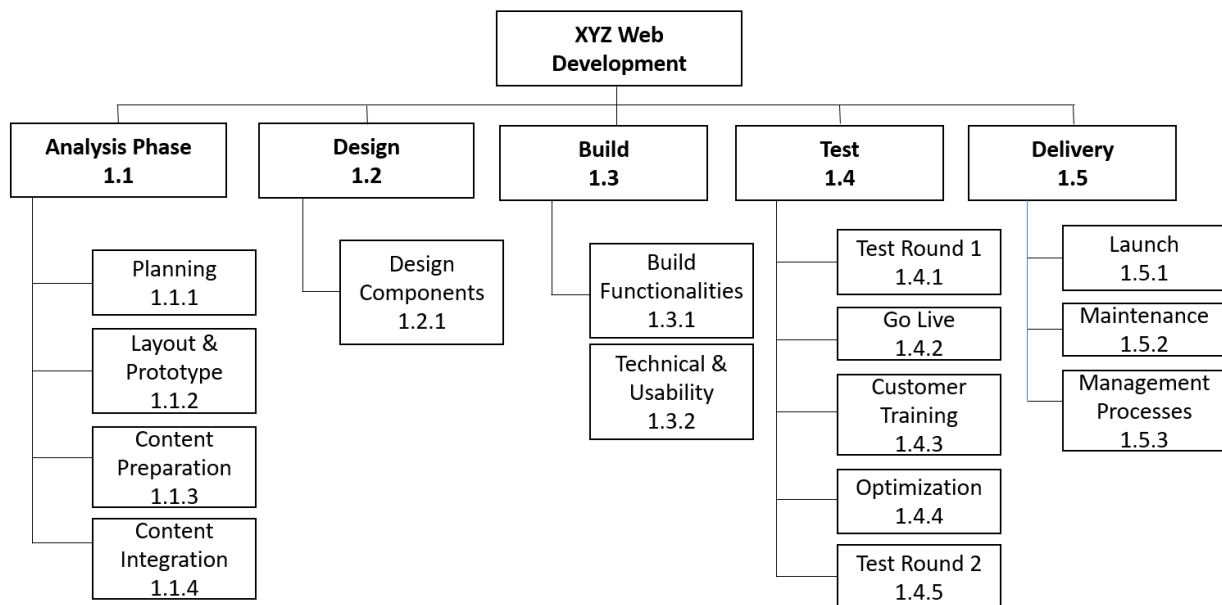
- Successful completion of all specified milestones
- Project delivery within 3-6 months
- All provided XYZ requirements functioning properly
- The project is fully funded with contingency and management reserve allocations to address project risks and other potential unknowns
- Stakeholder assignments to the project are maintained and remain static

- Stakeholder responses to questions or data are responded to in a timely and efficient manner not to exceed 24 hours
- Project team staffing remains stable and consistent throughout the project.

Whereas there will be other critical aspects associated with the completion of this project, the three success factors listed above are the most critical.

### WORK BREAKDOWN STRUCTURE (WBS)

The WBS for the XYZ Website Project is comprised of work packages that do not exceed 40 hours of work but are at least 4 hours of work. Work packages were developed through close collaboration among project team members and stakeholders with input from functional managers and research from past projects.



### SCHEDULE

The baseline schedule has been established following several meetings with XYZ leadership. The baseline schedule is stated below.

