**PROJECT PLAN**



**SRM System**

**HIT Team**

Consulting

Sales

Staffing

Support

# Information of document

|  |  |
| --- | --- |
| **Title** | **Project Plan** |
| **Author(s)** | All team |
| **Reviewer(s)** | All team |
| **Team name** | HIT Team |
| **Team members** | Thanh Giang, Hiep Ta, Phuc Nguyen, Giang Nguyen, Dat Tran, Huy Huynh |
| **Project mentors** | Mr. Hung Anh |
| **Editor** |  |
| **Type of report** | Project Plan |
| **Software used** | MS Word |

# Document Reviewer Information

|  |  |  |
| --- | --- | --- |
| Reviewer Name | Review Attendance (R/S) | Comments |
|  |  |  |
|  |  |  |
|  |  |  |

# Document Approver Information

|  |  |  |
| --- | --- | --- |
| Approver Name | Approver Function | Comments |
|  |  |  |
|  |  |  |
|  |  |  |

# Document Revision History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Revision | Status | Change Summary | Revised by |
| 28/5/2012 | 1.0 |  | Write Project Plan Draft | Thanh Giang |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Contents

[Information of document 2](#_Toc329719148)

[Document Reviewer Information 2](#_Toc329719149)

[Document Approver Information 2](#_Toc329719150)

[Document Revision History 2](#_Toc329719151)

[1. Introduction 5](#_Toc329719152)

[1.1. Document Overview 5](#_Toc329719153)

[1.2. Document Scope: 5](#_Toc329719154)

[1.3. Document Reference: 5](#_Toc329719155)

[1.4. Definitions, Acronyms and Abbreviations: 6](#_Toc329719156)

[1.5. Reference materials 7](#_Toc329719157)

[2. Project Definition and Approach: 7](#_Toc329719158)

[2.1. Project Scope: 7](#_Toc329719159)

[2.2. Project Development Lifecycle and Methodology: 8](#_Toc329719160)

[2.3. Project Major Milestone: 9](#_Toc329719161)

[2.4. Project Deliverables: 10](#_Toc329719162)

[2.5. Project Detailed Schedule: 12](#_Toc329719163)

[2.6. Project Constraints: 12](#_Toc329719164)

[2.7. Organizational Boundaries and Interfaces 12](#_Toc329719165)

[2.8. Project Role and Responsibilities: 12](#_Toc329719166)

[2.9. Project Human Resource: 13](#_Toc329719167)

[2.10. Project Non-Human Resource: 14](#_Toc329719168)

[2.11. Project Process: 14](#_Toc329719169)

[2.11.1. Requirement Process: 14](#_Toc329719170)

[2.11.2. Architecture & Design Process: 15](#_Toc329719171)

[2.11.3. Implementation Process: 15](#_Toc329719172)

[2.11.4. Testing Process: 15](#_Toc329719173)

[2.12. Project Monitor and Control: 15](#_Toc329719174)

[2.12.1. Risk Management Plan: 15](#_Toc329719175)

[2.12.2. Change Management Plan: 15](#_Toc329719176)

[2.12.3. Quality Management Plan: 16](#_Toc329719177)

[2.12.4. Communication Plan: 16](#_Toc329719178)

[2.12.5. Configuration Plan: 17](#_Toc329719179)

[2.12.6. Tool: 17](#_Toc329719180)

[2.13. Schedule 18](#_Toc329719181)

# Introduction

# Document Overview

This section of the Software Project Management Plan (SPMP) gives an overview of the purpose, scope, and objectives of the project. It also contains the assumptions and constraints, the project deliverables, the summary of the schedule and budget, and the plan for changing the SPMP.

