

Project Management Plan

ABC Web Designs

XYZ Company Website

Preparer- Czara Reynolds - Project Manager

Introduction

XYZ Company has recently approved ABC Web Design to move forward with project initiation for the web development project. The purpose of this project is to create XYZ company, a new web interface that will offer a more professional look and supports XYZ's corporate strategy of providing progressive solutions to clients which improve productivity in both the workplace and home environment. While a web interface is currently available, the website should promote the company's new logo and help with brand recognition. With new technological developments our team will develop a solution far superior to the website that they are currently using.

XYZ has been successful in gaining market share because of its aggressive pursuit of product quality, ease of use, flexibility, and customer service. Additionally, customers understand that our products may be applied to a wide range of uses for business and personal functions. By leveraging our reputation for superior quality and user-friendly products, and capitalizing on new technology, XYZ can position itself as the premier provider of effective and easy to use technology efficient web interface software in today's marketplace.

Project Management Approach

The project manager, Czara Reynolds, has the overall authority and responsibility for managing and executing this project according to this project plan. With that being said for the sake of this project the project team will be utilizing a hybrid framework. Both predictive and adaptive/agile approaches will be used throughout XYZ Company's web development project.

The Hybrid approach is necessary for this project because there are opportunities where the predictive approach would be better suited and areas where the project will need to

adopt an adaptive/agile approach in order to produce a functioning prototype for XYZ Company to review and approve.

The overall design of the web interface and its applications will be predictive. ABC Web Design has been constructing and designing websites for small to midsize companies for 4 years now and although the layout of those websites may differ, the method to go about them will be the same. Since an existing web interface is currently being used by XYZ company this will give ABC Web Designs the freedom to customize the new website to XYZ Companys' liking and create a web interface that offers high performance quality and a platform to increase sales and inventory productivity.

The flexibility of the agile approach is needed to achieve a more customized look for XYZ Companys' website. This will allow ABC Web Design to deliver a prototype in the first set of Design, Build, and Test phases so that XYZ Company can see the changes from their current website in comparison to the new one. Because time is of the essence and we have a firm 6 months to deliver a fully functional completed project, the adaptive approach is better suited to to deliver a functioning prototype with the requirements that XYZ Company has deemed as top priority for the business as well as the user to make sure that the vision of the website is still the same.

Project Scope

The scope of XYZ Companys' web development project includes the planning, two iterations of design, development, and testing and then finally transition of the web development project to a fully integrated web interface. 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 transitioned to XYZ's manufacturing group for production.

All web development 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.

Critical Success Factors

The success of the project will be dependent on the following project objectives:

- The project is completed within the allotted 3-6 months.
- The project meets quality targets for user inquiries, sales orders, and transaction response time no greater than 3 seconds.
- The project meets quality targets for internal moves to product menus and inventory with response times between 2-3 seconds.
- The project milestones completed successfully and are approved by project sponsor
- All provided XYZ requirements are functioning properly

