Templates

1. Benefit Cost Analysis

Project
Name of the Project/ Proposal

Project Overview
A brief description about the project

Constraints
Factors that limit the ability to meet objectives

Assumptions
Information considered to be true

As-is model
The present system

Solution
The solution that the project will provide

Life Cycle Benefits

Earning from the product of the project Consider constraints and assumptions

Life Cycle Costs

Expenses on the project. Consider constraints and assumptions

Comparison of benefits and costs

The benefits should be more than costs. The BCR (Benefit cost ratio) should be greater than 1. Also state the model used for comparison.

Recommendations

Based on the above analysis.

2. Project Charter

Project Code:
KE.PAYROLL.01

Project Name:
Improve Payroll Processing

Project Budget:
The budget for the Payroll project is $420,000. It is to be funded through the FYxx Human Resources Technology Budget

Project Start Date:
DD-MM-YYYY

Project End Date:
DD-MM-YYYY

Project Objectives:
The purpose of the Payroll project is to improve the timeliness and accuracy of payroll operations. This project meets Jones Consulting's need for improved efficiencies across all departments by reducing payroll cycle time and minimizing staffing required for payroll operations. The objectives of the Payroll project are to reduce payroll cycle time by 30% and reduce payroll staffing by 20%.

Project Scope/ Deliverables:

The project deliverables shall include payroll system design, all coding, testing, implementation of an integrated system for use with existing IT infrastructure, and a user's guide.

Project High Level Milestones
The project plan will be submitted and approved in accordance with the milestone schedule below. Upon approval of the project plan resources will be assigned to the project and work will commence within 5 business days. The Project Sponsor must approve any schedule changes which may impact milestones. A detailed schedule will be included in the project plan. The high level milestone schedule is:
Feb 1, 20xx – Project Plan Complete and Approved
Mar 31, 20xx – Payroll Design Completed
May 31, 20xx – Coding Completed
June 30, 20xx – Testing Completed
July 31, 20xx – Beta Testing Completed
Sept 30, 20xx – Implementation Completed
Oct 15, 20xx – One Payroll Cycle Complete and Project Completion

Required Approval Levels:
- Timeline/Cost Approval: Smith John
- Requirement: Andrew Sine
- Design Approval: Hari
- Test Case Approval: Ahmad
- Final Product Approval: Alan

Project Acceptance Criteria

Success will be determined by the Project Sponsor once the system is implemented and one full payroll cycle has been completed that meets the objectives with no discrepancies.

Constraints:

- We are using MS-SQL Server, MS-Reporting Engine, Windows 2015 are the production environment.
- Project Must be completed before the Dec 20xx
- If it cost more than $ xx M then it is not a worth solution.

Assumptions:

- 5% of the cost for technology support will be available after the implementation.
- MS will not change technology drastically and support the existing servers
- Resource will be available on time
- Approval will happen on time.

Initial identified Risks:

High level risks for this project include ensuring implementation is completed without impacting ongoing payroll operations and ensuring there are no issues with migrating payroll accounts from the legacy system to the new system

References:

Business Case
Contract

Project Manager:

Sponsor Organization/Department Name:

FlipKarto Corporation

Project Sponsor:

Thomas Andrew

Prepared By: **Date:**

Approved By: **Date:**

3. Stakeholder Analysis

Project:

	Name of Stakeholder 1	Name of Stakeholder 2	Name of Stakeholder 3	Name of Stakeholder 4
Name				
Organization				
Role / Responsibility on project				
Internal/External				
Contact Details				
Manager's Name				
Level of interest (1-10)				
Level of Influence (1-10)				
Personal Details (Interest, Nature, Background)				
Comments (How to manage)				

Communication Needs

Stakeholder Name	**Information Required**	**Format**	**Due date/ Periodicity**	**Comments**
	Name of the document. Also mention source of information	*Email, report, presentation. Also mention document format like word, excel.*		*Any other information or special consideration. Also – who will provide this information.*

4. Scope Management Plan

Project:

Scope Management Approach

Scope Management Plan in which it addresses the following:

- Who has authority and responsibility for scope management
- How the scope is defined (i.e. Scope Statement, WBS, WBS Dictionary, Statement of Work, etc.)
- How the scope is measured and verified (i.e. Quality Checklists, Scope Baseline, Work Performance Measurements, etc.)
- The scope change process (who initiates, who authorizes, etc.)
- Who is responsible for accepting the final project deliverable and approves acceptance of project scope

