The Property Forms Project

Project Management Plan

NB: Please be advised this is only a suggested template of what a PMP should look like. Every project is different and as a PM you will need to carefully review the contents and if required modify depending on the needs of the specific project.

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Governing Body Approval

Role	Name	Signature	Date

Project Management Plan

Table of Contents

1 Introduction

1.1 Purpose

<The purpose of this formal approved document will be to define how the project will be executed, monitored & controlled and closed. The PM must get this signed off by a HPA (Higher Project Authority) before we start the execution phase>.

This document will become the primary source of information on how the project will be executed, monitored & controlled and closed. The contents of this document can be referred to throughout the life of the project and will provide a baseline from which to manage project deliverables/tasks critical to the success of this project.

1.2 Background

<How did the project originate? Was there a project mandate? Was there a charter, brief or business case completed? Events or decisions made?>

The property Inc. offers properties for sale, rent or share across the country. It has developed a long-term partnership with real estate agencies across the country during two decades in real market. In seekers' eyes, the property Inc. is the right place to get house on time. Now, the property Inc. wants to extend their portal capability to automate the contract management process between real estate agencies and tenants by developing a new portal component which is called Property Forms. In order to achieve this aim, the Property Forms project must be appropriately planned and managed.

1.3 Business Justification

<Why are we doing the project? Link the project to strategic goals or objectives of the organisation. What is the business case for the project?>

The property forms project is a way to extend portal capability and a part of new strategy to increase profiles for the property Inc. What' more, it can bring further value if the application can be used. There are some benefits for agencies and the company:

- The property forms project can automate the contract management process between real estate agencies and tenants, which will improve efficiency and save much time for users.
- It also can be run on CRM system, where agencies can do most of the property and customer management activities and post their aids, which will be more convenient for agencies.
- With such helpful function, more agencies will be attracted to take advantage of this application to make a deal with property seekers, which will increase profiles for the property Inc.

1.4 Definitions & Abbreviations

The table below gives a list of all the specific terms used in this document:

Ref	Term	Definition
[1]	*WBS*	*Work Breakdown Structure*
[2]	*MS*	*Microsoft*
[3]	*PM*	*Project Manager*
[4]	*PFP*	*Property Forms Project*

2 Objectives

<What is the high level objective or objectives of the project? What are the high level outcomes that we need to achieve? We want to have a very clear, unambiguous statement of what the project is to achieve. Very good objectives should be SMART (Specific, Measurable, Achievable & Agreed, Realistic and Timely).

Application should be developed finally to achieve the business requirements and there are also some objectives should be achieved:

- Function – the application has achieved business requirements and accepted by sponsor
- Quality – the application should accord with the standard of software quality
- Cost – the development of the project should be controlled by the budget at most
- Time – the time of project development should be limited in the estimated at most

3 Scope Management

<Scope Management is all about understanding the requirements, fully understanding the total scope of what the project needs to do, controlling that scope through the lifecycle and getting the final signoff from the customer for the deliverables produced>.

3.1 Scope Management Plan

<How will the scope be defined, developed, agreed and verified (final sign off)? What project processes will we use? What tools and techniques will we use? How will the scope be managed and controlled during the life cycle to prevent scope creep and gold plating?>

3.1.1 Scope Management Approach and Control

For this project, project manager will be responsible for the scope management. The scope of this project is defined by the scope statement and developed by the WBS [1]. The document of project scope should be established and approved by project managers, sponsors and stakeholders through signing off. The project team will make use of WBS as their task statement so that they should be sure that they perform only the work described in WBS and complete defined deliverables.

If there are changes of requirements, related statement should be submitted to project manager so that he can change the project scope in time. At the same time, the scope change request should be submitted to project sponsor by project manager for acceptance through signing off. Then project manager can update all project documents and inform all stakeholders if the scope change request has been agreed by project sponsors.

Team member also can propose change request of scope, but the change request should be documented and submitted to project manager for acceptance. Then the project manager will decide whether it is necessary to make change or hold meeting with team members and sponsor to make a decision and perform an impact assessment of the change. If the change request are approved by project manager, it will be submitted to sponsor. Project sponsor will sign the project change control document if they accept the change. Finally, the project manager will update all project document and inform the scope change to all project stakeholders.

3.1.2 Project Process

The project process of scope management are as followed:

- Step 1 – identify and record project scope by project manager
- Step 2 – propose the need for a change and submit change request to project manager
- Step 3 – hold meeting with team members to determine the impact of change
- Step 4 – submit change request to sponsor
- Step 5 – if the sponsor accept the change of scope, then go to step 6; if he does not accept, inform project manager

- Step 6 – sponsor signs on the document and send back to project manager
- Step 7 – project manager update all documents and inform stakeholders

3.1.3 Tools and Techniques

The tools and techniques of scope management is Microsoft Office, which will be used to record scope and create WBS.

3.2 Business Requirements

<What are the customer requirements? What are the customer expectations?>

All in all, the application should automate the contract management process between real estate agencies and tenants. It also should achieve function in the following list:

- Agencies and agents can register before they use the system
- Agent can login to the system to select the property to lodge a contract for
- Most of the form fields should be filled automatically from the property details and current agent/agency details
- The agent can review and complete necessary and missing details
- The agent can purchase the contract from their agency credit
- The agent can download the contract
- Administrators can terminate agents
- Users can search for contracts they have created, can edit, delete or clone contract
- Agent can also share contracts
- The Property Forms can be used on different CRM systems by agencies.

3.3 In Scope

<Identifies the boundaries within which the work will be undertaken>.