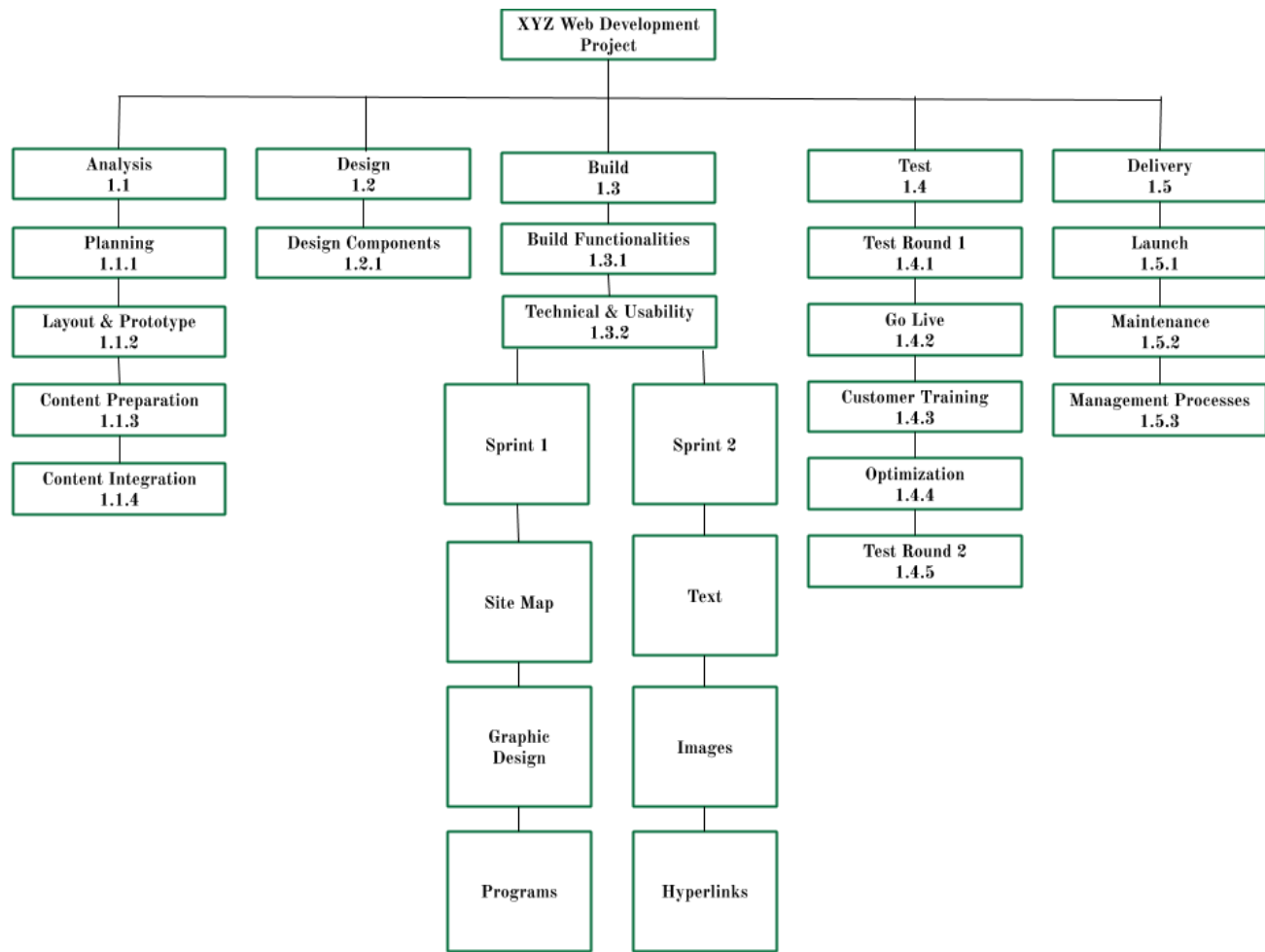
Whereas there will be other critical aspects associated with the completion of this project, the success factors listed above are the most critical.

Project Deliverables

Project deliverable for this project will include the following:

- New company website with XYZ company logo displayed on every page
- Website must display full list of XYZ Company products and services
- Website must provide an About page containing XYZ history and other important information
- Website must contain all XYZ Company information: address, hours of operation, phone number(s), email address
- Web application that accepts customer orders, process sale and accept payment
- The web application must produce detailed receipts including name of customer, items purchased, the cost of the items and total cost.
- The web application must produce weekly, monthly, and yearly sales reports

Work Breakdown Structure



Schedule Baseline

The baseline schedule as established in accordance with several meetings with XYZ leadership has been established as stated below:

