# Managerial Process Plans

## Start-Up Plans

### Estimation Plan

|  |  |  |
| --- | --- | --- |
| **Phase** | **Time Estimation** | **Participants** |
| Initiation | 16 days | Project Team Members, Client |
| Planning | 26 days | Project Team Members, Client |
| Execution | 23 days | Project Team Members |
| Monitoring and Controlling | 9 days | Project Team Members, Client |
| Close Out | 11 days | Project Team Members, Client |

### Staffing Plan

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Role** | **Responsibility** | **Required Skills** | **No. of Staff** | **Start Date** | **Duration** |
| Project Manager |  |  | 1 |  |  |
| Senior Programmer/Analyst |  |  | 1 |  |  |
| Junior Programmer |  |  | 2 |  |  |
| Quality Assurance Test Lead |  |  | 1 |  |  |
| Quality Assurance Tester |  |  | 2 |  |  |
| System Designer |  |  | 1 |  |  |
| Database Administrator |  |  | 1 |  |  |

### Staff Training Plan

### Resource Acquisition Plan

The expectation is that all the resources will be available from the beginning of the project until the project completion and they should not change for the duration of the project. The resources needed for completion of the project can be separated into the following categories:

* Hardware resources.
* Software resources.

**Hardware Resources**

Each team member possesses an i7 laptop with Windows 10 operating system for use during the project. Also, there is a collaborative folder on Github that the team uses to synchronize project.

**Software Resources**

Each team member is responsible for maintaining the required software resources, such as: Making sure that every team member has the development tools available on his/her workstation before the start of the development. Making sure that the needed engineering software such as PHP and MySql is available to each of the member of the team.

## Work Plan

### Work Breakdown Structure

### Schedule Allocation

### Resource Allocation

### Budget Allocation

## Control Plan

The Project Management Plan will specify the metrics, reporting mechanisms, and control procedures necessary to measure, report and control the product requirements, the project schedule, resources and quality of work processes and work products.

### Data Control Plan

### Requirements Control Plan

There are two aspects of the requirements control plan:

* Traceability.

Traceability means that every artifact that is produced by this project should be traceable back to the requirements documents. Traceability will be addressed during the review meetings as well as deign and code walkthroughs. ·

* Change control.

Even though that we do not expect any major change in requirements, once there are changes it will be approved and documented using the guidelines established in the Configuration Management Plan.

### Schedule Control Plan

Many factors can change when the requirements of a project are completed. Therefore, the schedule is an estimate of when requirements will be finished. Overall the project involves a serial life cycle to establish project requirements and then evolves into iterations during the executing, monitoring and controlling phases. All iterations will be approximately 2 weeks each, depending on the involvement of the task. Iterations will be broken down into subtasks to be divided among team members. The team will evaluate the required time for specific tasks, and the project manager will decide a due date based on the team's estimate. Estimates will become more concrete as the project moves forward.

### Budget Control Plan

### Communication, Tracking, and Reporting Plan

This Communications Management Plan sets the communications framework for this project. It will serve as a guide for communications throughout the life of the project and will be updated as communication requirements change. This plan identifies and defines the roles of project team members as they pertain to communications. A project team directory is also included to provide contact information for all stakeholders directly involved in the project.

The Project Manager will take the lead role in ensuring effective communications on this project. The communications requirements are documented in the Communications Matrix below. The Communications Matrix will be used as the guide for what information to communicate, who is to do the communicating, when to communicate it, and to whom to communicate.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Communication** | **Medium** | **Frequency** | **Owner** | **Audience** |
| Phase Reviews | Meetings and Documentation | Every after phase | Project Manager | Project Team Members |
| Progress Status Report | Documentation | Monthly | Project Manager | Project Team Members |
| Lessons Learned | Documentation | At the end of the Project | Project Manager | Project Team Members |
| Team Meetings | Meetings | At or near Project Start Date | Project Manager | Project Team Members |
| Accepted Change Request | E-mail and Documentation | As needed | Project Manager | Project Team Members |

### Metrics Collection Plan

|  |  |  |
| --- | --- | --- |
| **Metric** | **Description** | **Collection Method** |
| Scope | Scope should be clear. If any changes, occurred, scope should be adjusted accordingly. | Requirements Changes Meetings Progress Report |
| Time | Time should strictly follow the schedule plan of the project | Gantt Chart |
| Cost | Cost should be monitored closely to make sure the budget spent is not over the budget allotted. | Budget Control Plan Meetings |
| Quality | Normal operation should resume after migration | Final documentation Meetings |

## Risk Management Plan

The goal of risk management is to identify and mitigate potential sources of delay. Some risks are common to every project phase, and some risks are closely associated with a particular project phase. Risks for this project have been classified accordingly:

1. Risk: Incompatible Server Architecture.

The finished web application will be dependent on a server environment chosen by the client and owned and maintained by a third-party. Such environments vary in their support for web application programming languages and language versions.