- The planning, design, development, testing, and transition of the Property Forms software
- The interfaces of the software should be valid
- The software should meet organizational software standards and business requirements which described in project charter
- All project documents and manuals should be completed
- The project will be completed when the software and document have been executed successfully and submitted to the company

3.4 Out of Scope

<Specifically what is outside of the boundaries of work to be undertaken?>

- Training for how to use the software
- Installing the software for customers

3.5 WBS

<This will show the FULL scope of the project. Everything we need to do to complete the project. In essence it is a deliverable orientated decomposition of the entire work of the project. This breakdown of the scope gets progressively more detailed as you drill down the levels>.

Please refer to appendix A to see the Project Baseline Scope (WBS).

4 Time Management

<Time management is concerned primarily with resources, activities, scheduling and schedule management>.

4.1 Schedule Management Plan

<How will we develop and control the project schedule? What project processes will we use? What tools and techniques will we use? Who will be involved>?

4.1.1 Schedule Management Approach and Control

The schedule should be developed by project manager and be accepted by sponsor. The schedule should be maintained as a MS [2] Project Gantt Chart by project manager. If there should be change in schedule, change request should be documented and submitted to project manager. Then the impact of the change on the cost, resource, scope and risks will be determined by project manager and team members. If the change can be accepted by project manager and sponsor, it should be signed by sponsor and then project manager has the responsible to update all documents and inform all stakeholders of the change.

4.1.2 Project Process

The project process of schedule management are as followed:

- Step 1 – develop Gantt Chart with MS Project
- Step 2 – propose the need for a change and submit change request to project manager
- Step 3 – hold meeting with team members to determine the impact of change
- Step 4 – submit change request to sponsor
- Step 5 – if the sponsor accept the change of schedule, then go to step 6; if he does not accept, inform project manager
- Step 6 – sponsor signs on the document and send back to project manager
- Step 7 – project manager update all documents and inform stakeholders

4.1.3 Tools and Techniques

When develop schedule management plan, MS Project should be used to create Gantt Chart

4.1.4 Involved People

Project manager, develop team and sponsor will be involved in schedule management.

4.2 Schedule

<This will be a detailed project schedule in a Gantt chart format showing deliverables, milestones, activities, resources against a timeline. It should also show the project's critical path>.

Please refer to appendix B to see the Project Baseline Schedule.

5 Cost Management

<This is all about estimating costs, developing the project budget and controlling costs throughout the project life cycle. Costs should be planned, quantified and measured. The PM should tie costs to activities and resources and build estimates from the bottom up>.

5.1 Cost Management Plan

<How will we develop and control the project budget? What project processes will we use? What tools and techniques will we use? Who will be involved>?

5.1.1 Cost Management Approach and Control

WBS should be used to manage the cost of the project. Finance manager has the responsibility to develop and control the project budget. And the finance manager will oversee the financial performance of the project. If there is need to add budget, request document should be submitted to finance manager, and then a meeting is necessary among finance manager, project manager and develop team to determine whether it is necessary, if so, the request document should be submitted to sponsor. It sponsor agree with the request, he will sign on the document and inform finance manager so that finance manager can add more budget.

5.1.2 Project Processes

The project process of cost management are as followed:

- Step 1 – measure project cost and develop project baseline budget with MS Project
- Step 2 – propose the need for a change and submit change request to finance manager
- Step 3 – hold meeting with team members and project manager
- Step 4 – submit change request to sponsor
- Step 5 – if the sponsor accept the change of schedule, then go to step 6; if he does not accept, inform project manager
- Step 6 – sponsor signs on the document and send back to finance manager
- Step 7 – finance add more budget

5.1.3 Tools and Techniques

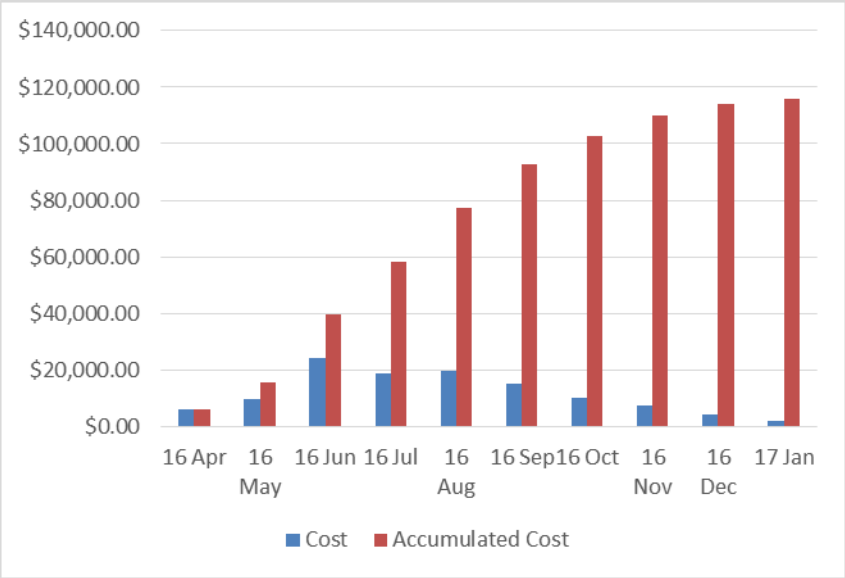
When develop cost management plan, MS Project should be used to create project baseline budget

5.1.4 Involved People

Finance manager, project manager, develop team and sponsor will be involved in cost management

5.2 Budget

5.2.1 Monthly Budget



5.2.2 Project Baseline Budget

Please refer to appendix C to see the Project Baseline Budget.