# Document Scope:

This document is to cover parameters of a project and to establish the appropriate project management and quality environment required to complete the project:

* Milestone of project planning
* Project Monitor and Control
* Deliverable planning
* Human resource planning
* Configuration Plan
* Risk Management Plan
* Change Management Plan
* Other Plan such as ( Each phase project plan )

# Document Reference:

|  |  |  |
| --- | --- | --- |
| No | Document Name | Description |
| 1 | Detailed Schedule | Document describes Detailed Schedule for plan |
| 2 | Requirement Management Plan Document | Document describes plan and process to manage requirement phase |
| 3 | Architecture & Design Management Plan Document | Document describes plan and process to manage Architecture & Design phase |
| 4 | Implementation Management Plan Document | Document describes plan and process to manage Implementation phase |
| 5 | Testing Management Document | Describe plan and process to manage Test Phase |
| 6 | Measurement Plan | Describe plan to measure productivity, Quality, Risk Change… |
| 7 | Team Morale Measurement Document | Document describe how to measure Team Morale |
| 8 | Customer Survey | Document describes how to measure customer satisfaction. |
| 9 | Earn Value Report | Document describe earned value of project |
| 10 | Communication Management Plan | Define the communication information of SRM project between project team, mentor and Customer |
| 11 | Quality Management Plan | Defines the activities to be performed in providing independent visibility into the quality of processes being used and products being built for the SRM project |
| 12 | Configuration Plan | Manages all documents that are deliverable document and Working document |

***Table 1: Project Plan Reference Document***

# Definitions, Acronyms and Abbreviations:

|  |  |
| --- | --- |
| Term | Definition or Description |
| SRS | Software Requirement Specification Document |
| SDS | Software Design Specification Document |
| SAD | Software Architecture Design Document |
| TCD | Team Charter Document |
| PCD | Project Charter Document |
| SRM | Student Record Management |
| IEEE | Institute of Electrical and Electronics Engineers |
| CCB | Configuration Control Board |
| CM | Configuration Management |
| C&C | Component and Connector |
| DB | Database |
| LOC | Line of Code |
| OS | Operating System |
| SPMP | Software Project Management Plan |
| QA | Quality Assurance |
| SPMP | Software Project Management Plan |
| SRE | Software Risk Evaluation |
| TSP | Team Software Process for Education |

***Table 2: Definitions, Acronyms and Abbreviations in document***

# Reference materials

* Project Plan Outline IEEE Template
* Anthony J. Lattanze, 2008, Architecting Software Intensive Systems

# Project Definition and Approach:

This section will define:

* The Scope of the SRM Project
* Identify the lifecycle and methodology to be used for developing SRM project
* Identify Major Milestones
* List of Project Deliverable
* Identify project’s constraints
* Identify and describe the roles and responsibilities on the project
* Identify the resources needed for the project.

# Project Scope:

Student come to VLU yearly to perform admission procedures, they must bringing matriculated paper and other records to VLU. Firstly student have to pay the tuition at accounting agent and then go through take photograph, finally bring all to the faculty to complete admission process

The system does not manage the paying process, taking pictures; only manage the record submission process in the faculty.

Customers Want:

* Report about the number of received record to date for human resources office or managing board can see updated information promptly.
* The input records will be encrypted to management software student information, do not need to input again.
* The finding information faster without losing time as searches in paper or Excel file
* Statistics in the form of selecting a date, selecting faculty or by the total number of passing students

Software product SRM is developed to solve problems in current processes, as well as help users manage the profile of student at the university more effectively.

# Project Development Lifecycle and Methodology:

This project will utilize an iterative development lifecycle model. The basis of this lifecycle model is that each iteration results in one or more deliverables. The nature of the iterations is that you begin by identifying a deliverable in the smallest or least detailed manner that will meet at least some of the customer’s needs, and continue to build upon initial iterations so that functionality grows with each a subsequent iteration.

