# Overview

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# Goals and Scope

## Project Goals

* **Functional goals**
* **Strategic goals**.
* **Business goals**
* **Technological goals**

* **Quality goals**
* **Organizational goals**
* **Other goals**
* **Constraints**

## Project Scope

### Included

### Excluded

## References

# Organization

## Internal Organization Structure

|  |  |
| --- | --- |
| **Person** | **Description** |
| <person> | Describe his role in the project |
| <person> |  |

## Project Team

| **Name** | **Roles** | **Involvement time** | **Comment** |
| --- | --- | --- | --- |
|  |  |  |  |

# Schedule and Budget

## Schedule and Milestones

-Summary of the schedule with milestones, a **star** next to a task indicates reaching a milestone.  
-The criterion of the milestone is a completion of a full documentation of a phase.

## Cost Estimation

use two Cost Estimation methods such as

1. Bottom-Up Estimation
2. Three-Points Estimation

And calculated cost using local currency **Saudi Riyals**.

**Bottom up:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **WBS item** | **#Units/Hrs** | **Cost/Unit/Hr** | **Subtotal** | **WBS level 1 total** | **% of total** |
| **LVL 1** |  |  |  | <> | <> |
| **LVL 2** | <> | <> | <> |  |  |
| **LVL 2** | <> | <> | <> |  |  |
| **LVL 2** | <> | <> | <> |  |  |
| **Reserves (15% of total)** |  |  |  | <> | <> |
| **Total Project Cost estimate** |  |  |  | <> | <> |

**Three-points estimate:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WBS item** | **Worst case (W)** | **Most likely (ML)** | **Best case (B)** | **Cost Estimate ((W+B)+4ML)/6** |
| **<item>** |  |  |  |  |
|  |  |  | Total |  |

### Budget

We calculated the budget of each WBS item we identified in **Saudi Riyal** below:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WBS** | **Budget for Period in Saudi Riyal** | | | | | | | | | |
| **Months** | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| **Reserves** |  |  |  |  |  |  |  |  |  |  |
| **WBS ITEM** |  |  |  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |  |  |  |
| **Total cumulated** |  | | | | | | | | | |

## Development Process

# Management Plans

## Change management plan

The Change Control Board (CCB) will be responsible for the approval of changes to the project, the members of CCB are:

|  |  |  |
| --- | --- | --- |
| Team Member | Role | Role in CCB |
|  |  |  |

The change request (CR) process is designed to be easy, clear, and helpful. The request will be submitted by the requester using an official email (to the project manager) in the following form:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Request  Description | Reason | Date | Requester | Comments |
|  |  |  |  |  |

To be reviewed by the CCB.

* + Request Description: the requester will describe his needs
  + Reason: why the requester thinks this request needs to be handled
  + Date: the date when that request was created
  + Requester: requester name
  + Comments: if the requester has any comments regarding the Request.

After the Change control board (CCB) meeting and discussion of the request, they will finalize their decision and send the ticket back with the following format:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Request  Number | Request  Description | Reason | Date | Requester | Comments | Status |
|  |  |  |  |  |  |  |

* Request number: the request number according to the CCB archive.
* Status: refers to the status of the request and it is divided into:
  + Approved: the request is approved.
  + Rejected: the request is rejected.
  + Pending: the request is still undecided

In this way we can easily manage the request control with high efficiency and clear procedure.

## Communication Management Plan

**Internal communication plan**

The internal meetings are conducted weekly by the project manager, and immediate if necessary. They will be taken in person, or in MS teams otherwise. Work updates will be provided through our main connection platform, which is slack. Milestone's meetings should be conducted with the whole team, especially the project manager, and stakeholders.

**-Official internal communication details:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Type** | **Content** | **Objective** | **Frequency** | **Participants** | **Medium** |
| 1 | Weekly meeting |  |  |  |  |  |
| 2 | Kick-off meeting |  |  |  |  |  |
|  |  |  |  |  |  |  |

**-Internal Communication delivery:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Outcome** | **Format** | **Writer** | **Receiver** |
| 1 | Agendas, Meeting time  Update document | PDF file |  |  |
|  |  |  |  |  |

**External communication plan**

**Official external communication details:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Type** | **Content** | **Objective** | **Frequency** | **Participants** | **Medium** |
| 1 | Weekly progress reporting |  |  | Weekly |  | In person/MS teams |
| 2 | Milestone meeting |  |  | Before the end of milestones |  | In person |

**External Communication delivery:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Outcome** | **Format** | **Writer** | **Receiver** |
| 1 | Agendas  Meeting time  Update document | PDF file |  |  |
|  |  |  |  |  |

**Unofficial external/internal communication plan:**

## Risk Management Plan

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* **Risk Identification**
* **Risk Analysis**
* **Risk Response**
* **Risk Monitoring**

### Risk Plans

### Risk Register

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Rank | Risk | Description | Category | Root | Potential | Owner | Prob. | Impact |
| 1 | 1 | <> | <> | <> | <> | <> | <> | High/med/low | High/med/low |
|  |  |  |  |  |  |  |  |  |  |

# Abbreviations and Definitions

CCB Change Control Board

CM Configuration Management

CR Change Request

CRM Change Request Management

QA Quality Assurance