5.3 References for Costing

The staff salary is determined by referring various related job information which are published online; other cost are determined by searching related information on the internet and combining with my own experience. And there are some links about the resource:
[1] www.seek.com.au
[2] www.careerone.com.au
[3] www.mycareer.com.au

6 Assumptions

<Factors that for planning purposes, are considered to be true, real or certain without proof or demonstration. Something important that can be taken for granted>.

The project has been produced with the following assumptions:

- Project team members will be available as needed and has ability to complete the project tasks
- A working week is from Monday to Friday, and public holiday will not be used for working
- The allocated budget for staff will not change during the development of project
- Other dependent factors should be taken into consideration if the project scope changes
- The Property Inc. provides adequate support for the development of the project

7 Constraints

<Some kind of restriction which could affect us achieving our objectives>

The key constraints can be stated in different areas as following:

- Scope: maybe there are necessary contents have not been considered.
- Quality: the quality of project should be as expected and meet organization software standard
- Schedule: the duration of the development should be around estimated time
- Budget: the Property Forms project manager has set an initial budget of $100,000
- Resource: necessary resource should be available during the development of the project
- Risk: some risks should be identified before the development of project

8 Milestones

<A significant point or event in time for the project. There should always be a one for one relationship with deliverables……..here we would just like to see the high milestones (e.g. high level deliverables linked to a date for planned delivery>.

This project has four major milestones:

- Initiate Project – the start of the project on Apr.11, 2016
- Completion of Administrative Phase – the planning phase has been completed on Aug.11, 2016
- Completion of Information Technology Phase – the software has been completed on Dec.7, 2016
- Completion of Project – the project has been completed and closed on Jan.11, 2017

9 Project Deliverables

<What are the 'End results' to be achieved?>

When the project finish, the software which should achieve all requirements, the manual and all document about the development of project should be delivered.

10 Quality Management

<What are we going to do to ensure we deliver a suitable quality product? Plan of quality assurance and quality control activities? PMI has 4 basic principles we should follow when planning quality: 1. Prevention over inspection, 2. Quality is everyone's responsibility, 3. Customer satisfaction and 4. Continuous improvement. As a project we would expect to piggyback off the organisation's quality program>.

10.1 Quality Management Plan

<How will we ensure we produce deliverables that are of the right quality? How will we make sure we continually improve? What processes will we use? What tools and techniques will we use? Who will be involved>?

10.2 Quality Plan

<This is how we are going to ensure quality standards for the project. Clearly stating what the quality criteria and standards will be for the deliverables/activities? As PM what will we plan to do to ensure that this actually happens?>

Please refer to appendix D to see the Project Quality Plan.

11 Human Resources Management

11.1 HR Management Plan

<How will we acquire, develop, manage and control the project resources? What project processes will we use? What tools and techniques will we use? Who will be involved>?

11.1 Governance & Organisation

<This is the project governance and organisation structure required to deliver the project>

Please refer to appendix E to see the Project Governance & Organisation Chart.

11.2 Roles & Responsibilities (RACI)

<This is the assigned roles and responsibilities required to deliver the project>.

Please refer to appendix F to see the Project Roles & Responsibilities.

11.3 Training & Development

<This is the required training and development which will need to happen to be able to satisfactorily complete the project>.

12 Communications Management

12.1 Communications Management Plan

<How will we develop, manage and control project communications? What project processes will we use? What tools and techniques will we use? Who will be involved>?

12.2 Stakeholder Analysis

<This is the analysis to fully understand who the stakeholders are in the project. What their involvement is? What their importance is to achieving the outcome? What their influence is? What their expectations are>?

<A Stakeholder is any person or organisation that is or will be actively involved in the project, or who's interest may be positively or negatively affected by execution or completion of the project (e.g. Sponsor, PM, Team, Customer, End users, Suppliers>).

12.1 Communications Plan

<This is how we are going to communicate during the project>

Please refer to appendix G to see the Project Communications Plan

12.2 Project Documentation

<Where will all of the project files be stored? How will documents be managed? Who will update? What tools will be used? When and how will project documents be archived?>

13 Risk Management

13.1 Risk Management Plan

<How will we manage risks for the project? What project processes will we use? How will we identify and analyse, work out impacts, select strategies and responses? What's our tolerance to risk? What tools and techniques will we use? Who will be involved? How will ownership be assigned?>

13.1.1 Manage Risks Approach

The approach for managing risks of the project includes process by which the project team identifies scores, and ranks the various risks. In addition, risk treatment will be identified and new statistics will be calculated. All risks register will be recorded in an excel document. What's more, the risk document should be submitted to sponsor for acceptance. Project manager will be responsible for risk management and assign risks for team members. Each member should submit the risk analysis document to project manager when develop the project. During the closing process of the project, the project manager will analyse each risk as well as the risk management process for future project management.

13.1.2 Project Processes

The project process of risk management are as followed:

- Step 1 – project manager identify risks and complete risk register
- Step 2 – project manager submit risks document to sponsor for acceptance
- Step 3 – project manager assign risks for team members
- Step 4 – team members submit risk analysis document to project manager
- Step 5 – project manager oversee the risks during the development of project
- Step 6 – project manager analyse risks as well as the risk management process

13.1.3 Identify and Analyse Method

There are some method for identifying, analysing, working out impacts, selecting strategies and giving responses to project risks:

- Holding meeting with team members and collecting ideas for identifying risks
- Taking advantage professional technique to analyse risks for likelihood
- According to the result of the risks to determine the impact
- Making use of the risk rating table to assess the risk and decide strategies

13.1.4 Tools and Techniques

For project risk management, MS Excel will be used to completed risk register.

13.1.5 Involved People

Project manager, team members and sponsor will be involved.

