University of Glasgow | Department of Computing Science

D2: PROJECT PLAN

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Contents

1 Introduction

1.1 Identification

1.2 Related Documentation

1.3 Purpose and Description of Document

1.4 Document Status and Schedule

2 Resources, Budgets, Schedules and Organisation

2.1 Work Breakdown Structure

Describe the logical structure for managing acquisition and development (or relevant subsection thereof) by means of a Work Breakdown Structure (WBS) scheme that is coordinated with the resource allocation described in Subsection **??**. An activities-oriented rather than an organisation- or product oriented WBS is recommended. The level of detail given in the WBS should be sufficient to support sound management practices.

For purposes of the WBS, identify the activities to be undertaken. Define these in terms of a descriptive statement in operational terms of activities and identification of the products to be delivered or outcomes of the activity.

For each activity give:

- an identifying label;

- a descriptive statement in operational terms (what needs to be done);

- identification of outcomes, including deliverables; and

- a brief risk assessment.

For example, using the PSDTask environment (defined in this document's header):

Task 4:	*Prepare Interview Plan*
Description:	An interview plan will be written, consisting of the objectives of the interview, questions to be asked, identification of the roles in the interview. If will then be reviewed, edited and approved.
Outcomes:	Plan description document.
Deliverables:	None
Risk:	Questions may be in inappropriate may be too many or too few questions; role assignment late.

2.2 Resource Estimation and Allocation to WBS

The purpose of this subsection is to list and describe the resources available to support the activities defined in the WBS. The resources may include team members involved in the activity, roles assigned and estimated overall effort (in person days or other appropriate measure).

2.3 Schedules

Present the schedules on which performance and resource planning are based. Include a task table, Gantt and PERT charts.

2.4 Equipment, Materials, Facilities, and Other Resources

3 Assurance Plan

Describe the activities to be performed by for assurance of the software and other deliverables. Assurance activities include:

1. Review and acceptance testing of products

2. Verification and validation procedures

The contents of this subsection will be explained later in the 1st semester in the PSD lectures. For initial hand-in deadline, you may leave this subsection blank or make your best effort to produce an assurance plan.

4 Risk Management Plan

The purpose of the Risk Management Plan is to identify potential risks affecting development or acquisition, specify analysis and monitoring methods including data to be collected, and state measures to control or minimize the effects of the risks.
The primary topics for the plan include:

1. Risk Identification and Analysis

2. Monitoring

3. Avoidance

4. Mitigation

5. Review

6. List of Managed Risks

The contents of this subsection will be explained later in the 1st semester in the PSD lectures. For initial hand-in deadline, you may leave this subsection blank or make your best effort to produce an assurance plan.

5 Configuration Management Plan

Describe the activities and plans for configuration management to be performed by the organization preparing this Management Plan. The primary topics for the plan include:

1. Configuration management process

2. Configuration control activities

3. Configuration identification

4. Configuration change control

The contents of this subsection will be explained later in the 1st semester in the PSD lectures. For initial hand-in deadline, you may leave this subsection blank or make your best effort to produce an assurance plan.

A Glossary

Including expansions of non-standard abbreviations and acronyms and other key definitions. You may find it useful to maintain a glossary as a shared section amongst all your PSD documents. using the `\input{}` macro.

B Another appendix

Any relevant associated documentation, e.g., a meeting plan.