

Software Engineering and Project Software Project Management Plan (SPMP) Template

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1 Introduction

1.1 Purpose and Scope

This clause refers to the purpose and scope of the system to be delivered. Briefly summarise what is to be delivered, as well as what isn't going to be delivered.

1.2 Assumptions and constraints

What are you assuming about the environment you are working in, and the resources that are available to you. What are the constraints that may hamper your progress.

1.3 Project deliverables

Summarise the main project deliverables, including deliverable title and due date.

1.4 Evolution of the plan

When and how will changes to the plan be made.

2 References

Should be obvious...

3 Definitions

Include definitions for any terminology that may not be familiar to the intended audience, particularly domain specific terminology. Also include any acronyms used in the document. e.g.

SRS	Software Requirements Specification
SDD	Software Design Document
SPMP	Software Project Management Plan

Table 1: Acronyms

4 Project organisation

4.1 Roles and responsibilities

Describe the main responsibilities for each member of the group. What is the rationale for this breakdown?

5 Risk management plan

Risk analysis. For each risk include details on its severity, likelihood and risk indicator, together with strategies for controlling and/or eliminating the risk.

6 Process model

Define the software process model that your group is using to develop the software (e.g. spiral, waterfall, ...). We expect that your choice of process model will be reflected in your schedule.

7 Work plan

7.1 Work activities

What tasks need to be completed to deliver the final product. You might start with reasonably big tasks and break them down into smaller subtasks, until you get to task for which you can provide a reasonable estimate of the total time required.

7.2 Milestones

List and describe the milestones that need to be met along the way to achieve your overall goal. You should include the fixed milestones, the two group milestones (due week 9 and 10), together with any other internal milestones that you think are appropriate. The milestones should be described in sufficient detail so that it is easy to determine whether or not the milestone has been achieved.

7.3 Schedule allocation

You should show the duration of tasks, the dependencies between tasks, give an indication of what tasks could be done in parallel and indicate what tasks are on the critical path. The schedule should also show the milestones, and their dependencies on tasks. You may include Gantt charts, PERT charts or other techniques for showing schedule relationships here.

7.4 Resource allocation

Here you should address how you intend to allocate your resources (in particular people) to the various tasks. You should make sure you have a fair distribution of effort across all group members.

8 Supporting plans

These individual subsections should be fairly short, probably no more than a page each.

8.1 Configuration management plan

You should include details on how you will uniquely identify configuration items. You should also describe how you will differentiate between different releases. You may also want to give an outline of the repository structure.

8.2 Documentation plan

List the documents to be prepared. Give details on the document template to be used (where appropriate). Describe the preparation and review process for documents.

8.3 Quality assurance plan

This should include a description of your verification and validation (V&V) process. You should also list any standards (this may include in coding standards for example) that you intend to use the process that you will put in place to ensure you have correctly followed the standard. You might also want to include details on the software review and inspection processes that you intend to adopt.