For this project, scope management will be the sole responsibility of the Project Manager. The scope for this project is defined by the Scope Statement, Work Breakdown Structure (WBS) and WBS Dictionary. The Project Manager, Sponsor and Stakeholders will establish and approve documentation for measuring project scope which includes deliverable quality checklists and work performance measurements. Proposed scope changes may be initiated by the Project Manager, Stakeholders or any member of the project team. All change requests will be submitted to the Project Manager who will then evaluate the requested scope change. Upon acceptance of the scope change request the Project Manager will submit the scope change request to the Change Control Board and Project Sponsor for acceptance. Upon approval of scope changes by the Change Control Board and Project Sponsor the Project Manager will update all project documents and communicate the scope change to all stakeholders. Based on feedback and input from the Project Manager and Stakeholders, the Project Sponsor is responsible for the acceptance of the final project deliverables and project scope.

Roles and Responsibilities

Name	Role	Responsibilities
John Doe	Sponsor	Approve or deny scope change requests as appropriate Evaluate need for scope change requests Accept project deliverables
Jane Doe	Project Manager	- Measure and verify project scope - Facilitate scope change requests - Facilitate impact assessments of scope change requests - Organize and facilitate scheduled change control meetings - Communicate outcomes of scope change requests - Update project documents upon approval of all scope changes
Bob Jones	Team Lead	- Measure and verify project scope - Validate scope change requests - Participate in impact assessments of scope change requests - Communicate outcomes of scope change requests to team - Facilitate team level change review process
John Smith	Team Member	- Participate in defining change resolutions - Evaluate the need for scope changes and communicate them to the project manager as necessary

Tom Brown	Team Member	- Participate in defining change resolutions - Evaluate the need for scope changes and communicate them to the project manager as necessary

Table 1.1, Scope Management Roles and Responsibilities

Scope Definition

The scope definition section details the process of developing a detailed description of the project and its deliverables. This can only be completed after the requirements have been identified and defined during the requirements definition process. During the requirements definition process three documents were created; Requirements Documentation, Requirements Management Plan and a Requirements Traceability Matrix. You can refer to these documents when defining the projects' scope.

This section of the Scope Management Plan should explain the process you followed to develop the detailed description of the project and its deliverables. If you used other documents such as the Project Charter, Preliminary Project Scope Statement or Requirements Documentation you should identify them and all other documents used. You should tie the scope definition process back to the requirements definition as the projects' scope answers the requirements for the project.

You should also document the tools and techniques used to define the project scope such as expert judgment, product analysis, alternatives identification or facilitated workshops.

The scope for this project was defined through a comprehensive requirements collection process. First, a thorough analysis was performed on the company's current software applications based on employee and user feedback. From this information, the project team developed the project requirements documentation, the requirements management plan, and the requirements traceability matrix for what the new software application must accomplish.

The project description and deliverables were developed based on the requirements collection process and input from subject matter experts in software design, technical support, programming and business applications. This process of expert judgment provided feedback on the most effective ways to meet the original requirements of providing a new software platform from which the company can improve its financial tracking and internal financial processes.

Project Scope Statement

The project scope statement details the project's deliverables and the work necessary to create these deliverables. The Project Scope Statement should contain the following components:
Product Scope Description – describes what the project will accomplish

Product Acceptance Criteria – describes what requirements must be met in order for the project to be accepted as complete

Project Deliverables – detailed list of deliverables the project will result in

Project Exclusions – description of work that is not included in the project and outside of the scope. What work should not be performed in order to eliminate any implied but unnecessary work which falls outside the of the project's scope.