TASK NAME	START DATE	Work Hours	END DATE	DURATION* (WORK DAYS)	DAYS COMPLETE*	DAYS REMAINING*	WBS	PERCENT COMPLETE
XYZ Website Development								
Project Launch	7/20		7/20	1	1	0	1	100%
Analysis	7/20	275	8/14	26	0	26	1.1	
Requirement Finalization	8/7	0	8/7	1	0.8	0.2	1.2	80%
Project Design Draft	8/17	17	9/19	34	20.4	13.6	1.3	60%
Final Website Design Presentation	9/21	448	9/21	1	0.4	0.6	1.4	40%
Web Development Completion	9/18	0	11/24	68	0	68	1.5	
Web-user Beta Testing	11/23	700	2/16	86	0	86	1.6	
Final Testing Updates	12/21	260	12/21	1	0	1	1.7	
Delivery	12/22	120	1/7	17	0	17	1.8	
		0						

## BUDGET

The project budget has been established through the creation of a project baseline schedule that has required resources and correlates with the established rates for required resources:

<b>Total project cost:</b>	\$ 105,430.00
<b>Project risk contingency reserve (15%) of project cost</b>	\$ 15,814.50
<b>Total project cost baseline</b>	\$ 121,244.50
<b>Management reserve (10%) of project cost baseline</b>	\$ 12,124.45
<b>Total cost budget</b>	\$ 133,368.95

## SCHEDULE BASELINE

The schedule baseline for the XYZ Website Project includes all budgeted costs for the successful completion of the project.

SCHEDULE BASELINE	Start Date	End Date
Analysis Phase	07/20/20	08/14/20
Design Phase	08/17/20	09/21/20
Development Phase	09/21/20	11/24/20
Testing Phase	11/24/20	12/22/20
Delivery and Closeout	12/22/20	01/07/20

## SCOPE BASELINE

The XYZ Website Project must meet the scope objectives established at project initiation.

SCOPE BASELINE		
Item	Assessment	Comments
Analyze requirements to design and build a new website	Initial requirements have been collected from Project Stakeholder's and are outlined in the Project Charter	All deliverables, constraints, and assumptions are outlined in the project charter
Establish a timeline to design and build a new website	Project schedule 07/20/20-01/07/21	See schedule baseline
Design and Develop Website	Estimated Budget at Completion (BAC) \$ 105,430.00	See cost baseline
Test & finalize hosted website, provide ongoing support, and maintenance	All documentation, manuals, and training aids must be completed	Operations will accept hand-off after final testing and training is complete