Risk managers will provide status updates on their assigned risks in the bi-weekly project team meetings, but only when the meetings include their risk's planned timeframe. 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 impr ovements will be captured as part of the lessons learned knowledge base

13.2 Risk Register

<This is a list of all project risks which includes information concerning our assessment, prioritisation and treatment or risk response strategy. The Risk Register details all identified risks, causes, probability, impact, proposed responses, owners and current status >.

<Risks are uncertainties (good or bad) which could affect the achievement of project objectives>.

Please refer to appendix I to see the Project Risk Register.

14 Procurement Management

14.1 Procurement Management Plan

<How will we manage and control procurements? What project processes will we use? What contracts will be needed? What tools and techniques will we use? Who will be involved>?

14.1 Procurement Plan

< What are our procurement requirements? How, when and from who will we procure the goods and services required to complete the project? >

Please refer to appendix J to see the Project Procurement Plan.

15 Integration Management

<Integration management is the practice of making certain that every part of the project is coordinated. What are the activities we will engage in to make sure this happens>?

15.1 Integration Management Plan

<As a PM what processes will we use to ensure we manage & control integration processes and procedure? What tools and techniques will we use>?

15.2 Integrated Change Control

<What processes will we use to capture and manage project changes? How will approval for changes occur? What tools and techniques will we use? Who will be involved?>

15.3 Issue Management

<What processes will we use to capture and manage project issues? How will escalation work? What tools and techniques will we use? Who will be involved?>

15.4 Configuration Management

<How will we manage version control of documents and all other project deliverables? What tools and techniques will we use? Who will be involved?>

16 Change Management

<What are the change management implications of this project (e.g. change to processes, organisation and/or systems?) How will we manage these changes to ensure success? What change management processes will we complete (e.g. engagement, communications and training)? What tools and techniques will we use? Who will be involved?>

17 Success Criteria / KPIs

<What are the detail criteria and measurements which will allow us to measure whether or not the project was successful in delivering the medium to long term benefits to the organisation? What tools and techniques will we use? Who will be involved? The PM will be responsible for delivering the project (and making sure the measurements are there), NOT delivering these medium to long term benefits. This will be the responsibility of the business. >

18 Project Closure

<What closure processes will we complete? What are the major activities we will be doing (e.g. Closure report, closure meeting, handover to support, capture of lessons learnt, celebrations, individual feedback to team members and administrative closure)? What tools and techniques will we use? Who will be involved?>

19 Appendices

NB: *In order to manage change efficiently the PMP has been structured in a specific way. The key baseline information is held in the appendices (e.g. Scope (WBS), Cost (Budget) and Time (Schedule) so that when we get approved Change Requests the PMP can be easily changed.*

The way the PMP is structured means that in many cases only specific appendices will need to be changed. The main core parts of the PMP will remain unchanged and as such will not need to be re-issued.

A separate independent (but linked) document called an 'Appendix Register' will be used to track all changes to appendices within the PMP.

a. WBS

<The WBS for the project will be included here>.

Level 1	Level 2	Level 3	Outcomes
1 Milestone – Initiate Project			
2 Project Manager	2.1 Initiating	2.1.1 Gather requirements 2.1.2 Requirements analysis 2.1.3 Feasibility analysis 2.1.4 Risk analysis 2.1.5 Fill in project charter 2.1.6 Stakeholders register	• Requirements Document • Project Charter • Stakeholders Register • Risk analysis document
	2.2 Planning	2.2.1 Define project scope 2.2.2 Develop project management plan 2.2.3 Develop time plan 2.2.4 Develop cost plan 2.2.4 Develop risk plan 2.2.5 Develop quality plan 2.2.6 Develop resources plan 2.2.7 Develop communication plan 2.2.8 Develop WBS 2.2.9 Develop Gantt Chart	• Project scope statement • Time plan document • Cost plan document • Risk management statement • Quality plan document • Resources plan document • Communication plan document • Work breakdown structure • Gantt chart
	2.3 Executing	2.3.1 Acquire project team 2.3.2 Manage project team 2.3.3 Distribute tasks 2.3.4 Update stakeholders' expectation	• Tasks allocation document • Updated stakeholders' expectation statement • Project process report
	2.4 Monitoring and Controlling	2.4.1 Monitor scope 2.4.2 Monitor schedule 2.4.3 Monitor cost	• Update scope, schedule, cost, quality and risk

		2.4.4 Monitor quality 2.4.5 Monitor risk 2.4.6 Report project process	management document • Project process report
	2.5 Closing	2.5.1 Project audit 2.5.2 Close project team 2.5.3 Finalize project	• Records about project • All documents about project
3 Legal Manager	3.1 Initiating	3.1.1 Gather requirements about legal assessment 3.1.2 Identify project scope 3.1.3 Consult the existing relevant legal policy	• Requirements document • Scope statement • Information of existing relevant legal policy
	3.2 Planning	3.2.1 Conduct legal assessment of project scope 3.2.2 Determine legal requirements which should be contained in contract 3.2.3 Identify legal rules for the project	• Assessment document • Contract requirements document • Legal rules document
	3.3 Executing	3.3.1 Conduct legal assessment 3.3.2 Document and report to project management team about the legal condition of project 3.3.3 Draft contract	• Legal condition report • Contract draft
	3.4 Monitoring and Controlling	3.4.1 Monitor project process and changes which may have effect on legal area	• Progression report
	3.5 Closing	3.5.1 Finalize legal impacts	• Finalized progression report
4 Project Finance Manager	4.1 Initiating	4.1.1 Gather requirements about cost 4.1.2 Determine the scope of the usage of budget 4.1.3 Estimate project budget	• Cost requirements document • Scope statement • Budget estimation
	4.2 Planning	4.2.1 Analyze the Property Inc.'s current finance situation 4.2.2 Make plan of financing options 4.2.3 Determine project budget 4.2.4 Make plan of the usage of budget	• Current situation report • Financing options plan • Budget plan document
	4.3 Executing	4.3.1 Select funding method 4.3.2 Acquire funding for project 4.3.3 Conduct further financial projections	• Funding method • Get fund of the project
	4.4 Monitoring and Controlling	4.4.1 Monitor variances from budget	• Variances from budget statement
	4.5 Closing	4.5.1 Finalize financial project	• Final budget report • Financial impact report
5 Milestone – Completion of Administrative Phase			
6 Database Adminitrator	6.1 Initiating	6.1.1 Gather requirements of database 6.1.2 Analyze requirements 6.1.3 Analyze feasibility	• Requirements statement • Feasibility assessment
	6.2 Planning	6.2.1 Design conceptual structure 6.2.2 Design logical structure	• Conceptual structure

		6.2.3 Design physical structure 6.2.4 Make database recovery plan	• Logical structure • Physical structure • Recovery plan
	6.3 Executing	6.3.1 Enter data to database 6.3.2 Coding to achieve desired function 6.3.3 Run database 6.3.4 Set rules for database	• Database • Rules statement
	6.4 Monitoring and Controlling	6.4.1 Monitor the development of database 6.4.2 Test database 6.4.3 Recover if requires	• Test result document • Recovery document
	6.5 Closing	6.5.1 Finalize database development 6.5.2 Database maintain	• All document of database
7 Software component developer	7.1 Initiating	7.1.1 Gather requirements 7.1.2 Analyze requirements 7.1.3 Analyze feasibility	• Requirements document • Feasibility assessment
	7.2 Planning	7.2.1 List function modules 7.2.2 List interface and related function 7.2.3 Design software application 7.2.4 Make schedule for software development 7.2.5 Estimate cost of software development	• Function modules document • Interface and function statement • Design document • Development schedule • Cost estimation
	7.3 Executing	7.3.1 Create interfaces 7.3.2 Connect with database 7.3.3 Coding to achieve desired function 7.3.4 Test run 7.3.5 Public testing	• Software component • Test result document
	7.4 Monitoring and Controlling	7.4.1 Monitor issues and bugs in software component 7.4.2 Monitor schedule of development 7.4.3 Monitor cost of development	• Issues and bugs statement • Software progression report • Cost report
	7.5 Closing	7.5.1 Finalize software component development 7.5.2 Final report	• Final report document • Operation instruction of software
8 Application Developer	8.1 Initiating	8.1.1 Gather requirements of application 8.1.2 Analyze requirements of application 8.1.3 Analyze feasibility	• Requirements document • Feasibility assessment
	8.2 Planning	8.2.1 List function modules 8.2.2 List interface and related function 8.2.3 Design application 8.2.4 Make schedule for application development 8.2.5 Estimate cost of application development	• Function modules document • Interface and function statement • Design document • Development schedule • Cost estimation
	8.3 Executing	8.3.1 Create interfaces 8.3.2 Connect with database	• Property Forms application

		8.3.3 Coding to achieve desired function 8.3.4 Integrate with software component 8.3.5 Test run 8.3.6 Public testing	• Test result document
	8.4 Monitoring and Controlling	8.4.1 Monitor issues and bugs in application 8.4.2 Monitor schedule of development 8.4.3 Monitor cost of development	• Issues and bugs statement • Software progression report • Cost report
	8.5 Closing	8.5.1 Finalize application development 8.5.2 Final report	• Final report document • Operation instruction of application
9 Software and Hardware Procurement Manager	9.1 Initiating	9.1.1 Gather requirements of software 9.1.2 Gather requirements of hardware	• Requirements document
	9.2 Planning	9.2.1 Analyze requirements 9.2.2 Make cost plan 9.2.3 Make schedule for procurement 9.2.4 Apply for procurement fund	• Cost plan • Schedule of procurement • Application report
	9.3 Executing	9.3.1 Purchase necessary software 9.3.2 Purchase necessary hardware 9.3.3 Install software and software	• Software and hardware which are needed for application development
	9.4 Monitoring and Controlling	9.4.1 Monitor the usage of software and hardware 9.4.2 Change or update software and software if necessary	• Change or update report
	9.5 Closing	9.5.1 Finalize procurement 9.5.2 Report the usage of fund 9.5.3 Report the situation of software and hardware	• Fund report • Situation report
10 Human Resource	10.1 Initiating	10.1.1 Gather requirements of staff 10.1.2 Identify developers and contractors	• Requirements document • Developers list • Contractors list
	10.2 Planning	10.2.1 Determine schedule for interview 10.2.2 Inform developers and contractors of the interview information	• Interview schedule
	10.3 Executing	10.3.1 Conduct interview 10.3.2 Select candidates	• Project candidates
	10.4 Monitoring and Controlling	10.4.1 Monitor staff performance 10.4.2 Provide further training if required	• Staff performance report
	10.5 Closing	10.5.1 Hire candidates 10.5.2 Finalize project staffing	• Candidates information
11 Milestone - Completion of Information Technology Phase			
12 Market Campaign Manager	12.1 Initiating	12.1.1 Gather market requirements 12.1.2 Analyze market requirements 12.1.3 Estimate cost and schedule	• Requirements document • Cost and schedule estimation
	12.2 Planning	12.2.1 Plan marketing scheme 12.2.2 Design advertisement 12.2.3 Determine methods of	• Methods of advertisement • Advertisement

		advertisement	contents
	12.3 Executing	12.3.1 Executing market campaign	• Publish advertisement to the public
	12.4 Monitoring and Controlling	12.4.1 Monitor effects of market campaign	• Effects report
	12.5 Closing	12.5.1 Finalize market campaign	• Final report
13 Milestone – Completion of Project			

b. Schedule

<The detailed Schedule for the project will be included here>.

Task Name	Duration	Start Date	Finish Date
1 Initiating	**16 days**	**Apr 11**	**May 2**
1.1 Gather requirements	4 days	Apr 11	Apr 14
1.2 Analyse requirements	2 days	Apr 15	Apr 18
1.3 Define project scope	1 day	Apr 19	Apr 19
1.4 Justifies project	1 day	Apr 20	Apr 20
1.5 Stakeholders register	4 days	Apr 21	Apr 26
1.6 Define project charter	4 days	Apr 27	May 2
2 Planning	**73 days**	**May 3**	**Aug 11**
2.1 Organizing the project proposal	**10 days**	**May 3**	**May 16**
2.1.1 Defining subject, purpose, main point, and readers	4 days	May 3	May 6
2.1.2 Define title of proposal	2 days	May 9	May 10
2.1.3 Define structure of proposal	4 days	May 11	May 16
2.2 Make project plan	**14 days**	**May 17**	**Jun 3**
2.2.1 Develop time plan	2 days	May 17	May 18
2.2.2 Develop cost plan	2 days	May 19	May 20
2.2.3 Develop resources plan	2 days	May 23	May 24
2.2.4 Develop communication plan	2 days	May 25	May 26
2.2.5 Develop WBS	2 days	May 27	May 30
2.2.6 Develop Gantt Chart	1 day	May 31	May 31
2.2.7 Develop project management plan	3 days	Jun 1	Jun 3
2.3 Database design	**19 days**	**Jun 6**	**Jun 30**
2.3.1 Design conceptual structure	5 days	Jun 6	Jun 10
2.3.2 Design logical structure	5 days	Jun 13	Jun 17
2.3.3 Design physical structure	5 days	Jun 20	Jun 24
2.3.4 Make database recovery plan	4 days	Jun 27	Jun 30
2.4 Software component design	**27 days**	**Jun 6**	**Jul 12**
2.4.1 List function modules	1 day	Jun 6	Jun 6
2.4.2 List interface and related function	1 day	Jun 7	Jun 7
2.4.3 Design software application	25 days	Jun 8	Jul 12
2.5 Application design	**31 days**	**Jun 6**	**Jul 18**
2.5.1 List function modules	2 days	Jun 6	Jun 7
2.5.2 List interface and related function	3 days	Jun 8	Jun 10
2.5.3 Design application	26 days	Jun 13	Jul 18
2.6 Procurement plan	**6 days**	**Jul 19**	**Jul 26**
2.6.1 Make cost plan	4 days	Jul 19	Jul 22
2.6.2 Apply for procurement fund	2 days	Jul 25	Jul 26
2.7 Human resource plan	**8 days**	**Jul 19**	**Jul 28**
2.7.1 Determine schedule for interview	3 days	Jul 19	Jul 21
2.7.2 Inform developers and contractors of the interview information	2 days	Jul 22	Jul 25

2.7.3 Conduct interview	2 days	Jul 26	Jul 27
2.7.4 Select staff	1 day	Jul 28	Jul 28
2.8 Legal plan	**12 days**	**Jul 19**	**Aug 3**
2.8.1 Conduct legal assessment of project scope	5 days	Jul 19	Jul 25
2.8.2 Identify legal rules for the project	7 days	Jul 26	Aug 3
2.9 Market campaign plan	**18 days**	**Jul 19**	**Aug 11**
2.9.1 Plan marketing scheme	3 days	Jul 19	Jul 21
2.9.2 Design advertisement	12 days	Jul 22	Aug 8
2.9.3 Determine methods of advertisement	3 days	Aug 9	Aug 11
3 Executing	**84 days**	**Aug 12**	**Dec 7**
3.1 Build project team	**9 days**	**Aug 12**	**Aug 24**
3.1.1 Acquire project team	2 days	Aug 12	Aug 17
3.1.2 Manage project team	2 days	Aug 18	Aug 19
3.1.3 Distribute tasks	3 days	Aug 22	Aug 24
3.2 Legal assessment	**14 days**	**Aug 12**	**Aug 31**
3.2.1 Conduct legal assessment	7 days	Aug 12	Aug 22
3.2.2 Document and report to project management team about the legal condition of project	4 days	Aug 23	Aug 26
3.2.3 Draft contract	3 days	Aug 29	Aug 31
3.3 Project financing	**10 days**	**Aug 12**	**Aug 25**
3.3.1 Select funding method	4 days	Aug 12	Aug 17
3.3.2 Acquire funding for project	3 days	Aug 18	Aug 22
3.3.3 Conduct further financial projections	3 days	Aug 23	Aug 25
3.4 Purchase equipment	**7 days**	**Aug 26**	**Sep 5**
3.4.1 Purchase necessary software	2 days	Aug 26	Aug 29
3.4.2 Purchase necessary hardware	2 days	Aug 26	Aug 29
3.4.3 Purchase infrastructure	3 days	Aug 30	Sep 1
3.4.4 Install software and software	2 days	Sep 2	Sep 5
3.5 Database development	**21 days**	**Sep 6**	**Oct 4**
3.5.1 Enter data to database	1 day	Sep 6	Sep 6
3.5.2 Coding to achieve desired function	14 days	Sep 12	Sep 29
3.5.3 Run database	1 day	Sep 30	Sep 30
3.5.5 Set rules for database	2 days	Oct 3	Oct 4
3.6 Software component development	**25 days**	**Sep 6**	**Oct 10**
3.6.1 Create interfaces	1 day	Sep 6	Sep 6
3.6.2 Connect with database	1 day	Sep 7	Sep 7
3.6.3 Coding to achieve desired function	13 days	Sep 7	Sep 23
3.6.4 Test run	1 day	Sep 26	Sep 26
3.6.6 Public testing	10 days	Sep 27	Oct 10
3.7 Application development	**42 days**	**Oct 11**	**Dec 7**
3.7.1 Create interfaces	2 days	Oct 11	Oct 12
3.7.2 Connect with database	3 days	Oct 13	Oct 17
3.7.3 Integrate with software component	4 days	Oct 18	Oct 21
3.7.4 Coding to achieve desired function	20 days	Oct 18	Nov 14
3.7.5 Test run	2 days	Nov 15	Nov 16
3.7.7 Public testing	15 days	Nov 17	Dec 7
4 Monitoring and Controlling	**80 days**	**Sep 6**	**Dec 26**
4.1 Gather project status updates	80 days	Sep 6	Dec 26
4.2 Manage and track decisions	80 days	Sep 6	Dec 26
4.3 Facilitate project change management	80 days	Sep 6	Dec 26
4.4 Monitor and manage risks and issues	80 days	Sep 6	Dec 26
4.5 Execute and revise project schedule	80 days	Sep 6	Dec 26
4.6 Execute and revise communication plan	80 days	Sep 6	Dec 26
4.7 Execute and revise cost plan	80 days	Sep 6	Dec 26
5 Closing	**14 days**	**Dec 27**	**Jan 13**

5.1 Formal Sign-off from the customer	3 days	Dec 27	Dec 29
5.2 Release the resources	2 days	Dec 30	Jan 2
5.3 Procurement or other contract closure	2 days	Jan 3	Jan 4
5.4 Indexing of the project files	2 days	Jan 5	Jan 6
5.5 Lessons learned documentation	2 days	Jan 9	Jan 10
5.6 Final report	3 days	Jan 11	Jan 13

c. Budget

<The detailed Budget for the project will be included here>.

Task Name	Resource	Cost
1 Initiating		**$5,760.00**
1.1 Gather requirements	Project Manager	$0.00
1.2 Analyse requirements	Project Manager	$960.00
1.3 Define project scope	Project Manager	$480.00
1.4 Justifies project	Project Manager	$480.00
1.5 Stakeholders register	Project Manager	$1,920.00
1.6 Define project charter	Project Manager	$1,920.00
2 Planning		**$59,456.00**
2.1 Organizing the project proposal		**$4,800.00**
2.1.1 Defining subject, purpose, main point, and readers	Project Manager	$1,920.00
2.1.2 Define title of proposal	Project Manager	$960.00
2.1.3 Define structure of proposal	Project Manager	$1,920.00
2.2 Make project plan		**$6,720.00**
2.2.1 Develop time plan	Project Manager	$960.00
2.2.2 Develop cost plan	Project Manager	$960.00
2.2.3 Develop resources plan	Project Manager	$960.00
2.2.4 Develop communication plan	Project Manager	$960.00
2.2.5 Develop WBS	Project Manager	$960.00
2.2.6 Develop Gantt Chart	Project Manager	$480.00
2.2.7 Develop project management plan	Project Manager	$1,440.00
2.3 Database design		**$8,360.00**
2.3.1 Design conceptual structure	Database Manager	$2,200.00
2.3.2 Design logical structure	Database Manager	$2,200.00
2.3.3 Design physical structure	Database Manager	$2,200.00
2.3.4 Make database recovery plan	Database Manager	$1,760.00
2.4 Software component design		**$10,080.00**
2.4.1 List function modules	Software Designer	$360.00
2.4.2 List interface and related function	Interface designer, Software Designer	$720.00
2.4.3 Design software application	Software Designer	$9,000.00
2.5 Application design		**$12,240.00**
2.5.1 List function modules	System Designer	$720.00
2.5.2 List interface and related function	Interface designer, System Designer	$2,160.00
2.5.3 Design application	System Designer	$9,360.00
2.6 Procurement plan		**$2,016.00**
2.6.1 Make cost plan	Procurement 1	$1,344.00
2.6.2 Apply for procurement fund	Procurement 1	$672.00
2.7 Human resource plan		**$3,200.00**
2.7.1 Determine schedule for interview	Human resource manager	$1,200.00
2.7.2 Inform developers and contractors of the interview information	Human resource manager	$800.00
2.7.3 Conduct interview	Human resource manager	$800.00

2.7.4 Select staff	Human resource manager	$400.00
2.8 Legal plan		**$3,840.00**
2.8.1 Conduct legal assessment of project scope	Legal assessment Officer	$1,600.00
2.8.2 Identify legal rules for the project	Legal assessment Officer	$2,240.00
2.9 Market campaign plan		**$8,200.00**
2.9.1 Plan marketing scheme	Marketing Officer	$1,200.00
2.9.2 Design advertisement	Marketing Officer,Advertise publublishment[1]	$5,300.00
2.9.3 Determine methods of advertisement	Marketing Officer,Advertise publublishment[1]	$1,700.00
3 Executing		**$53,304.00**
3.1 Build project team		**$3,360.00**
3.1.1 Acquire project team	Project Manager	$960.00
3.1.2 Manage project team	Project Manager	$960.00
3.1.3 Distribute tasks	Project Manager	$1,440.00
3.2 Legal assessment		**$5,200.00**
3.2.1 Conduct legal assessment	Legal assessment Officer,Consultion	$3,920.00
3.2.2 Document and report to project management team about the legal condition of project	Legal assessment Officer	$1,280.00
3.2.3 Draft contract		$0.00
3.3 Project financing		**$3,600.00**
3.3.1 Select funding method	Finance Manager,Consultion	$1,440.00
3.3.2 Acquire funding for project	Finance Manager	$1,080.00
3.3.3 Conduct further financial projections	Finance Manager	$1,080.00
3.4 Purchase equipment		**$4,024.00**
3.4.1 Purchase necessary software	Procurement 1	$672.00
3.4.2 Purchase necessary hardware	Procurement 2	$672.00
3.4.3 Purchase infrastructure	Procurement 2,Equipment[1]	$2,008.00
3.4.4 Install software and software	Procurement 1	$672.00
3.5 Database development		**$7,920.00**
3.5.1 Enter data to database	Database Manager	$440.00
3.5.2 Coding to achieve desired function	Database Manager	$6,160.00
3.5.3 Run database	Database Manager	$440.00
3.5.5 Set rules for database	Database Manager	$880.00
3.6 Software component development		**$10,400.00**
3.6.1 Create interfaces	Interface designer	$360.00
3.6.2 Connect with database	Database Manager,Develop Engineer 2	$800.00
3.6.3 Coding to achieve desired function	Develop Engineer 1	$5,720.00
3.6.4 Test run	Tester	$320.00
3.6.6 Public testing	Tester	$3,200.00
3.7 Application development		**$18,800.00**
3.7.1 Create interfaces	Interface designer	$720.00
3.7.2 Connect with database	Database Manager,Develop Engineer 2	$2,400.00
3.7.3 Integrate with software component	Develop Engineer 2	$1,440.00
3.7.4 Coding to achieve desired function	Develop Engineer 1	$8,800.00
3.7.5 Test run	Tester	$640.00
3.7.7 Public testing	Tester	$4,800.00
4 Monitoring and Controlling		**$0.00**
4.1 Gather project status updates		$0.00
4.2 Manage and track decisions		$0.00
4.3 Facilitate project change management		$0.00
4.4 Monitor and manage risks and issues		$0.00

4.5 Execute and revise project schedule		$0.00
4.6 Execute and revise communication plan		$0.00
4.7 Execute and revise cost plan		$0.00
5 Closing		**$6,720.00**
5.1 Formal Sign-off from the customer	Project Manager	$1,440.00
5.2 Release the resources	Project Manager	$960.00
5.3 Procurement or other contract closure	Project Manager	$960.00
5.4 Indexing of the project files	Project Manager	$960.00
5.5 Lessons learned documentation	Project Manager	$960.00
5.6 Final report	Project Manager	$1,440.00

d. Quality Plan

<The detailed Quality Plan for the project will be included here>.

e. Governance & Organisation

<The detailed Organisation Chart for the project will be included here>.

f. Project Roles and Responsibilities

<The detailed RACI chart for the project will be included here>.

g. Communications Plan

<The detailed Communications Plan for the project will be included here>.

h. Risk Breakdown Structure

<The RBS for the project will be included here>.

i. Risk Register

<The detailed Risk Register for the project will be included here>.

												Residual Risk							
Risk ID	Risk Description (There is a risk that....caused by.....resulting in.....)	Likelihood	Prob	Impact/ Concequence	Impact Score	Risk Level	Risk Rating	Current Controls	Strategy	Risk Treatment/ Response	$Cost	Future Controls	Likelihood	Prob	Impact/ Concequence	Impact Score	Risk Level	Risk Rating	Responsibiliy
1	There is a risk that key resources required for this project will be allocated to another important project in the company which will result major budget and schedule issues.	Almost Certain	85%	Major	4	Extreme	3.4	None	Mitigate	Get senior management commitment by providing backfill resources	$60	Weekly senior mgt briefing	Unlikely	30%	Major	4	Medium	1.2	Tom Brown
2	There is a risk that necessary equipment cannot be acquired for project, resulting in project delay	Possible	41%	Major	4	Medium	1.64	None	Avoidance	Gather requirements early and purchase in time	$0	Monitor the usage of equipment fruently	Unlikely	16%	**Major**	**4**	Low	0.64	Peter Watson
3	There is a risk that requirements will be updated during development which will result in overspend and delay.	Possible	45%	Catastrophic	5	High	2.25	None	Mitigate	Gather and analyse new requirements from customers in time and make change plan effectively	$100	Project manager should communicate with customers fluently and make effective change plan	Unlikely	12%	Catastrophic	5	Medium	0.6	Ben Man
4	There is a risk that developers' knowledge cannot meet the development of project, resulting in qulity and budget issues.	Unlikely	16%	Major	4	Medium	0.64	None	Avoidance	Hire skilled and experienced developers who aslo know related knowledge about the project	$90	Training developers for related knowledge	Rare	5%	Major	4	Medium	0.2	Sam Dunn
5	There is a risk that the completed project cannot meet the standard which will result in quality issue.	Possible	41%	Catastrophic	5	High	2.05	None	Avoidance	Improve the quality management	$0	Make quality assessment for the project regularly	Rare	7%	Catastrophic	5	Medium	0.35	Emma Hones
							9.98											**2.99**	

a. Procurement Plan

<The detailed Procurement Plan for the project will be included here>.

b. Agreed Document Templates

- *Change Requests Forms*
- *Change Request Registers*
- *Issue Registers*
- *Risk Registers*
- *Progress & Status reports*
- *Project Completion Reports*

NB: Important:

Please be advised a separate 'Appendix Register' document will be used to track all changes to any appendix once the baseline plan has been signed off.