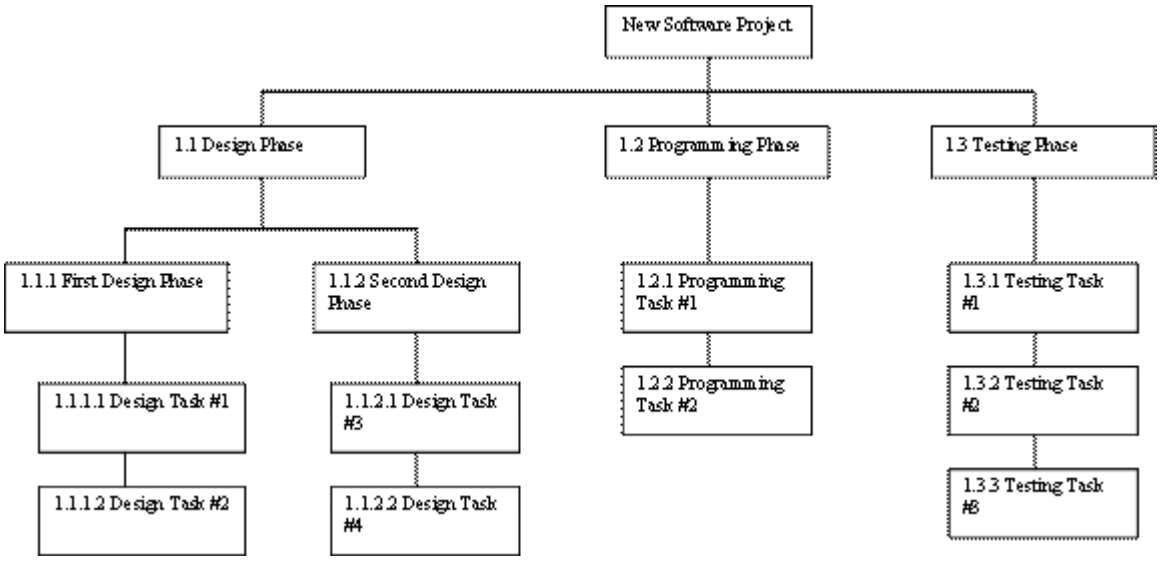
Project Constraints – lists limits on resources for time, money, manpower, or equipment (capital)

Project Assumptions – describes the list of assumptions the project team and stakeholders are working under to complete the project

This project includes the design, programming, and testing of a new software application for tracking the company's finances. The deliverables for this project are a completed software application for finance tracking with the flexibility to modify and expand the application as necessary in the future.

This project will be accepted once the new software has been successfully tested in each department and has been shown to be compatible with the company's current information technology (IT) infrastructure. This project does not include ongoing operations and maintenance of the software. Only internal personnel and resources may be used for this project. Additionally, the project is not to exceed 180 days in duration or $450,000 in spending. Assumptions for this project are that support will be provided by the project sponsor and all department managers and that adequate internal resources are available for the successful completion of this project.

Work Breakdown Structure



In order to more clearly define the work necessary for project completion the WBS Dictionary is used. The WBS Dictionary includes an entry for each WBS element. The WBS Dictionary includes a detailed description of work for each element and the deliverables, budget and resource needs for that element. The project team will use the WBS Dictionary as a statement of work for each WBS element.

Level	WBS Code	Element Name	Description of Work	Deliverables	Budget	Resources

Table 1.2, WBS Dictionary

WBS Dictionary Should capture following information.

- Code of account identifier
- Description of work
- Assumptions and constraints
- Responsible organization
- Schedule milestones
- Associated schedule activities
- Resources required
- Cost estimates
- Quality requirements
- Acceptance criteria,
- Technical references
- Agreement information

Scope Verification

Scope verification discusses how the deliverables will be verified against the original scope and how the deliverables from the project will be formally accepted. The deliverables for the project should be formally accepted and signed off on by the customer throughout the lifecycle of the project and not held back as a single deliverable at the end of the project.

As this project progresses the Project Manager will verify interim project deliverables against the original scope as defined in the scope statement, WBS and WBS Dictionary. Once the Project Manager verifies that the scope meets the requirements defined in the project plan, the Project Manager and Sponsor will meet for formal acceptance of the deliverable. During this meeting the Project Manager will present the deliverable to the Project Sponsor for formal acceptance. The Project Sponsor will accept the deliverable by signing a project deliverable acceptance document. This will ensure that project work remains within the scope of the project on a consistent basis throughout the life of the project.

Scope Control

The Project Manager and the project team will work together to control of the scope of the project. The project team will leverage the WBS Dictionary by using it as a statement of work for each WBS element. The project team will ensure that they perform only the work described in the WBS dictionary and generate the defined deliverables for each WBS element. The Project Manager will oversee the project team and the progression of the project to ensure that this scope control process if followed.