## COST BASELINE

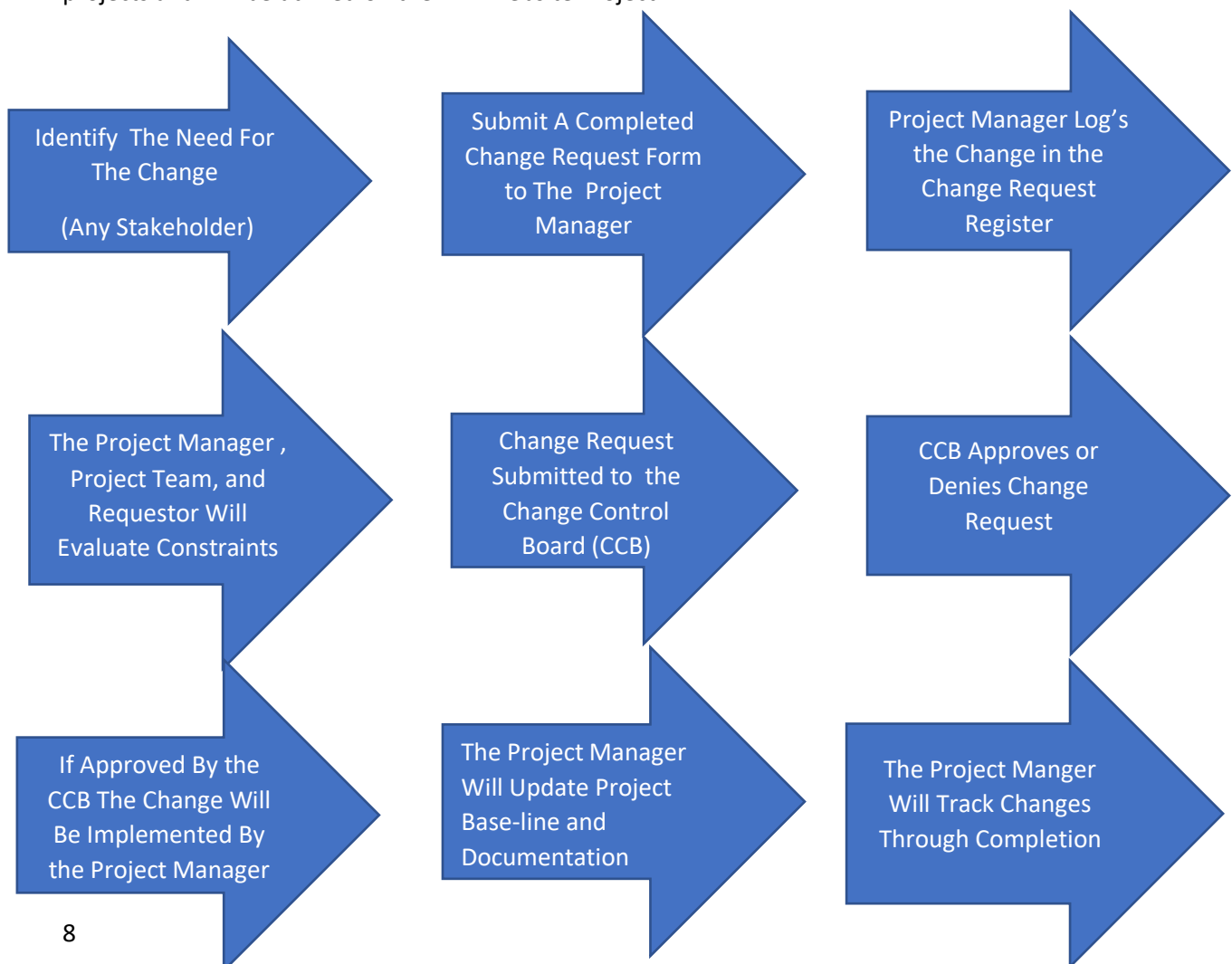
The cost baseline for the XYZ Website Project includes all budgeted costs for the successful completion of each stage of the project.

Cost Baseline					
Project Phases	Plan Hours	Plan Cost	Actual Hours	Actual Cost	Comments
Analysis	275	\$15,595.00	264	\$14,866.00	Includes work for all project team members for gathering requirements and planning
Design	455	\$25,970.00			Included work hours for all project team members for work on the XYZ conceptual design

Cost Baseline					
Development	700	\$41,320.00			Includes work hours for writing the code to build the XYZ Website
Testing	260	\$15,425.00			Includes all work hours for testing
Delivery and Closeout	120	\$7,120.00			Includes all work hours for the transition to operations and project closeout
Total	1,810	\$105,430.00			

### CHANGE MANAGEMENT PLAN

The following flow chart represents XYZ Company's organizational change control process for all projects and will be utilized on the XYZ Website Project:





Any team member or stakeholder may submit a change request for the XYZ Website Project. The XYZ Website Project Project Sponsor will chair the CCB and any changes to project scope, cost, or schedule must meet his approval. All change requests will be logged in the change control register by the Project Manager and tracked through to completion whether approved or not.

## **COMMUNICATIONS MANAGEMENT PLAN**

This Communications Management Plan sets the communications framework for this project. It will serve as a guide for communications throughout the life of the project and will be updated as communication needs change. This plan identifies and defines the roles of the persons involved in this project. It also includes a communications matrix that maps the communication requirements of this project. An in-depth guide for conducting meetings details both the communications rules and how the meetings will be conducted, ensuring successful meetings. A project team directory is included to provide contact information for all stakeholders directly involved in the project.

The Project Manager will take a proactive role in ensuring effective communications on this project. The communications requirements are documented in the Communications Matrix presented in this document. The Communications Matrix will be used as the guide for what information to communicate, who is to do the communicating, when to communicate it, and to whom to communicate.

