**PROJECT PLAN**

**Introduction**

All instructors deal with penning out the estimates of completing course syllabus for their classes on a regular basis. As they progress through their classes the process of keeping a track becomes difficult and cumbersome.

Conspectus will be a local software which will maximize the instructor’s productivity by providing tools to assist in semi-automating and digitizing the syllabus planning and progress tracking process. By maximizing the instructor’s work efficiency and production the system will meet the instructor’s needs while remaining easy to understand and use.

**Management Approach**

The overall authority and responsibility for managing and executing this project according to this Project Plan and its Subsidiary Management Plans is distributed among all 4 developers of the Team. The project team will consist of personnel working for coding, quality control/assurance, technical writing, and testing. The project team will work with all resources to perform project planning. All project and subsidiary management plans will be reviewed and approved by the project sponsor.

The project team will be a matrix in that team members from each skill set continue to report to the other members throughout the duration of the project. All are responsible for communicating with each other on the progress and performance of each project resource.

**Project Scope**

The scope of this project includes the planning, design, development, testing, and transition of the Conspectus software package. This software will meet or exceed organizational software standards and additional requirements established in the project charter.

The scope of this project also includes completion of all documentation, manuals, and training aids to be used in conjunction with the software. Project completion will occur when the software and documentation package has been successfully executed and submitted to Client (Subject Teacher) for further evaluation.

All Conspectus 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.

**Change Management**

The following steps comprise change control process for all projects and will be utilized on the Conspectus project:

Step #1: Identify the need for a change (Any Stakeholder)

Requestor will submit a completed change request form to the project team.

Step #3: Conduct an evaluation of the

The project team will conduct an evaluation of the impact of the change to cost, risk, schedule, and scope

Step #5: Change decision

The team will discuss the proposed change and decide whether or not it will be approved based on all submitted information

Step #6: Implement change

If a change is approved by all the members, the project team will update and re-baseline project documentation as necessary as well as ensure any changes are communicated to the team and stakeholders

Any team member or stakeholder may submit a change request for the Conspectus Project. All change requests will be logged and tracked through to completion.

**Estimations**

For Conspectus, an **Organic Project with 1.5 kLOC,** following estimations are made based on basic COCOMO model:

The equations take the form -

**Effort Applied (E)** = ab\*(KLOC)\*bb = 2.4\*(1.5)\*1.05 = **3.78 person-months**

**Development Time (D)** = cb\*(Effort Applied)\*db = 2.5\*3.78\*0.38 = **3.59 months**

**Quality Management**

All members of the Conspectus project team will play a role in quality management. It is imperative that the team ensures that work is completed at an adequate level of quality from individual work packages to the final project deliverable.

**Risk Management**

The approach for managing risks for the Conspectus Project includes a methodical process by which the project team identifies, scores, and ranks the various risks. Every effort will be made to proactively identify risks ahead of time in order to implement a mitigation strategy from the project’s onset.

The most likely and highest impact risks were added to the project schedule to ensure that the assigned risk teams take the necessary steps to implement the mitigation response at the appropriate time during the schedule.

Upon the completion of the project, during the closing process, the project team will analyze each risk as well as the risk management process. Based on this analysis, the project team 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.