If a change to the project scope is needed the process for recommending changes to the scope of the project must be carried out. Any project team member or sponsor can request changes to the project scope. All change requests must be submitted to the Project Manager in the form of a project change request document. The Project Manager will then review the suggested change to the scope of the project. The Project Manager will then either deny the change request if it does not apply to the intent of the project or convene a change control meeting between the project team and Sponsor to review the change request further and perform an impact assessment of the change. If the change request receives initial approval by the Project Manager and Sponsor, the Project Manager will then formally submit the change request to the Change Control Board. If the Change Control Board approves the scope change the Project Sponsor will then formally accept the change by signing the project change control document. Upon acceptance of the scope change by the Change Control Board and Project Sponsor the Project Manager will update all project documents and communicate the scope change to all project team members stakeholders.

5. Requirement Management Plan

Requirements Management Plan is a necessary tool for establishing how requirements will be collected, analyzed, documented, and managed throughout the lifecycle of a project

Project:
BrightStar

Requirements Management Approach

The approach we will use for requirements management for the BrightStar project will be broken down into four areas: requirements identification, requirements analysis, requirements documentation, and ongoing requirements management.

Requirements Identification: The BrightStar project team will facilitate various methods to collect requirements which may include: interviews, focus groups, facilitated workshops, group creativity techniques, questionnaires and surveys, or product prototypes. These will be conducted among the project stakeholders to ensure all requirements are captured.

Requirements Analysis: The BrightStar project team will analyze requirements to determine if they fall into project or product categories. Additionally, this analysis will determine where in the WBS the requirements will fall or what work activities correspond to particular requirements. Accountability and priority for each requirement will also be determined as part of the analysis. Finally, metrics and acceptance criteria must be determined for all requirements in order to provide a baseline for understanding when a requirement has been fulfilled to an acceptable level.

Requirements Documentation: Once requirements have been identified and analyzed, they will be documented and assigned to accountable personnel. These requirements will be added to the BrightStar project plan and the project team will determine what methodology the accountable personnel will use to track and report on the status of each requirement. All requirements will also be added to the project requirements checklist which must be completed before formal project closure is accepted by the project sponsor.

Ongoing Requirements Management: Throughout the project lifecycle, the project manager will ensure all team members are reporting requirement status and raising any issues or concerns with their assigned requirements as appropriate. As the project matures there may be situations in which requirements must change or be altered in some way. The project team must follow the established change control process in order to propose any changes to requirements and receive approval from the change control board. Ongoing requirements management also includes receiving approval of all requirements by all vested parties as part of project closure.

Configuration Management
For the BrightStar Project, the Requirements Management Plan will utilize the configuration management activities outlined in the Configuration Management Plan. Key items include documentation/version control and change control:

Documentation and Version Control: All project documentation will be loaded into the Configuration Management Database (CMDB) as the central repository for the BrightStar Project. Appropriate permissions will be granted to the project team for editing and revising documentation. Any proposed changes to project requirements must be reviewed by the Configuration Control Board (CCB) and have written approval by the project sponsor before any documentation changes are made. Once these proposed changes are approved and the documentation is edited, the project manager will be responsible for communicating the change to all project stakeholders.

Change Control:

Any proposed changes in project requirements must be carefully considered before approval and implementation. Such changes are likely to impact project scope, time, and/or cost, perhaps significantly. Any proposed changes to project requirements will be reviewed by the CCB. The role of the CCB is to determine the impact of the proposed change on the project, seek clarification on proposed change, and ensure any approved changes are added to the CMDB. The project sponsor, who also sits on the CCB, is responsible for approving any changes in project scope, time, or cost and is an integral part of the change review and approval process.

Requirements Prioritization Process

The BrightStar project manager will facilitate stakeholder meetings in order to establish priorities for all project requirements. This project will use a three-level scale in order to prioritize requirements. The chart below illustrates these levels and defines how requirements will be grouped:

Priority Level: Definition

High: These requirements are mission critical. They are required for project/product success or for progression to the next project phase.
Medium: These requirements support product/process operations but can be completed under the next product release.
Low: These requirements are quality and/or functional process enhancements and are disirable if time and resources permit.

OR

MoSCoW Prioritization

Product Metrics

Product metrics for the BrightStar project will be based on cost, quality, and performance requirements as outlined in the project charter. In order to achieve project success, the BrightStar product must meet or exceed all established metrics.

