

Project Plan

Document

**Version 1.0**

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Table of Contents

[PROJECT SUMMARY 4](#_Toc398809101)

[Project Details 4](#_Toc398809102)

[Shared Vision 4](#_Toc398809103)

[Project Overview 4](#_Toc398809104)

[Stake Holders involved in this Project 4](#_Toc398809105)

[Commitments on Milestones 5](#_Toc398809107)

[Commitments made by the Customer 7](#_Toc398809108)

[Assumptions Made While Planning 7](#_Toc398809109)

[PROJECT PLANNING 7](#_Toc398809110)

[Requirement Management 7](#_Toc398809111)

[Project Process 7](#_Toc398809112)

[Effort Estimation 8](#_Toc398809113)

[Efforts Distribution 8](#_Toc398809114)

[Training Plan 8](#_Toc398809115)

[Validation Plan 8](#_Toc398809116)

[PROJECT TRACKING 8](#_Toc398809117)

[Task Tracking 8](#_Toc398809118)

[Escalation Procedure 9](#_Toc398809119)

PROJECT SUMMARY

Project Details

|  |  |  |  |
| --- | --- | --- | --- |
| Project Code / Name | Module Code / Name | Customer | Project Authorization Reference |
| MCAS |  | ComfortDelGro Insurance |  |

Shared Vision

| **Shared Vision Components** | **Project Context** |
| --- | --- |
| Mission | To provide quality and cost effective, solution to ComfortDelGro Insurance for their new Claims Administration Platform |
| Objectives | * To provide a high quality deliverable with minimum bugs * To develop highly extendable reusable components * To achieve a good sense of team satisfaction * To deliver this project by xx 201x |
| Expected Behavior and Values | * Application to be accessible through web browser * Easy to use with minimum user intervention * Configurable alerts, schedulers and approval workflows |

Project Overview

|  |  |  |
| --- | --- | --- |
| Project Start Date | Project End Date | Total Estimated Efforts |
|  |  |  |

Stake Holders involved in this Project

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PROJECT MANAGER | BUSINESS ANALYST | ACCOUNT MANAGER | DEVELOPMENT  MANAGER | TECHNICAL LEAD | QA Lead |
| EVELYN YAP | VARUN GUPTA | DEXTER CHAN | PRAVESH CHANDEL | ASAI |  |

| **Commitments on Milestones** | | | | |
| --- | --- | --- | --- | --- |
| Sr. No. | Milestones | Deliverables | Expected Completion / Delivery Date | Responsible Person |
| 1 | 1. Project Initiation | 1.1 Project Scope Definition  1.2 Project Plan Development  1.3 Project Scope Completed |  | SINGAPORE |
| 2 | 2.Requirement Gathering | 2.1 Dashboard Requirements  2.2 Diary Listing Requirements  2.2.1 Diary Items  2.2.2 Assigned Tasks  2.2.3 Escalation Tasks  2.3 System Admin Requirements  2.3.1 Upload Main Menu  2.3.2 User Admin  2.3.3 Service Provider Master  2.4 Claim Requirements  2.4.1 Buses  2.4.2 Trains  2.4.3 Taxis  2.4.4 Rental Cars  2.4.5 Private Cars  2.5 Upload Requirements  2.5.1 TAC Upload  2.5.2 Claim File Upload  2.6 Claim Enquiry Requirements  2.6.1 Claims  2.6.2 Claim Documents Printing  2.6.3 Job Schedule Enquiry  2.7 Security Management System  2.8 Document Print  2.8.1 Claim Payment Document Printing  2.8.2 Claim Registration Document Printing  2.9 Document Generation Module  2.10 Requirements signed off by client |  | SINGAPORE |
| 3 | 3. Requirements Finalized in TFS | 3.1 Document Upload in TFS |  | INDIA |
| 4. | 4. Design UI and Functionality | 4.1 Bus UI and Functionality  4.2 Train UI and Functionality  4.3 Taxi UI and Functionality  4.4 Rental Cars UI and Functionality  4.5 Private Cars UI and Functionality  4.6 Bus UI and Functionality signed off by client  4.7 Train UI and Functionality signed off by client  4.8 Taxi UI and Functionality signed off by client  4.9 Rental Cars UI and Functionality signed off by client  4.10 Private Cars UI and Functionality signed off by client |  | INDIA |
| 4 | 5. Iterative Development & Testing | 5.1 Dashboard  5.1.1 User Manual  5.1.2 Test Approach/Test Cases  5.1.3 QA Testing  5.1.4 UAT  5.2 Diary Listing  5.2.1 Diary Items  5.2.2 Assigned Tasks  5.2.3 Escalation Tasks  5.2.4 User Manual  5.2.5 Test Approach/Test Cases  5.2.6 QA Testing  5.2.7 UAT  5.3 System Admin  5.3.1 Upload Main Menu  5.3.2 User Admin  5.3.3 Service Provider Master  5.3.4 User Manual  5.3.5 Test Approach/Test Cases  5.3.6 QA Testing  5.3.7 UAT  5.4 Claim  5.4.1 Buses  5.4.2 Trains  5.4.3 Taxis  5.4.4 Rental Cars  5.4.5 Private Cars  5.4.6 User Manual  5.4.7 Test Approach/Test Cases  5.4.8 QA Testing  5.4.9 UAT  5.5 Upload  5.5.1 TAC Upload  5.5.2 Claim File Upload  5.5.3 User Manual  5.5.4 Test Approach/Test Cases  5.5.5 QA Testing  5.5.6 UAT  5.6 Claim Enquiry  5.6.1 Claims  5.6.2 Claim Documents Printing  5.6.3 Job Schedule Enquiry  5.6.4 User Manual  5.6.5 Test Approach/Test Cases  5.6.6 QA Testing  5.6.7 UAT  5.7 Security Management System  5.7.1 User Manual  5.7.2 Test Approach/Test Cases  5.7.3 QA Testing  5.7.4 UAT  5.8 Document Print  5.8.1 Claim Payment Document Printing  5.8.2 Claim Registration Document Printing  5.8.3 User Manual  5.8.4 Test Approach/Test Cases  5.8.5 QA Testing  5.8.6 UAT  5.9 Document Generation Module  5.9.1 User Manual  5.9.2 Test Approach/Test Cases  5.9.3 QA Testing  5.9.4 UAT |  | INDIA |
| 5 | 6. QA Test Scripts | 6.1 Testing Approach Development/Confirmation  6.2 Test Condition Development  6.3 Test Script Development  6.4 Expected Results Development |  | INDIA |
| 6 | 7. QA Testing | 7.1 QA Testing  7.2 Review results |  | INDIA |
| 7 | 8. End-to-end UAT | 8.1 Access to UAT Environment  8.2 Product Testing |  | SINGAPORE |
| 8 | 9. Client UAT | 9.1 Access to UAT Environment  9.2 Product Testing |  | CDGI |
| 9 | 10. Deployment | 10.1 Deployment Approach  10.2 Platform Readiness  10.3 Software Installation  10.4 UAT Sign-off  10.5 Go Live Preparation  10.6 Support Kick Off |  | SINGAPORE |