Probability: Low

Impact: Low

Prevention: The User Manual deliverable will contain information regarding server requirements.

Correction: Deployment of the software to a public server is the responsibility of the sponsor.

2. Risk: Lack of Experience with Relevant Technologies.

Team members have varying degrees of experience with the various technologies to be used in this project.

Probability: High

Impact: High

Prevention: Work will be assigned according to experience with the relevant technology. Team members are encouraged to ask questions when faced with something they don’t understand. Team members with experience are expected to assist less experienced members. Team members are expected to independently research technologies during the summer break.

Correction: If a team member is repeatedly unable to meet deadlines due to lack of experience, the team will reassess the division of responsibilities

3. Risk: Client Unavailability.

The client has many responsibilities and will not always be available.

Probability: High

Impact: Medium

Prevention: Client meetings are on a standing schedule, at a time decided by the client to ensure maximum availability. Communication channels are available for the client to notify the team of potential unavailability. The team will never assume client availability without confirmation.

Correction: If circumstances dictate that the client is unavailable to a degree that will negatively impact the project, the team asks that the client appoint a replacement client representative.

4. Risk: Incorrect Design.

Design is the foundation of implementation, and errors in design can create a cascade of defects.

Probability: Low

Impact: Medium

Prevention: Design documents must be approved by the client, and by the sponsor.

Correction: Errors in design will be corrected via revisions to design documents. Under no circumstances will design errors be fixed in implementation without design documents being revised to reflect corrections

5. Risk: Non-Representative Tests.

Writing tests to ensure that software works as expected is one of the most difficult challenges of the Quality Assurance process.

Probability: High

Impact: Low

Prevention: Team members will review current literature on testing processes and methods. Non-automated functional testing will also be conducted.

Correction: During development, new tests will be written to cover any uncovered defects detected in non-automated testing.

## Project Close-Out Plan

To be considered complete, the Management of the Dead and the Missing Persons’ System will require a project closeout process for finalization. This closeout process provides a checklist of final deliverables, user community approvals and review of project quality measurements. It includes the transfer of responsibility for the system from the project team to the IT staff who will provide on-going maintenance.

The project shall include a planned session for the project team to perform a review of the project and complete Lessons Learned Document. This session will be conducted off site away from normal business interruptions.

These materials are given to Project Manager for auditing and retrieval requirements and as the final project documentation completing the overall project work plan. All staff will be reassigned to their previous duties as their roles with the project are completed.

# Technical Process Plans

## Process Model

## Methods, Tools, and Techniques

Programming Languages & Tools

Team members will utilize various programming languages and tools. With the web-based nature of this project, Team members will be using HTML, CSS, JavaScript, PHP and other tools, to be determined as they become necessary. Team members will be using various pre-established web tools, including the Google Maps API, among others, as necessary.

## Configuration Management Plan

## Quality Assurance Plan

## Documentation Plan

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Document** | **Template or Standard** | **Created By** | **Reviewed by** | **Target Date** | **Recipients** |
| Acceptance Test Plan | Template | Quality Assurance Test Lead | Project Manager |  | Project Sponsor |
| Change Management Plan | Template | Project Manager | Project Sponsor |  | Team Members |
| Closure Report | Standard | Project Manager | Project Sponsor |  | Team Members |
| Final Project Records | Standard | Project Manager | Project Sponsor |  | Team Members |
| Formal Acceptance Letter | Standard | Client | Project Manager |  | Project Sponsor |
| Implementation Plan | Template | Senior Programmer/Analyst | Project Manager |  | Project Sponsor |
| Lessons Learned | Standard | Project Team Members | Project Manager |  | Project Manager |
| Operations and Maintenance Plan | Template | Project Manager | Project Sponsor |  | Team Members |
| Post Implementation Evaluation Report | Template | Project Manager | Project Sponsor |  | Team Members |
| Progress Status Report | Template | Project Manager | Project Sponsor |  | Team Members |
| Project Charter | Template | Project Manager | Project Sponsor |  | Team Members |
| Project Management Plan | Template | Project Manager | Project Sponsor |  | Team Members |
| Project Proposal | Standard | Project Manager | Project Sponsor |  | Team Members |
| Requirements Management Plan | Template | Project Manager | Project Sponsor |  | Team Members |
| Source Code | Standard | Team Members | Project Manager |  | Client |
| System Design Document | Template | System Designer | Project Manager |  | Project Sponsor |
| System Development Plan | Template | Senior Programmer/Analyst | Project Manager |  | Project Sponsor |
| System Test Plan | Template | Quality Assurance Test Lead | Project Manager |  | Project Sponsor |

## Process Improvement Plan

Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Date | Reason for Changes | Version |
| <author> |  | initial draft | 1.0 draft 1 |
|  |  |  |  |

**Annex A**

**Annex B**