Project X
Pre-Project Plan

Version History

Version	Author(s)	Description of Version	Date
Version 1	Fred Flintstone, Barney Rubble, Joe Jalopy	Initial Version of project plan, prepared for comments by W. Harrison	05/01/2002
Version 2	Fred Flintstone, Barney Rubble	Version Incorporating Smith's, Customer's, Jane Jalopy's and Harrison's comments	05/15/2002

Review History

Reviewer(s)	Version	Comments	Date
Sue Smith	Version 1	Enlarge the scope of the application	05/02/2002
Mr. Customer, Jane Jalopy	Version 1	Too broad, narrow focus	05/12/2002
Harrison	Version 1	Grammar/spelling errors	05/13/2002
Harrison	Version 2	Looks good	05/20/2002

Approvals

Approved By	Version	Signature	Date
Harrison	Version 2		05/20/2002

1. Overview

summary of project

2. Deliverables

What is your team actually going to deliver to the sponsor? Programs on a CD? Paper copies of manuals? CGI scripts, HTML files and database tables loaded on their server?

3. Key Assumptions and Constraints, References

What are you assuming? No technical people around to maintain the service? The web site will be hosted on a Linux box owned by the sponsor? We're basing the operation from a company brochure? Users' Guide?

4. Development Process

Phases? Show the steps your team intends to carry out as the application is developed

Establish customer needs
Who, What, When
Write needs down
Who, What, When
Customer approval of needs
Who, What, When
Specify needs in terms of application functions/features
Who, What, When
Create system architecture
Who, What, When
Specify each architecture component
Who, What, When
Code the components
Who, What, When
Test each component
Who, What, When
Integrate components
Who, What, When
Test integrated system
Who, What, When

5. PERT Chart

Provide a PERT Chart of the activities to be carried out.Sshow precedence and critical path

6. Schedule

List intermediate deliverables – correspond with phases identified earlier – estimate dates

7. Calendar

List calendar for the project period – note activities and deliverables

8. Meetings and Reviews

Show mandatory meetings. Reviews before integration? Reviews before next phase?

9. Resource Identification

List resources (i.e., number of person hours and when they can be applied) available

10. Configuration Management

Describe plan for keeping track of electronic artifacts – change control, synchronization, versioning, etc. Integration issues.

11. Roles and Responsibilities

Lead Role	Responsibility	Name(s)
Manager	assign responsibilities, make formal requests to Harrison for resources	Tom
Scheduling, Project Tracking	keep track of where the project is and track against planned schedule	Sue
Architectural Design	determine and explain overall organization of components	Scott
Database Design	decide which database to use and make decisions about DB schema	Tom
Quality Assurance	Develop and run acceptance tests	Ed
Tool Support	Build tools, find out information for team, show team how to use tools	Prakash
Documentation	Write users manuals, examine code for adequate commenting	Lee
Programming	Write code to implement the design	Lee, Ed, Tom
Packaging	Burn application onto a CD for distribution, make copies of manual	Sue

12. Risk Management

List possible risks that may occur – try to assign consequence and probability for each risk. If possible address mitigation approach:

Risk: A team member may drop out

Consequence: No one to do their part of the project

Mitigation: Every team member has an "understudy" for each of their roles

13. Quality Assurance and Testing

Describe QA and Testing approach – what activities are you going to perform to carry out QA and/or testing? When?

14. Deployment

How are you going to deliver the final product? Are there any special customer acceptance criteria?