Task Name	Duration	Work	WBS	Start	Finish
XYZ Web Development	118.75 days	1,810 hrs	1	Mon 7/20/20	Thu 1/7/21
Analysis	20 days	275 hrs	1.1	Mon 7/20/20	Fri 8/14/20
Project Start	1 day	0 hrs	1.1.1	Mon 7/20/20	Mon 7/20/20
Planning	2.75 days	39 hrs	1.1.2	Mon 7/20/20	Wed 7/22/20
Layout & Prototype	3.75 days	54 hrs	1.1.3	Wed 7/22/20	Tue 7/28/20
Content Preparation	7.75 days	115 hrs	1.1.4	Tue 7/28/20	Fri 8/7/20
Content Integration	5.75 days	67 hrs	1.1.5	Fri 8/7/20	Fri 8/14/20
Design	24.38 days	455 hrs	1.2	Mon 8/17/20	Mon 9/21/20
Build	46.25 days	700 hrs	1.3	Mon 9/21/20	Tue 11/24/20
Functionalities	16.13 days	259 hrs	1.3.1	Mon 9/21/20	Tue 10/13/20
Technical & Usability	30.13 days	441 hrs	1.3.2	Tue 10/13/20	Tue 11/24/20
Test	18.13 days	260 hrs	1.4	Tue 11/24/20	Tue 12/22/20
Test Round 1	2.63 days	48 hrs	1.4.1	Tue 11/24/20	Tue 12/1/20
Go Live	1.5 days	24 hrs	1.4.2	Tue 12/1/20	Wed 12/2/20
Customer Training	2.5 days	38 hrs	1.4.3	Wed 12/2/20	Mon 12/7/20
Marketing and Search Engine Optimization (SEO)	8.5 days	108 hrs	1.4.4	Mon 12/7/20	Thu 12/17/20
Test Round 2	3 days	42 hrs	1.4.5	Thu 12/17/20	Tue 12/22/20
Delivery	10 days	120 hrs	1.5	Tue 12/22/20	Thu 1/7/21
Launch and Delivery	1.88 days	24 hrs	1.5.1	Tue 12/22/20	Thu 12/24/20
Maintenance & Optimization	5.88 days	69 hrs	1.5.2	Thu 12/24/20	Tue 1/5/21
Management Processes	2.25 days	27 hrs	1.5.3	Tue 1/5/21	Thu 1/7/21

Budget

The project budget has been established through the creation of a project baseline schedule that has been loaded with required resources and correlated with the established rates for required resources:

Total Project Cost:	\$105,430.00
Project Risk Contingency Reserve (15%) of Project Cost:	\$15,814.50
Total Project Cost Baseline:	\$121,244.50
Management Reserve (10%) of Project Cost Baseline:	\$12,124.45
Total Cost Budget:	\$133,368.95

Integrated Change Control

The following steps comprise XYZ's organization change control process for all projects and will be utilized on the web development project:

Step 1	Identify the need for a change. <ul style="list-style-type: none">➤ Any stakeholder or team member can submit a completed change request from to the project manager
Step 2	Log change in the change request register <ul style="list-style-type: none">➤ The project manager will maintain a log of all change requests for the duration of the web development project
Step 3	Conduct an evaluation of the change <ul style="list-style-type: none">➤ This is the responsibility of the project manager, project team and requestor➤ The project manager will conduct an evaluation of the impact of the change to cost, risk, schedule, and scope
Step 4	Submit change request to Change Control Board (CCB) <ul style="list-style-type: none">➤ The project manager will submit the change request and analysis to the CCB for review
Step 5	Change Control Board decision (CCB) <ul style="list-style-type: none">➤ The CCB will discuss the proposed change and decide whether or not it will be approved based on all submitted information
Step 6	Implement change <ul style="list-style-type: none">➤ If a change is approved by the CCB, the project manager will update and re-baseline project documentation as necessary as well as ensure any changes are communicated to the team and stakeholders

The XYZ Company web development project sponsor will chair the CCB and any changes to project scope, cost, or schedule must meet his approval. All change requests will be logged in the change control register by the project manager and tracked through to completion whether approved or not.

Communications Management Plan

This Communications Management Plan sets the communications framework for this project. The Project Manager will take a proactive role in ensuring effective communication on this project.

Project Team Directory

Role	Name	Organization / Department	Email	Phone
Facilities Manager	Tom Kane	Operations	tkane@xyz.com	444-444-4444
Project Manager	Czara Reynolds	IT	czarareynolds@abcwebdesigns.com	555-555-5555
Project Stakeholders	See Stakeholder Register	See Stakeholder Register	See Stakeholder Register	See Stakeholder Register
Customer	Roger Wilson	CFO XYZ Corp	rwilson@xyz.com	333-333-3333
Web Designer	Helen Peters	Design	helenpeters@abcwebdesign.com	555-222-2222
Senior Developer	Jason Morris	DevOps	jasonmorris@abcwebdesign.com	555-222-2223
Senior Web Designer	Scott Fassett	Design	scottfasset@abcwebdesign.com	555-222-4444
Consulting Analyst	Cindy Lewis	IT	cindylewis@abcwebdesigns.com	555-333-5555

Communications Matrix

Communication Type	Objective of Communication	Medium	Frequency	Audience	Owner
Kickoff Meeting	-Introduce project -Confirm objectives, goals, and deliverable needed	-In person meeting (send video conference link to remote workers)	-Once at start of project	-Project Team -Project Sponsor -Product Manager -Additional Stakeholders	Project Manager
Project Team Meetings	-Review status of project	-In person meeting (send video conference link to remote workers)	-Every Monday at 10:00 a.m.	-Project Team	Project Manager
UX Design Review	-Give project sponsor the opportunity to provide feedback on website design	-In person meeting (email with design sent prior to meeting)	-Once after initial UX design is complete	-Project Manager -Project sponsor -Stakeholders	Technical Lead
Monthly Project Status Meetings	-Update leadership on project status and give opportunity to ask questions	-Conference call	-Monthly	-Project Manager -Project Sponsors -Stakeholders	Project Manager
Check-ins/ Meeting Recap	-Update interested parties on project status based on notes from project team meeting	-Email	-Every Monday morning after meeting	-Project Sponsor -Stakeholders	Project Manager

Risk Register

The approach for managing risks for the XYZ web development 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.

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

Risk Number	Risk Description/Risk Event Statement	Impact	Responsible	Probability	Risk Rating Qualitative
R001	Change Request by Stakeholder	3	Project Manager	1	Medium
R002	Staff illness or absence	1	Staff Member/ Project Manager	1	Low
R003	Internal Hardware or System Failure	3	Network Administrator	1	Medium
R004	Insufficient testing for websites created	2	Software Tester	2	High
R005	Unclear Requirements for a website	2	Project Manager/ Stakeholder	2	Low
R006	Stakeholder does not approve of content as presented	3	Project Manager/Web Developer	2	Extreme
R007	Inflation of prices for materials/resources	1	Project Manager	1	Low
R008	Difficulty of operation and simplicity of the website	2	Web Developer	2	High
R009	Lack of testing tools for web applications	2	Project Manager/Software Tester	1	Low
Key					
Impact: 1(low) - 3(high)					
Probability: 1(low) - 3(high)					
Risk Rating: Low- Extreme					

Cost Baseline

The cost baseline for the web development project includes all budgeted costs for the successful completion of the project.

Project Phase	Budgeted Total	Comments
Analysis	\$15,595.00	Includes work hours for all project team members for gathering requirements and planning project
Design	\$25,970.00	Includes work hours for all project team members for work on XYZ web development conceptual design
Development	\$41,329.00	Includes all work hours for coding of the web development project
Testing	\$15,425.00	Includes all work hours for testing (including beta testing) of the web development project software
Delivery	\$7,120.00	Includes all work hours for transition to operations and project closeout

Requirements Management Plan

This requirements management plan is a component of the project management plan. It describes how the project requirements will be analyzed, documented and managed.

[Requirements Management Plan Link](#)

Communications Management Plan

This Communications Management Plan sets the communications framework for this project. The Project Manager will take a proactive role in ensuring effective communication on this project. The project manager is responsible for managing all proposed and approved changes to the communications management plan. The project manager will communicate with each stakeholder in order to determine their preferred frequency and method of communication.

[Communications Management Plan Link](#)

Sponsor Acceptance

Approved by the Project Sponsor:

Tom Kane

Date:

Project Sponsor

Manager of Facilities Engineering