Cost:
BrightStar cable product must cost less then $6,000 per linear kilometer for fiber counts of 12-72 fibers; less than $8,000 per linear kilometer for fiber counts of 84-180 fibers; less than $10,000 per linear kilometer for fiber counts of 192-288 fibers.

Quality:
BrightStar cable product must achieve less than 10% attenuation in temperature cycle testing
BrightStar cable product must achieve a minimum bending radius of less than 10 feet
BrightStar cable product must weigh less than 1.0 lb per linear foot for fiber counts of 12-180 fibers and less than 2.0 lbs for fiber counts greater than 180

Performance:
BrightStar cable must achieve an average attenuation of less than 0.1% per linear kilometer at 1550nm
BrightStar cable must achieve an average attenuation of less than 0.5% per linear kilometer at 1610nm
BrightStar cable must have a diameter of less than 1.0” for 12-72 fiber cables; less than 1.5” for 84-180 fiber cables; and less than 2.0” for 192-288 fiber cables

Requirements Traceability Matrix

Below is the requirements traceability matrix for the BrightStar project. The purpose of the requirements traceability matrix is to ensure all product requirements are completed in accordance with the project charter. This matrix provides a thread from all product requirements through design, testing, and user acceptance. Design document and charter references are contained in the BrightStar Project Configuration Management Plan. Any approved changes in project scope or requirements will result in changes to the traceability matrix below. Based on impacts of the approved changes, the Project Manager will make the necessary changes to the matrix and communicate those changes to all project stakeholders.

Project Name	Bright Star Fiber Optic Cable	**Business Area**	Research and Development			
Project Manager	J. Doe	**Business Analyst Lead**	B. White			
QA Lead	F. Black	**Target Implementation Date**	06/01/20xx			
Req. #	**Requirement Description**	**Design Document Reference**	**Charter Reference**	**Test Case Reference**	**User Acceptance Validation**	**Comments**
1	Reduce cable building cost per linear foot by 15%	DD001	3.2.4	TS001		
2	Improve attenuation in temperature testing by 10%	DD002	2.1.1	TS002		
3	Improve fiber cable bending radius by 10%	DD003	1.4.3	TS003		
4	Reduce fiber cable weight by 10%	DD004	2.5.4	TS004		
5	Improve performance (attenuation) by 10%	DD005	1.6.5	TS005		
6	Reduce cable diameter by 5%	DD006	1.3.2	TS006		

6. Project Scope Statement

Project name:

Product Scope Description
Describes what the project will accomplish

Product Acceptance Criteria
Describes what requirements must be met in order for the project to be accepted as complete

Project Deliverables
Detailed list of deliverables the project will result in

Product Scope:
Example: Hardware, Codes

Project Scope:
Cost baselines, Status reports, WBS, schedules, presentations, lessons learnt

Exclusions:
Mention what the project team is NOT responsible for. Be as comprehensive as possible

Project Exclusions
Description of work that is not included in the project and outside of the scope. What work should not be performed in order to eliminate any implied but unnecessary work which falls outside the of the project's scope.

Project Approach

Architecture & Designs

Project Constraints
Lists limits on resources for time, money, manpower, or equipment (capital)

Project Assumptions
Describes the list of assumptions the project team and stakeholders are working under to complete the project

7. Milestone Report

Project Code:

Prepared By:

Status Date:

Milestone	Planned Date	Status	Responsibility	Comments
Mention all milestones for the Project – both Mandatory and Optional	*Planned date for the milestone*	*Completed / pending*	*Name of the stakeholder*	*Any other information, issues etc.*

8. Cost Estimates

Project Code:

Prepared By:

WBS Code	Project Task	Resource Name	Hours	Rate	Cost	Basis of Estimation
Overall Project		MS TFS License				
EMP.SETUP.1	Coding & Unit Testing	Thomas (Dev)	100	*$80*	*$8,000*	
		Arun (Dev)	100	$100	$10,000	
		Travel to Client Site & Boarding Lodging			$5,000	
EMP.SETUP.1	Security Testing	Ravi (Sr. Tester)	50	$90	$4,500	
		Third Party Testing			$10,000	
Total Cost						