As with most project plans, updates or changes may be required as the project progresses, or changes are approved. Changes or updates may be required due to changes in personnel, scope, budget, or other reasons. Additionally, updates may be required as the project matures, and additional requirements are needed. The project manager is responsible for managing all proposed and approved changes to the communications management plan. Once the change is approved, the project manager will update the plan and supporting documentation and will distribute the updates to the project team and all stakeholders. This methodology is consistent with the project's Change Management Plan and ensures that all project stakeholders remain aware and informed of any changes to communications management.

## **COMMUNICATIONS MATRIX**

Project Communication Plan	
Project Title:	XYZ Website Project
Project Manager:	Shawnette Johnson
Executive Sponsor:	Tom Kane
Principal Stakeholder:	Roger Wilson (CFO)
Date:	11/03/2020

Deliverable Info (What)	Recipients (Who)	Delivery Method(s) (How)	Schedule (When)	Who's Responsible (Owner) Communication
Project Information				
Project Kickoff Meeting	<ul style="list-style-type: none"> <li>Project Sponsor</li> <li>Project Team</li> <li>Project Stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Face to Face</li> <li>Virtual</li> </ul>	Once at the Initiation of the project	Project manager <ul style="list-style-type: none"> <li>Agenda, Meeting Minutes</li> </ul>
Project Team Meetings	<ul style="list-style-type: none"> <li>Project Team</li> </ul>	<ul style="list-style-type: none"> <li>Face to Face</li> <li>Virtual</li> <li>Conference Call</li> </ul>	Daily Weekly	Project Manager <ul style="list-style-type: none"> <li>Daily Scrum, and project status review</li> </ul>
Technical Design Meetings	<ul style="list-style-type: none"> <li>Project Technical Staff</li> </ul>	<ul style="list-style-type: none"> <li>Face to Face</li> </ul>	As needed	Technical Lead <ul style="list-style-type: none"> <li>discuss technical design solutions for the project</li> </ul>
Monthly Project Status Meetings	<ul style="list-style-type: none"> <li>Stakeholders</li> <li>Project Sponsor</li> </ul>	<ul style="list-style-type: none"> <li>Face to Face</li> <li>Conference Calls</li> </ul>	Monthly	Project Manager <ul style="list-style-type: none"> <li>Slide updates</li> <li>Project schedule</li> </ul>
Project Status Reports	<ul style="list-style-type: none"> <li>Project Sponsor</li> <li>Project Team</li> <li>Stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Email</li> </ul>	Monthly	Project Manager <ul style="list-style-type: none"> <li>Project Status</li> <li>Project Schedule</li> </ul>

**PROJECT TEAM DIRECTORY FOR ALL COMMUNICATIONS:**

Project Team				
Role	Name	Department	Telephone	E-mail
<b>Project Manager:</b>	Shawnette Johnson	ABC Web Design IT Management Department	555-524-5264	s.johnson@abcweb.com

Web Designer	Helen Peters	ABC Web Design Computer systems Department	555-284-6325	<a href="mailto:h.peters@abcweb.com">h.peters@abcweb.com</a>
Senior Web Developer	Jason Morris	ABC Web Design Computer systems Department	555-245-9865	<a href="mailto:j.morris@abcweb.com">j.morris@abcweb.com</a>
Consultant Analyst	Cindy Lewis	ABC Web Design IT Department	555-978-8845	<a href="mailto:c.lewis@abcweb.com">c.lewis@abcweb.com</a>
Senior Web Designer	Scott Fassett	ABC Web Design Computer systems Department	555-212-1367	<a href="mailto:s.Fassett@abcweb.com">s.Fassett@abcweb.com</a>
<b>Project Stakeholders:</b>				
Chief Financial Officer	Roger Wilson	XYZ Company Executive Offices	555-326-3781	<a href="mailto:R.Wilson@xyz.com">R.Wilson@xyz.com</a>
Executive Oversight Committee Chairman	Lisa Sellers	XYZ Company Executive Offices	555-482-3782	<a href="mailto:L.Sellers@xyz.com">L.Sellers@xyz.com</a>
Facilities Manager Project Sponsor	Tom Kane	XYZ Company Facility Management Office	555-458-8546	<a href="mailto:T.Kane@xyz.com">T.Kane@xyz.com</a>
Product Manager	Edward Speck	XYZ Company	555-256-5468	<a href="mailto:E.Speck@xyz.com">E.Speck@xyz.com</a>
Professional Service Manager	James Pulliam	XYZ Company	555-845-9984	<a href="mailto:J.Pulliam@xyz.com">J.Pulliam@xyz.com</a>
XYZ Company Warehouse Manager	Carol Donners	XYZ Company	555-297-1324	<a href="mailto:C.Donners@xyz.com">C.Donners@xyz.com</a>