This project will use a methodology from the Waterfall Model which approach and the tailored approaches are briefly described in the following table:

|  |  |  |
| --- | --- | --- |
| Phase | RUP Description of phase | Tailor version of RUP |
| Planning | * The planning phase must establish the business case for the system and delimit the project scope. | * Developing plan for project, team charter, project charter. * Developers and Customer have a shared understanding of the system. * Get requirement in high level. * An initial risk assessment. * One or several prototypes * Define Architecture Driver * Plan for Testing |
| Requirement | * To accomplish this you must identify all external entities with which the system will interact (actors) and define the nature of this interaction at a high-level. * This involves identifying all use cases and describing a few significant ones. The business case includes success criteria, risk assessment, and estimate of the resources needed, and a phase plan showing dates of major milestones * Continuing update project plan, risk assessment | Based on use case, and high level function , develop:   * Software Requirement Specification * Update Project Plan * Update detailed Plan for Testing * Implementation some clear use case |
| Analysis and Design | * Tighten up the architecture and plan * Continuing update project plan, risk assessment | * Software Architecture Specification * Software Design Specification Document |
| Development | * Executable architecture prototype * All remaining components and application features are developed and integrated into the product, and all features are thoroughly tested * Develop supporting Documentation | * Package the deliverables to be constructed into work packages of functionality, testing them after release. |
| Testing | * System testing * Acceptant testing * System deployment | * Test each work package against the specific requirements documented in the SRS and SDS that the work package was defined to address. * Plan and execute all tests after release. * System testing after iteration all module * Acceptant testing |
| Packing and Deploying | * Project Closure | * System Deployment * Project Closure |

# Project Major Milestone:

SRM Project is going to kick-off on Sat 9/23/11 and complete on 30/04/12. The following table contains the major milestone of the project. But project restart on 11/26/2011

|  |  |  |
| --- | --- | --- |
| Phase | Start | Finish |
| Planning | Fri 5/18/12 | Sun 6/3/12 |
| Requirement | Mon 5/21/12 | Mon 6/11/12 |
| Analysis and Design | Mon 5/28/12 | Mon 6/25/12 |
| Development | Mon 6/25/12 | Mon 7/23/12 |
| Testing | Mon 7/23/12 | Mon 7/30/12 |
| Packing and Deploying | Mon 7/30/12 | Mon 8/6/12 |

***Table 3: SRM Development Milestone***

# Project Deliverables:

The deliverables of this project will be organized by managed control points into TFS system.

|  |  |  |
| --- | --- | --- |
| Delivered Title | Primary Producer | Description |
| Planning | | |
| Team Charter Document (TCD) | SRM Team | Document describes build team development and Norms in team |
| Project Charter ( PCD ) | SRM Team | Document describes scope, stakeholder, human resource, and risk in initial project. |
| Project Plan Document (PP) | SRM Team | Include all of the key elements of project planning |
| Test Plan | SRM Testing Team | Document describes plan of testing OSP project |
| Acceptant Test Document | SRM Testing Team | Document describes Acceptant test with High level Requirement |
| Requirement | | |
| Software Requirement Specification document ( SRS ) | SRM Requirement Team | Document describes all user requirements, use case and architecture driver in SRS |
| Analysis and Design | | |
| Software Architecture Document(SAD) | SRM Architecture Team | Document describes all architecture design of SRM. |
| SAS final version |  |  |
| SDS initial version | SRM Architecture Team |  |
| System Test document | SRM Testing Team | Describe test case of System test |
| Acceptant test document | SRM Testing Team | Describe test case of Acceptant test |
| Development | | |
| Module 1-Student Record | SRM Implementation Team | Completed module Student Record for release |
| Test Report | SRM Testing Team | Result all testing approach |
| Module 2-User Account | SRM Implementation Team | Completed module User Account for release |
| Integration Test Plan Document and result – Module 1,2 | SRM Testing Team | Plan for testing the integration of all the modules 1,2 |
| Test Report | SRM Testing Team | Result all testing approach |
| Module 3-Analysis and Statistic | SRM Implementation Team | Completed module Analysis and Statistic for release |
| Integration Test Plan Document and result – Module 1,2,3 | SRM Testing Team | Plan for testing the integration of all the modules 1,2,3 |
| Test Report | SRM Testing Team | Result all testing approach |
| Testing | | |
| Acceptant test | SRM Testing Team | Final review of the SRM product, associated Product Documentation, training materials and User Guide |
| Project Monitor & Control | | |
| Weekly Report | Team Leader |  |
| Project Close-out Document | Team Leader | Documents the closure of the project, confirms the delivery of the product and releases the resources. |
| User guide Document | SRM Requirement Team |  |
| Project Close-out Document | Team Leader | Documents the closure of the project, confirms the delivery of the product and releases the resources. |
| Team Reflection | SRM Team | Documented insights from the project, problems and how they were solved, another information worthy of passing on to Steering Committee and future project teams. |

