

## **Assignment 1: Initialize the Software Project Management Plan (SPMP)**

In the course resources learning module, you will find a template for Software Project Management Plans (SPMP) - an MS Word document - which is a slightly tailored version of IEEE Standard 1058 – also posted in this area. This assignment makes use of this template. Whenever you need more guidance than that provided in this template, refer to the actual IEEE standard.

Your assignment is to use this SPMP template to create an initial draft of a Software Project Management Plan that you feel will address the Case Study given what you know of the case study so far. Note that your subsequent assignments will progressively add content to this initial plan. As you learn more about the case study you will want to make further changes. Furthermore, I will be giving you feedback after each submission, possibly making suggestions that you should incorporate into your subsequent versions of the plan.

For this first assignment you are only required to draft certain sections of the SPMP. You will probably find it convenient to stub in the other parts of the plan with empty sections since you will be completing these other parts more than likely depending on the needs of the case study. The template uses MS Word styles with automatic section numbering – please align the section numbers with the template as provided to the extent possible.

Your assignment is to address the following parts of the SPMP template:

- Title Page with project name, your name, version number and date
- Change History Block (you are expected to update this as you make changes)
- Table of Contents ... and the following sections
- 1 Overview and Project Summary
- 2 References
- 3 Definitions
- 4 Project Organization
- 6 Technical Processes

**Formatting / Submission Instructions:** (I'm reinforcing common omissions below)

- Don't forget to regenerate your TOC before submitting - check before submitting
- Page number using [page of maxpages] style; please spell check too!
- Don't forget to include your name on both title page and in file name!
- File name format: **OMSE511 Assignment# {Lastname}{Firstname}.ext**
- Extension can be .doc or .pdf
- Please embed figures, graphs, tables, into the document - I want 1 file only!

**Budget approximately 10 pages to complete this initial draft of your SPMP.**

### **Grading Criteria for this assignment**

- Completeness with respect to SPMP template requirements
- Technical feasibility and viability
- Clarity of presentation (written expression)