## GUIDELINES FOR MEETINGS

### Meeting Agenda

Meeting Agenda will be distributed 5 business days in advance of the meeting. The Agenda should identify the presenter for each topic along with a time limit for that topic. The first item on the agenda should be a review of action items from the previous meeting.

## **Meeting Minutes**

Meeting minutes will be distributed within 2 business days following the meeting. Meeting minutes will include the status of all items from the agenda along with new action items and the Parking Lot list.

## **Action Items**

Action Items are recorded in both the meeting agenda and minutes. Action items will include both the action item along with the owner of the action item. Meetings will start with a review of the status of all action items from previous meetings and end with a review of all new action items resulting from the meeting. The review of the new action items will include identifying the owner for each action item.

## **Parking Lot**

The Parking Lot is a tool used by the facilitator to record and defer items that are not on the meeting agenda; however, merits further discussion at a later time or through another forum. A parking lot record should identify an owner for the item as that person will be responsible for ensuring follow-up. The Parking Lot list is to be included in the meeting minutes.

## **COMMUNICATION STANDARDS**

For this project, XYZ Company will utilize standard organizational formats and templates for all formal project communications. Formal project communications are detailed in the project's communication matrix and include:

**Kickoff Meeting** – project team will utilize XYZ Company standard templates for meeting agenda and meeting minutes. Additionally, any slides presented will use the XYZ Company standard slideshow template.

**Project Team Meetings** – project team will utilize XYZ Company standard templates for meeting agenda and meeting minutes. Additionally, any slides presented will use the XYZ Company standard slideshow template.

**Technical Design Meetings** - project team will utilize XYZ Company standard templates for meeting agenda and meeting minutes. Additionally, any slides presented will use the XYZ Company standard slideshow template.

**Monthly Project Status Meetings** - project team will utilize XYZ Company standard templates for meeting agenda and meeting minutes. Additionally, any slides presented will use the XYZ Company standard slideshow template.

**Project Status Reports** – project team will utilize XYZ Company standard templates for meeting agenda and meeting minutes. Additionally, the standard project status report document, available on the shared drive, will be used to provide project status.

Informal project communications should be professional and effective but there is no standard template or format that must be used.

#### COMMUNICATION ESCALATION PROCESS

Efficient and timely communication is the key to successful project completion. As such, any disputes, conflicts, or discrepancies regarding project communications must be resolved in a way that is conducive to maintaining the project schedule, ensuring the correct communications are distributed, and preventing any ongoing difficulties. To ensure projects, stay on schedule, and issues are resolved, XYZ Company will use its standard escalation model to provide a framework for escalating communication issues. The table below defines the priority levels, decision authorities, and timeframes for resolution.

Priority	Definition	Decision Authority	Timeframe for Resolution
Priority 1	A Major impact on the project or business operations. If not resolved quickly there will be a significant adverse impact on revenue and/or schedule.	Vice President or higher	Within 4 hours
Priority 2	A Medium impact on the project or business operations which may result in some adverse impact on revenue and/or schedule.	Project Sponsor	Within one business day
Priority 3	A Slight impact which may cause some minor scheduling difficulties with the project but no impact to business operations or revenue.	Project Manager	Within two business days
Priority 4	No Insignificant impact on the project but there may be a better solution.	Project Manager	Work continues and any recommendations are submitted via the project change control process

#### GLOSSARY OF COMMUNICATION TERMINOLOGY

Term	Definition
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Communication	The effective sending and receiving of information. Ideally, the information received should match the information sent. It is the responsibility of the sender to ensure this takes place.
Stakeholder	Individuals or groups involved in the project or whose interests may be affected by the project's execution or outcome.
Communications Management Plan	The portion of the overall Project Management Plan details how project communications will be conducted, who will participate in communications, frequency of communications, and methods of communications.
Escalation	The process details how conflicts and issues will be passed up the management chain for resolution as well as the timeframe to achieve resolution.

## REQUIREMENTS MANAGEMENT PLAN

All project requirements identified to date are logged on the requirements register, included below as Attachment B. Requirements listed there will be analyzed, categorized, prioritized, and quantified. Those that survive analysis and receive approval will be added to the requirements traceability matrix included as Attachment C and traced through to project completion. The person or persons with the authority to approve project requirements are listed above in the Management Approach section.

## REPORTING

### 1. What

*The System shall generate a weekly Report of Product Order Changes to include this information:*

- *Customer name*
- *Product affected*
- *Date of change*
- *Type of change*
- *Product description*
- *Product inventory at the time of change*

*The system shall generate a weekly product inventory report to include:*

- *Product name*
- *Product description*
- *The current Product inventory amount*
- *Product threshold amount*
- *Product owner name*

*A weekly project status report should be provided detailing:*

- *Cost performance*
- *Schedule performance*
- *Issues*
- *Risks*

### 2. How

*The weekly status update will be distributed through the key stakeholder listing.*

- *The stakeholder communication plan will provide a full list to be distributed to pertinent parties.*
  - *Stakeholders will receive all reports through email distribution.*
3. Who
- The Project manager will be providing weekly status updates to the report with assistance from team leads.*
- *The status reports will be provided to stakeholders.*
4. When
- Once a week on Friday (except on holidays)*

## **REQUIREMENTS APPROVAL**

The XYZ project sponsor, Tim Kane, will accept and approve each milestone before ABC Web Designs can proceed to the next milestone step. Once the master requirements document, containing the functional, non-functional, business, and user requirements have been completed, it will be submitted to the project sponsor. The project sponsor will review and approve the document. The document will then be distributed to the appropriate stakeholders. All of the required documents will be listed in the project document repository.

## **REJECTED REQUIREMENTS**

The project sponsor and identified key stakeholders (Roger Wilson: CFO and Lisa Sellers: Executive Oversight Committee chairman) will have the authority to reject project requirements. All project changes from baseline acceptance must be approved in writing by the project sponsor. A requirements rejection form will be completed and will provide comments from the project sponsor and key stakeholders as to the reason for the requirement rejections.

## **CATEGORIES**

1. FUNCTIONAL REQUIREMENTS
2. NON-FUNCTIONAL REQUIREMENTS
3. BUSINESS REQUIREMENTS
4. USER REQUIREMENTS
5. SYSTEMS TRACEABILITY MATRIX
6. TECHNICAL REQUIREMENTS
7. DESIGN REQUIREMENTS

## **PRIORITIZATION**

*(How will the requirements become prioritized? Will a numbering system be used to designate priority? Will some categories have higher priority than others? Who is responsible for prioritizing them? What happens to the requirements that receive the highest priority? What happens to those that receive the lowest priority? List all responsible parties in the Management Approach section, above.)*

*Key stakeholders will provide priority specifics based on the following guidelines:*

- **Functional requirements** will generally be provided a priority level of “1” with a subgrouping of A, B, and C where “A” depicts the highest priority within this classification, “B” depicts a moderate priority within this classification, and “C” depicts the lowest priority within this classification level represented as “1A”, “1B”, and “1C” respectively.
- **Business requirements** will generally be provided a priority level of “2” with a subgrouping of A, B, and C where “A” depicts the highest priority within this classification, “B” depicts a moderate priority within this classification, and “C” depicts the lowest priority within this classification level represented as “1A”, “1B”, and “1C” respectively.
- **Design requirements** will generally be provided a priority level of “3” with a subgrouping of A, B, and C where “A” depicts the highest priority within this classification, “B” depicts a moderate priority within this classification, and “C” depicts the lowest priority within this classification level represented as “1A”, “1B”, and “1C” respectively.
- **Technical requirements** will generally be provided a priority level of “4” with a subgrouping of A, B, and C where “A” depicts the highest priority within this classification, “B” depicts a moderate priority within this classification, and “C” depicts the lowest priority within this classification level represented as “1A”, “1B”, and “1C” respectively.
- **User requirements** will generally be provided a priority level of “5” with a subgrouping of A, B, and C where “A” depicts the highest priority within this classification, “B” depicts a moderate priority within this classification, and “C” depicts the lowest priority within this classification level represented as “1A”, “1B”, and “1C” respectively.

*Key Stakeholders will be responsible for identifying the priority levels for each specific requirement*

- *High priority within classification will be given immediate attention as per the current schedule*
- *Moderate priority within classification will be given secondary attention as per the current schedule*
- *Low priority within classification will be given limited attention as per the current schedule. Low priority items will not receive any attention until on “A” and “B” priority levels within the classification have been addressed*

#### **QUANTIFYING**

- Quantifying characteristics will be determined by key stakeholders and validated by both the project manager and the project sponsor to ensure they are in-line with project scope constraints.
- Key stakeholders will define acceptance criteria for each requirement and receive confirmation from the lead project analyst and the project manager.

#### **REQUIREMENTS VALIDATION**

*(Who will initially review the project work or product(s) to ensure it meets the applicable acceptance criteria? What processes will be used?)*

- Requirements must be verified to ensure that each one satisfies its stated requirement.
- Requirements will be verified by the project sponsor and project manager. Verification can be done by:
  - Inspection
  - Logical arguments



- Expert review
- Test and Evaluation
- Demonstration

*(Who will finally present the work or product(s) for acceptance? Must acceptance be obtained in writing?)*

- *The project manager will present the work for acceptance. The acceptance must be obtained in writing from the project sponsor. The project sponsor and key stakeholders have the authority to accept and reject deliverables.*

*(What happens if deliverables are rejected?)*

- A requirements rejection form will be completed and will provide comments from the project sponsor and key stakeholders as to the reason for the requirement rejections.

## **CONFIGURATION MANAGEMENT**

Every identified project requirement is set forth on the requirements register. Only those approved requirements will be carried forward for project work. The approved requirements are listed in the requirements traceability matrix.

## **MONITORING**

*(Controlling project requirements involves monitoring the status of the project requirements and managing changes to the requirements. Who is responsible for monitoring and tracking the project requirements?)*

- The project manager is responsible for monitoring and tracking the project requirement throughout the life of the project.
- The project manager will manage all changes and conduct approvals.

*(What processes will be used? Add all responsible parties to the Management Approach section, above.)*

- *Daily scrum meetings will be used to gauge progress.*
- *The project manager will review and track the project changes weekly.*
- *The project manager will establish clear deadlines for user story completion.*

## **INTEGRATED CHANGE CONTROL PROCEDURES**

Changes to the project requirements will follow the same change control procedures as those outlined in the change management plan. All requests for changes must be submitted in writing, on the approved change request form.

#### REQUIREMENTS REGISTER

<b>Project Name</b>	XYZ Website Project	<b>Date</b>	October 07, 2020
<b>Project Number</b>	01	<b>Document Number</b>	E-01-01
<b>Project Manager</b>	Shawnette Johnson	<b>Project Owner/Client</b>	XYZ Company

Stakeholder Name	Role in Project	Type of Stakeholder	Type of Communication	Expectations	Interests	Influence on Project Outcome
<b>Roger Wilson (CFO)</b>	Executive Office  XYZ Company Stakeholder	Top Management	Weekly status reports by email providing details regarding cost, performance, schedule performance, issues, and risk	Keep informed of project risk and potential impacts at all times.	High	High
<b>Lisa Sellers (Executive Committee Chairman)</b>	Executive Office  XYZ Company Stakeholder	Top Management	Weekly status reports by email providing details regarding cost, performance, schedule performance, issues, and risk	Keep informed of project risk and potential impacts at all times	High	High
<b>Tom Kane (Facilities Manager)</b>	XYZ Company Stakeholder	Top Management	Daily and weekly status reports by email and/or face to face regarding all project details	Approve project initiation, mile stones, and project end. Analyze requirements to design and build a new website	High	High

<b>Edward Speck (Product Manager)</b>	XYZ Company Stakeholder	Top Management	Weekly status report by email	Manage final hosted website, ongoing support, and maintenance	Low	Medium
<b>James Pulliam (Service Manager)</b>	XYZ Company Stakeholder	Resource Management	Weekly status report by email	Obtain internal and external resources	Low	Medium
<b>Carol Donners (Warehouse Manager)</b>	XYZ Company Stakeholder	Resource Management	Email as needed to obtain materials and equipment	Manage equipment and materials for the project	Low	Low
<b>Shawnette Johnson (Project Manager)</b>	ABC Design Project Manager	Project Manager	Email and face to face updates daily.	Manage the project, ensure all requirements, and deliverables are met. Manage project team. Present project charter to Stakeholders. Analyze requirements to design, test, and build the new website. Interview key stakeholders of XYZ to complete the required documents. Create a requirements management plan.	High	High
<b>Helen Peters (Web Designer)</b>	ABC Design Core Team Member	Core Team Member	Will have direct access to project	Design website, determine fonts, create	Low	Low

				overall look and feel, validate Mockup,		
<b>Jason Morris (Senior Developer)</b>	ABC Design Core Team Member	Core Team Member	Will have direct access to project	Ensure that all requirements are met by developers. Build, test, and host site. Create basic layout (X)-HTML/CSS, Validate Mockup, complete functioning prototype	Low	Low
<b>Scott Fassett (Senior Web Designer)</b>	Core Team Member	Core Team Member	Will have direct access to project	Complete host selection and other domain registration. Complete website structure and information architecture. Approve layout & prototype	Low	Low
<b>Cindy Lewis (Consulting Analyst)</b>	Core Team Member	Core Team Member	Will have direct access to project	Provide data to support user experience, advertising, and marketing	Low	Low

## RISK MANAGEMENT PLAN

The approach for managing risks for the XYZ Website Project includes utilizing the risk register as well as having preconceived mitigation plans to fall back on if said risks occur. Upon the completion of the project, during the closing process, the project manager will analyze each risk as well as the risk management process. Based on this analysis, the project manager will identify any improvements that can be made to the risk management process for future projects. These improvements will be captured as part of the lessons learned knowledge base.

### XYZ Risk Register

Risk ID	Risk	Probability	L-1/M-5/H-10	Impact Days	Score	Risk Response
1	After all, requirements have been captured and understood, the project schedule may exceed the six-month target date for completion.	3	M	10	30	Monitor closely to ensure that all requirements are understood and being met
2	Changes in project staff may unexpectedly occur due to attrition requiring time to fill the position and transition the required work.	10	H	10	100	Prepare a backup by completing a gap analysis of team member skills
3	The wide area network and local area network have been recently unstable with relevant upgrades being made by the service providers. This may cause further delays in the project schedule once it has been baselined.	5	M	5	25	Monitor closely every week

**SPONSOR ACCEPTANCE**

Approved by the Project Sponsor:

Tom Kane  
Project Sponsor  
Manager of Facilities Engineering

Date: 12/03/2020