***Table 4: SRM Development Deliverable***

# Project Detailed Schedule:

Reference to Detailed Schedule Microsoft project (*SRM\_Schedule.mpp* )

# Project Constraints:

|  |  |
| --- | --- |
| No | Description |
| 1. | Team has six humans resource to developing system. |
| 2. | Project’s timeline have eleven weeks to develop SRM system |
| 3. | HIT Team has one mentor. |

***Table 5: SRM Development Constraints***

# Organizational Boundaries and Interfaces

The team will meet weekly with the mentor or customer to report progress and discuss changes and progress possible and discuss possible changes and amendments. Major changes will affect the important events or major changes will affect important events must be approved by the whole team. From these documents it will be important issues are all members agree.

# Project Role and Responsibilities:

The following table defines the roles and responsibilities of individual and team for this project:

|  |  |
| --- | --- |
| Role | Responsibility |
| Project Manager | * Manage the SRM project statement of work, Quality of Product * Primary interface between Team and customer, Mentors * Mange Project * Providing weekly report and monthly report * Mange Quality of process. * Document issues and lessons learned during development * Manage Training for Team. |
| Requirement Team | * Serve as the primary customer liaison * Develop and document the Requirement for SRM * Collaborate and Develop the Acceptance Test and training. * Produce requirement and architecture driver information and expertise to the Architecture team * Help to manage the change and evolution of the architectural drivers * Assist the quality engineer in coordinating architecture design review and in defining “black box” system or product tests |
| Architecture Team | * Responsible for overall system design * Provide enormous value throughout the system or product life cycle in managing change and evolution * Develop and document the Architecture Design for SRM * Collaborate and Develop the System test, Integration test, and training. * Provide architecture and design information and expertise to the developer team |
| Implementation Team | * Focus on detailed design * Develop Module, architectural elements for SRM follow design and integration of the elements to compose the system * Develop Unit Test Plan for each module of the product * Collaborate and Develop the unit test, and training. * Team responds on deployment |
| Testing Team | * Develop and document all related test phase. * Test and found defect in development team. * Perform test and report result for development team * Test all deliverable |
| Recorder | * Document all minute of meeting team * Document issues and lessons learned during development |

***Table 6: SRM Development Role & Responsibility***

# Project Human Resource:

The following table defines role and allocation that project need:

|  |  |  |
| --- | --- | --- |
| No | Role | Allocation |
| 1 | Project Manager | 1 |
| 2 | Mentors ( project consultant ) | 1 |
| 3 | Customer | 1 |
| 4 | Software Requirement engineer | 3 |
| 5 | Software Architecture engineer | 4 |
| 6 | Programmer | 5 |
| 7 | Tester | 3 |
| 8 | Team Writer | 1 |

***Table 7: Human Resource***

# Project Non-Human Resource:

|  |  |  |
| --- | --- | --- |
| No | Name | Description |
| 1 | Team foundation server | Team uses this server for managing source code, file, task and test. |
| 2 | Visual studio 2010 | Tool is used for connect TFS, programming, store file. |
| 3 | Microsoft Office 2010. | Tool support for project. |
| 4 | Meeting room | Each week, team must meet customer or mentor. Team needs a room for meeting. |
| 5 | Web server | Using for testing product. |

***Table 8: Non-Human Resource***

# Project Process:

# Requirement Process:

Reference to Requirement Management Plan Document

# Architecture & Design Process:

Reference to Architecture & Design Management Plan Document

# Implementation Process:

Reference to Implementation Management Plan Document

# Testing Process:

Reference to Testing Management Document

# Project Monitor and Control:

# Risk Management Plan:

The team leader will generate a separate Risk Management Plan document.