Funding Requirements

1. Requirements Analysis ($50,000) by 30-Mar-15
    - Functional Specifications
    - Prototypes/Wireframes

2. Design & Approval ($ 80,000) by 30-Jun-15)
    - Solutions Architecture
    - DB Architecture
    - Framework Setup

3. Construction ($ 1,20,000) by 30-Sep-15)
    - Unit Test Cases
    - Unit Tested Code
    - Functional Test Cases
    - Functional Test Code
    - Integration Tested Code

4. QA Testing ($ 60,000) by 30-Nov-15
    - System Test Pass Product
    - Security Testing Pass Product
    - Performance Testing Pass Product

5. UAT and Final Handover

Contingency Funds:

$ 50,000

Establish this based on the risk (do not guess it). Secondly do this phases wise.

9. Quality Management Plan

Project Code:

Project Overview:
Give Project name, the customer name, the business need, overall description of the project, broad scope to be accomplished.

Deliverable Description (Testing Perspective):
Project deliverables, phase end deliverables, milestones

Customer expectation of quality:
Customer's definition of quality – Zero defects / Fitness for use / Adherence to standards…….

Acceptance Criteria:
Criteria to be used during acceptance testing. List the relevant standards for the project.
Define How (technique, infrastructure, process), who, when, where (location), type (automatic, manual, semi-automatic) what of acceptance testing.

Quality Assurance and control activities:
Test and acceptance processes. Quality Work Milestone checklist, Quality audit process, Process analysis(problems, constraints, non value-added activities), Root cause analysis process.

Project Monitoring and control:
How control information will be collected and how it will be used to control processes and deliverables. Audit process, audit schedule. How variances will be reported (format, timing) and acted upon

Metrics

- Utilization
- Defect Density
- Productivity
- Safety Incident
- Security Incidents
- Issue Reported
- Escalations

Metrics, Checklists and Process Improvement Plan:

Project Team quality responsibilities:

A mapping of stakeholder and quality activities

10. Staffing Management Plan

Project:

RACI Matrix:

	Role1	Role2	Role3	Role4	Role5
Phase1	A	I	C	C	R
Phase2	I	A	C	R	R
Phase3	R	R	A	R	C
Phase4	I	R	I	A	C
Phase5	I	I	C	C	A

Resource Pool Description:

Details of the available (or to be available) resources.

Resource Name	**Resource Skill**	**Rate**	**Functional department**
Name of the personnel	*Skills relevant to the project*	*Hourly rate or monthly rate….*	*Functional department from where the resources are drawn*

Staffing Plan:

When will the human resources be working on the project?

Resource Name	**MMYY**	**MMYY**	**MMYY**	**MMYY**
	Month and availability of the resource to work on the project. The plan may be made for the quarter or the year. (Add dates if needed)			

11. Human Resource Management Plan

Project Code:

Project Calendar:

- **Working Time for various teams**
- **Weekly Off**
- **Non-working Days**

Job Description:

Define for every Job

Project Roles & Responsibilities

Define for every Role

Project Org Chart

Trainings Plan

Type of training, Duration, When, who should participate etc

Appraisal System

Conflict Management System

Issue Log Template

Ground Rules

Location of Various Teams

Interview Process
Define for every job

12. Communication Management Plan

Project Code:

Recipient of Information	Information Source	Information Format	Frequency	Existing System
The person of group for whom the information is intended	*Where is the information generated or who can provide the required information*	*Presentation, Email, Word document, excel sheet. Should also contain the structure of information*	*How often – monthly, daily, weekly. Also mention when the communication has be stopped (when the need is over)*	*Any existing system to take care of the information need. The shortcomings of the existing system- including security and controls needed.*

Method of updating the Communication Management Plan: *How and when will this document be modified during the project.*

13. Risk Management Plan

Project Code:

Risk Management Methodology adopted:

Roles and Responsibilities

- Project Team (Define Responsibility of each)
- Team Manger
- Project Manger
- Risk Manager
- Project Sponsor

Budgeting for RM:

Timing for RM Activities:

- Assessment (Weekly or Need basis)
- Identification: Regularly or as and when identified
- Ownership/Assignment: Regularly
- Risk Audit: Monthly

Risk Categories (RBS)

Scales of Probability and impact

Ranking and scoring techniques

Qualitative Risk Assessment. Based on the exposure.

Data sources to be considered

Stakeholder tolerances

- Cost
- Quality
- Scope
- Schedule

Reporting formats

Tracking

14. Risk Register

Project Code:

Date of review:

Risk Number	
Date of identification	
Identifier Name	
Risk Description	
Risk Category	
Risk Probability	
Risk Impact	
Risk symptoms	
Risk Owner	
Risk Assignee	
Any Secondary Risk:	
WBS element/ Activity Impacted:	
Contingency reserves:	
Primary and Fallback plans	
Avoidance / Enhancement Plan	
Mitigation / Exploitation Plan	
Sharing / Transference Plan	
Last Status Update	
Status as of Today	
Comments/ Current Risk status: (incl. history of application of corresponding risk response plans and their efficacy etc).	

Develop this in excel sheet. It is easy to track and filter risk there. Put all these rows here in the column.

15. Procurement Management Plan

Project Code:

Procurement Definition:

What items to be procured and in what conditions. Make or buy analysis.

Contract Responsibility:

Name of the person or agency who is authorized to enter into a contract.

Name of person	Department / Designation	Contact details	Responsibility	
			Responsibilities with respect to the contract	
			(incl. preparation of Evaluation criteria/ Independent Estimates/Contract negotiations etc)	

Decision Criteria:

What type of contracts will be used on the project under what conditions. How will the procurement process be initiated.

Contract Types and standard:

What types of contracts will be used in the project. Contract type explanation. Documentation standards, Payment Standards etc

Contract Type	Contract Description	Documentation Standard	Payment Standard	
FFP, CPIF …..	*The meaning of the contract*	*Documents and reports used. Frequency, responsibility*	*When is invoice generated and how is the payment processed*	

16. Project Management Plan

Project Code:

Project Overview:
Refer to Scope Baseline

Project Budget
Refer to Estimation and Budget Sheets

Project Completion date:
Refer to Project Schedule

Reference Materials:
Reference to the business need, market survey, feasibility stud, historical information.

Definition and Acronyms:
Descriptions of terminologies used in the project.

Stakeholder details:
Refter to Stakeholder Regiter

Project Lifecycle

Project Management Methodology:

Milestone List:
Refer to Milestone List

Resource Calendar:
Refer to Human Resource Management Plan

Subsidiary Plan:
Reference to all subsidiary Plans

Baselines:
Reference to all baselines (Scope/ Time/ Cost/ Quality etc):

WBS/ WBS dictionary:
Reference to WBS Dictionary

Risk Register:
Reference to Risk Register

17. Progress Report

Project:

Prepared By:

Preparation Date:

Report Period :

Accomplishments of this period.

1.
2.
3.
4.

Plans for the next review period:

Work planned to be completed in the following month. Also mention the "to complete CPI" and "to complete SPI".

1.
2.
3.
4.

Project Metrics

Scope

- No of change request approved
- No of requirements delivered
- Value of the features delivered
- requirements Stability Index

Time

- Schedule Variance
- Today Number of days delay
- No of milestone achieved
- No of milestone missed

Cost

- Cost variance in this milestone
- Cost varaiance accumulated as of now
  ETC : $ 20,000
  CPI : 1.2

Quality

- Utilization : 83%
- Defect Density : .01 WDD
- Productivity : 5 Units/Hr

Risk

- Risk Budget Utilized by now: 20K
- Project Total Risk Budget : 50K
- Number of high exposure risk: RK123, RK234
- Number of incident occurred: 1
- Last Risk Audit Date: 01-Jan-2016

Human Resource

- Number of people work (Technology wise, location wise, period)
- Number of people required
- Number of hours training done
- Training required
-

Procurment

- What are purchase order placed.
- What has been procured
- What will be procured in next period
- What is the procurement budget for next period
- How much spend on procurement in last cycle.

Issues:

what are the bottlenecks in the project?

Action Status of Last Meeting

Change Request:

Scope, time, cost, resources or any other change required in the project.

18. Status Report

Project:

Prepared By:

Preparation Date:

Overall Status:

Cost:	G:Y:R	**Schedule**:	G:Y:R
Scope:	G:Y:R	**Quality**:	G:Y:R

Accomplishments as of Today.

Plans for the future:

Work planned to be completed in the following month. Also mention the "to complete CPI" and "to complete SPI".

Issues:

what are the bottlenecks in the project?

Change Request:

Scope, time, cost, resources or any other change required in the project.