



THE UNIVERSITY OF  
MELBOURNE

# SWEN90016

## Software Processes & Project Management

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## Intended Learning Objectives

**Module 8 – Project Management Plan.**

**Module 9 – Stakeholder Management.**

**Module 10 – Communication Management.**

## Project Management Plan (Formal)

Almost every organisations will have it's own “*version*” of a Project Management Plan (PMP), however the reasons they have and use them are the same.

A PMP is a formal approved document that defines how the project is executed, monitored and controlled. It may be a summary or a detailed document.

It is a document that is owned, controlled and populated by the Project Manager and is used throughout the project.

A good PMP provides the required level of detail across key project components and is the one source of truth for all parties involved across the project.

A Project Charter is a summary project proposal to secure approval for the project goals and terms (useful as part of Business Case).

A PMP is an approved document showing how to achieve the approved project goals / benefits and provides the details on how to execute and manage the project (used as part of mobilisation and on-going management of the project).

000000000000 - Design Document Index

Project Management Plan - Template

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## Section 1 - Introduction

### 1. Purpose

The purpose of this document is to provide the information that is needed to develop a project specific Design Control Plan (DCP) for the project. This document is intended to be used by the project manager and the project sponsor to ensure that the project is managed in a way that is consistent with the project goals and objectives. The DCP is a key component of the project management plan and is used to ensure that the project is managed in a way that is consistent with the project goals and objectives. The DCP is a key component of the project management plan and is used to ensure that the project is managed in a way that is consistent with the project goals and objectives.

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**Primary Use:** Detailed document used to establish and manage the project. Defines all key items the project needs to consider.

## Project Management Plan (Formal)

A typical PMP consists of all / or most of the following categories.

- *Project Information*
  - Executive Summary
  - Financial Authority to proceed
  - Key Stakeholders
  - Scope
  - Delivery approach / SDLC - Waterfall or Agile
  - Resources / People
  - Key Milestones
  - Project Budget
  - Lessons learned applied to this project
  - Constraints

## Project Management Plan (Formal)

And.....

- *Project Governance*
  - Roles and Responsibilities
  - Mandatory Project Planning / Key Additional Activities
    - Schedule
    - Risk Management
    - Cost Estimation
    - Quality Assurance
    - Configuration Management (Change Management)

The PMP is a large multi-page document that takes time to prepare, review and complete. Multiple people (subject experts) are involved and prepare the specific details. The Project Manager coordinates all items and has ultimate accountability for the quality and final outcome.