Risks will be identified at the beginning of each phase and the team lead will assemble them into a prioritized risks list. That list will be published on the team’s project management website. During the weekly status meeting, the team members will raise risks and reassess the prioritized risks and if necessary, revise the list. HIT will use “Risk Statement.” Team members will determine mitigation plans for all identified risks and tasks that need to be completed and then these risks and tasks will be assigned as action items. The team will monitor high priority risks every week. All risks will be documented by the team.

Please reference SRM\_Risk Management Plan.doc

# Change Management Plan:

The change process establishes the programs expectations for handling change within the development lifecycle.

Changes can be requested by anyone within the SRM project at any time. If the individual requests a requirement change, the team and the individual have to negotiate the conditions of the change.

|  |  |  |
| --- | --- | --- |
| Input | Change request activity | Output |
| * List change request. | * When a change request list which is fill out in a template are submitted into system tracking by any one. * Team lead gathers the leader phase in a meeting to evaluate the change request. * Steering Meeting to make decision about change request. * Update project plan | * Change project plan to perform change |

# Quality Management Plan:

This Quality Management (QA) Plan defines the activities to be performed in providing independent visibility into the quality of processes being used and products being built for the SRM project. QA primary activities to be performed include:

* Providing objective evaluation of processes and products against applicable standards and requirements
* Identifying non-conformances
* Providing timely quality status feedback to stakeholders
* Ensuring noncompliance issues are addressed.

This Plan is applicable to all project personnel performing the QA function.

Please reference to Quality Management Plan

# Communication Plan:

The purpose of the Communications Management Plan is to define the communication information of SRM project between project team, mentor and customer.

* Team using Tortoise svn to manage document.
* At the day before meeting, all team members will be notice about time, place, content of the next meeting and everyone must be prepare for it.
* Every team meeting will be note at Meeting minutes
* Every week, team will conduct a weekly report

The Communications Management Plan defines the following:

* How project team communicated with customer and mentor.
* What information will be communicated
* How the information will be communicated
* Who does the communication

Reference to Communication Plan Document

# Configuration Plan:

The purpose of configuration manages all documents that are deliverable document and Working document. For detail, you can view in Configuration Plan Document

# Tool:

The methods and techniques listed in this table will be evaluated and applied in specific areas of the project as appropriate:

|  |  |
| --- | --- |
| Category | Methods and Techniques |
| Requirements Elicitation | * Meetings * Questionnaires * Emails * Brainstorming |
| Formal Specification and Analysis | * Use cases to define requirements |
| Estimation | * Time Log method count to effort may be used for size estimation and project scope definition. |

|  |  |
| --- | --- |
| Category | Tools |
| * Operating System | * Windows 7 |
| * Development languages and databases | * Microsoft Visual Studio 2010: to code, manage all test case and bug in project * SQL Server 2008 |
| * Design | Microsoft Visio 2010 : Team uses this tool to develop and make some drawing architecture, data flow… |
| * Document | * All document will be written using Microsoft Word |
| * Project Planning and Tracking | * Master Plan * Meeting Minus * Time Log |

# Schedule

The HIT planning manager will maintain the schedule in a master project. The planning manager will be responsible for gathering the individual tasks for each team member. Each team member will record all time spent working on the project by upping on SVN to the team leader by the deadline each week. This time will be recorded by the team leader. When the team goes more than two weeks without correcting any delays introduced into the schedule, members will either re-plan or take other corrective actions to ensure the team both has a reasonable schedule and follows that schedule. During each team meeting, the team meeting facilitator will go over the open action items and the support manager will modify or add to the action items database accordingly. Each team member is responsible for informing the planning manager of the updated schedule and status.

All meeting agendas and minutes will be recorded naming Meeting Minus document and will be available on the SVN team. The open action items will also be maintained on the SVN. When there are open action items, they will be reviewed during the team meetings and the client meetings accordingly and then updated online.

The project Schedule is referring to SRM\_Schedule.mpp file: