

Project Management Plan

for

After Life (Management of the Dead and the Missing)

Version 1.0

Prepared by

Lee, Kyle Vincent V.  
Reyes, Hannah Mae E.

MI - 141

February 6, 2017

Table of Contents

[1. Overview 1](#_Toc164670634)

[1.1. Project Purpose, Objectives, and Success Criteria 1](#_Toc164670635)

[1.2. Project Deliverables 1](#_Toc164670636)

[1.3. Assumptions, Dependencies, and Constraints 1](#_Toc164670637)

[1.4. References 2](#_Toc164670638)

[1.5. Definitions and Acronyms 2](#_Toc164670639)

[1.6. Evolution of the Plan 2](#_Toc164670640)

[2. Project Organization 2](#_Toc164670641)

[2.1. External Interfaces 2](#_Toc164670642)

[2.2. Internal Structure 2](#_Toc164670643)

[2.3. Roles and Responsibilities 2](#_Toc164670644)

<Note: This template contains primarily guidance text, shown in italics. When creating a project management plan from this template, replace the guidance text with your own specific information for the project and change the Normal style for the document to be normal font, not italic. If a section of this template is not applicable to your project, leave the section heading in the plan and briefly state why it does not apply. Feel free to tailor this comprehensive template to best meet the needs of your organization’s projects.>

# Overview

<This section provides an overview of the project’s motivation, objectives, success criteria, major deliverables, and constraints. You might include a top-level summary of major milestones, required resources, schedule, and budget. >

## Project Purpose, Objectives, and Success Criteria

<Define the purpose, scope, and objectives of the project and its delivered products. This information might already appear in the Vision and Scope Document. If so, avoid duplicating information in both places. Briefly state the business needs to be satisfied and the methods by which satisfaction of those needs will be determined. Define quantitative and measurable business objectives. Define the criteria by which key stakeholders will judge how successful the project is. State the relationship of this project to other projects and the integration of this product with other products. Other specific issues to address might include:

Shared resources and their availability

Shared designs, code, and hardware components

Feature dependencies

Schedule dependencies>

## Project Deliverables

<List the major items to be delivered to the customers, subcontractors, integrators, or other parties. As appropriate, list the deliverables, their recipients, interim and final delivery dates, and delivery method. A table like the one below is a good way to show this information.>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Deliverable | Recipients | Delivery Date | Delivery Method | Comments |
|  |  |  |  |  |
|  |  |  |  |  |

## Assumptions, Dependencies, and Constraints

<This subsection describes known assumptions upon which the project is based (facts that are known to be true are not assumptions); any external events or externally-supplied items upon which the project depends; and the constraints under which the project will be conducted. Of the five project dimensions of features, quality, schedule, cost, and staff, determine and document which are constraints, which are project success drivers, and which are degrees of freedom. Give each assumption, dependency, and constraint a unique identifier, such as AS-1, DE-2, and CO-3, to facilitate referring to them elsewhere.>

## References

<List all documents and any other materials used as sources of information for this plan. For on-line documents, provide hyperlinks wherever possible.>

## Definitions and Acronyms

<Define any acronyms or project-specific terms. For each acronym, give both the meaning of the abbreviation and a definition of the item.>

## Evolution of the Plan

<Describe the method for producing both scheduled and unscheduled updates to this plan and how the new information will be disseminated. For example, you could state that you will review the plan every time the product requirements specification or certain other major project artifacts are updated, or when project constraints or resources change. Alternatively or additionally, you could schedule periodic project reviews at specified milestones and update the plan as needed following each review. Describe mechanisms for placing the baseline version and future revisions of the plan under configuration control.>

# Project Organization

<This section describes interfaces to entities outside of the project, identifies the internal project structure, and defines roles and responsibilities for the project.>

## External Interfaces

<Describe the organizational boundaries between the project and external entities. Define and describe communication with senior management, customers, subcontractors, purchasing, sales, marketing, legal, finance, procurement, installation and support organizations, standards or certification bodies, auditors, manufacturing, and the like.>

## Internal Structure

<Describe the internal structure of the project organization, including interfaces between the units of the software team. It might be helpful to include organization charts or matrix diagrams to illustrate lines of authority, responsibility, and communication. Identify representatives of key units, such as senior management, engineering support functions (configuration management, quality assurance, verification and validation), and process improvement.>

## Roles and Responsibilities

<List the major project team roles and the individuals who will fill these roles, along with the specific responsibilities those individuals will have. Identify the organizational units or project team roles that are responsible for all major work activities and supporting processes. Consider the following list of potential project roles, adapted to your organization’s local terminology:

Project Manager

Product Manager

Technical Lead

Software Lead

Hardware Lead

Architect

Systems Engineer

Requirements Analyst

Software Engineer

Hardware Engineer

Test Engineer

Configuration Control Board

Configuration Management Manager or Coordinator

Quality Assurance Manager, Coordinator, or Engineer

Technical Applications Support

Subject Matter Expert

Identify other internal and external project stakeholders who are not specifically members of the project team. Describe their relevance to the project and their degree of interaction for specific project activities. Potential topics to address regarding stakeholders include:

* List of all relevant stakeholders and the rationale for each stakeholder’s involvement
* Project roles and responsibilities of stakeholders during each life-cycle phase
* Relationships between stakeholders
* Relative importance of each stakeholder to project success by project phase
* Resources (such as training, materials, time, or funding) needed to ensure adequate stakeholder participation
* Schedule for phasing of stakeholder participation