<Project Name>

Software Development Plan

Version <1.0>

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Revision History

| **Date** | **Version** | **Description** | **Author** |
| --- | --- | --- | --- |
| <dd/mmm/yy> | <x.x> | <details> | <name> |
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Software Development Plan

# 

# Introduction

*[The introduction of the* ***Software Development Plan*** *provides an overview of the entire document.]*

# Project Overview

## Project Purpose, Scope, and Objectives

*[A brief description of the purpose and objectives of this project and a brief description of what deliverables the project is expected to deliver.]*

## Assumptions and Constraints

*[A list of assumptions that this plan is based and any constraints, for example. budget, staff, schedule, that apply to the project.*

*Example:*

* *Project has a fixed schedule of 12 weeks*
* *Zero-budget project*
* *Project has 5 people, there will be no more people added during the project]*

## Project Deliverables

*[A list of the artifacts to be created during the project, including target delivery dates. The text below is provided as an example.]*

# Project Organization

## Organizational Structure

*[Describe the organizational structure of the project team, including management and other review authorities.*

*Example,*



*]*

## Roles and Responsibilities

*[Identify the project organizational units that will be responsible for each of the disciplines, workflow details, and supporting processes. The text below is provided as an example.*

*Refer to the lecture note “Week 2 – Project Assignments” for predefined roles and responsibilities.*

*]*

| ***Person*** | ***Role*** |
| --- | --- |
| *Susan Snow, Business Analyst*  *Henry Halfpipe, Tester*  *TBD1, Developer*  *TBD2, Team leader* |  |

# Management Process

## Project Estimates

*[Provide the estimated cost and schedule for the project, as well as the basis for those estimates, and the points and circumstances in the project when re-estimation will occur.]*

## Project Plan

*[This section contains the schedule and resources for the project.]*

### Phase and Iteration Plan

*[Specify how many phases of the project. Each phase should include starting date, ending date, phase name, and overall objectives.*

*Refer to the lecture note “LN04 -- Project Assignments”, slides #1 and #11 for the initial plan.*

*List iterations and the objectives to be accomplished for each of the iterations.]*

*It is OK to include:*

∙ *Work Breakdown Structure (WBS)*

∙ *a timeline or Gantt chart showing the allocation of time to the project phases and iterations*

∙ *identify major milestones with their achievement criteria*

*Define any important release points and demos.*

### Releases

*[A brief description of each software release and whether it’s demo, beta, and so on.]*

### Project Schedule

*[Diagrams or tables showing target dates for completion of iterations and phases, release points, demos, and other milestones.*

*MS project schedule can be copied here]*

## Project Monitoring and Control

### Reporting

*[Provide approaches to reporting project status. Approaches may include*

* *Weekly meeting*
* *Weekly status report*
* *Informal chats]*

### Risk Management

*[Identify risks in your project. The risks should be prioritized, and shorted according to their priority.]*

| *Risk ID* | *Risk Description* | *Probability* | *Impact* | *Priority* | *Mitigation Strategy or Contingency Plan* |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

### Configuration Management

*[Determine tools to be used for storage and sharing source code and files. Tools can be used, such as:*

* *Google drive or Dropbox, etc. for storing and sharing documents and files.*
* *Git, Bitbucket, etc. for managing source code and related files*

*]*