Commitments made by the Customer

| Sr. No. | Details | Expected completion date | Responsible for tracking |
| --- | --- | --- | --- |
| 1 | None |  |  |

Assumptions Made While Planning

|  |  |
| --- | --- |
| Sr. No | Assumptions made while planning |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

PROJECT PLANNING

Project Process

* [SDLC Guidelines](C:\\Users\\evelyn.EBIXSG\\Documents\\AN4\\AN4 SDLC_Cetera.pdf)

Effort Estimation

Efforts Distribution

| Stages | Percentage of Efforts | Efforts in Man Days |
| --- | --- | --- |
| Project Initiation |  |  |
| Requirement Gathering |  |  |
| Design & Development |  |  |
| Testing |  |  |
| Deployment |  |  |
| Training |  |  |
| Post Implementation Review |  |  |
| Total |  |  |

Review & Rework of each work request will be part of respective stage effort distribution. Documentation of each work request will be part of respective stage effort distribution.

Training Plan

|  |  |  |  |
| --- | --- | --- | --- |
| Training Requirement | Duration | Participants | Tentative Completion Date |
| Training |  |  |  |
| Product Go-Through (Functional Aspects of the product) |  |  |  |

Validation Plan

|  |  |  |  |
| --- | --- | --- | --- |
| Items for Validation | Validation Method | Validation Criteria | Responsibility |
| Requirements | System Test Cases | Customer acceptance | Singapore |
| Code | Peer Reviews | Coding Standard | India |
| Final Product | User Acceptance Testing | Agreed requirements | Singapore |

PROJECT TRACKING

Task Tracking

|  |  |
| --- | --- |
| Activity | Procedure |
| Task Scheduling | Project Manager shall plan various tasks in the project considering the completion date of project. |
| Task Assigning | Planned tasks are assigned to various resources by project leader / team leaders. |
| Task Status Tracking | Project schedule shall be updated after phase end.  Status Report to Senior Management will be prepared and submitted weekly. In case of any variance it will be done at following phase end:  - Requirement Gathering  - Development  - Testing  - Closure |
| Risk Tracking | Risks considered for this project shall be tracked in project review meetings |
| Project Meetings | Development Team shall meet once a week ends to discuss the project status, issues cropped, project planning activities, defect analysis, etc. |

Escalation Procedure

| Threshold Period | Name of Person | Designation of Person |
| --- | --- | --- |
| At Customer End- | | |
| If 3 days are taken for resolving |  |  |
| If 7 days are taken for resolving |  |  |
|  | | |