**(First Draft)**

**(COMPANY ANAGRAM)**

**(place), (date)**

**Reference: (ppppppp) / (reference) / (v)**

**Summary**

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1. **Introduction**
   1. **Purpose**

(Replace this text by a description of the purpose and use of the document, with a very brief summary of the project and development philosophy.)

* 1. **Scope**

(Replace this text, if you find it appropriate, by the description of the conditions under which the plan is applied and its limits.)

* 1. **Responsibilities**

|  |  |
| --- | --- |
| **Project Leader** |  |
| **Project Head** |  |
| **Project Quality Manager** |  |
| **Project Documentation Manager** |  |
| **Customer Representative** |  |
| **Other** |  |

* 1. **Definitions**

(Replace this text by the definition of terms and acronyms needed for a better understanding of the plan. Delete the paragraph if there is no term or affected acronym.)

* 1. **Referenced Documentation**

(Delete this text and complete the table below with the documents that either are referenced in the quality plan or you want to remark their relation with it. Delete the entire paragraph if there is no relevant document.)

|  |  |
| --- | --- |
| **Reference** | **Title** |
|  |  |
|  |  |
|  |  |

1. **Project Overview**
2. 1. **Project Description**

(Replace this text with the general description of the project including the problems and needs that justify its existence, the general features of the service to be built, its relationship with other systems and its possible decomposition into subsystems, if known.)

* 1. **Requirements**

(Replace this text by a first description of requirements, both functional and non-functional. The description should have a high quality and should conform to technical standards. They should be described as accurately as possible or by means of a reference to the document that contains them. This section should be split into subsections 2.2.1 Functional Requirements and 2.2.2 Non Functional Requirements.)

* 1. **Deliverables**

(Replace this text by list of products to be delivered during the implementation of the project and at the end.)

1. **Solution to Employ**

(In case you think it is appropriate, replace this text by the description or identification of hardware, operating system, software packages, technologies, methodologies, software life cycle models, programming languages and other software technologies that will be used during the development of the final product in order to ensure its compliance with the given requirements and its adequacy to the needs of the client. Also, specify here, if known, the applications or other devices with which the system to be developed will interact or communicate.)

1. **Project Management**
2. 1. **Estimations of the Software System**

(Replace this text by the proper description of the application of estimation techniques used in the project.)

* 1. **Organizational Structure**

(In case you think it is appropriate, replace this text by the description of the organization of the personnel involved during the project, steering groups, developers, users, clients, etc., indicating the role, competencies and responsibilities of each of them).

* 1. **Assigned Qualified Personnel**

(Replace this text by the reference to the document containing the assignment of qualified staff to the project activities. This document can be structured according to a template or it can be produced with any project management tool. In this case delete the table below.

In case it is expected that there will be no variations on this information, complete the next table.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity Performed** | **Collaborator** | **Scheduled Date** | | **Real Date** | |
| **Start** | **End** | **Start** | **End** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

* 1. **Time Management**

(Replace this text by a specification of the time schedule of the project.)

* 1. **Costs Management**

(Replace this text by the operative plan for costs control, detection of budget deviations and corrective actions enforcement in case they are necessary.)

* 1. **Quality Management**

(Replace this text by the definition of the project problems management procedure. This should refer to problems that arise during the development of the project and the disagreement situations that occur during the execution of tests and verification of results.)

* 1. **Risks Management**

(Replace this text by the identification of project risks, estimating their probability and impact, their assessment, actions to be taken to minimize them and the definition of a contingency plan. This information can be substituted by a reference to a document that containing it. Different formats are admissible, including a spreadsheet.)

* 1. **Acquisitions Management**

(Replace this text by a description of hardware and software elements that have to be purchased, if any, both as part of the final product or for project related activities, as well as a description of the management procedure for these acquisitions.)

* 1. **Documentation Management**

(Replace this text by defining the procedure for documents management.)

1. **Monitoring and Control**
2. 1. **Configuration Management**

(Replace this text by the plan for change control in the scope of the project: events that activate it, necessary authorizations, communication plan, etc.)

* 1. **Progress Monitorization**

(Replace this text by a specification of the features of the verification procedures of project progress and the control of deviations with respect to the schedule and the corresponding definition of actions to amend the situation.)

* 1. **Verifications at each Phase**

(Replace this text by a specification of the features of the product verification process or a reference to the project verification plan and by the definition of the procedure to perform verifications.)

* 1. **Testing and Validation**

(Replace this text by a definition of the procedure for the management of intermediate tests and final product validation.

Also state test plans and test reports for which the explicit approval of the project manager is required.)

1. **Remarks**

(Replace this text by considerations about the project plan that you have not been able to include in other sections. Delete the paragraph if all aspects of the project plan have been considered in the remaining sections.)

1. **Conclusions**

(Replace this text with the conclusions obtained with respect to the estimation of costs, resources, effort and time on one hand, and the associated planning on the other hand.)

**ANNEXES**

**Annex A. Title**

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