

**Project Management Plan Template**

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**Project Management Plan**

**Retro Game Store**

**Company Name**

**Street Address**

**City, State Zip Code**

**Date**

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# Introduction

The Retro Games Incorporated (RGI) company has recently approved the Retro Game Store project for initiation within the research and development (R&D) group. This project aims to develop new software for an online retro game store and aligns with RGI's corporate strategy of providing innovative solutions to customers, enhancing productivity both in workplace and home settings. While online game stores already exist, RGI believes that technological advancements will enable our team to develop a solution far superior to what is currently available.

RGI has achieved market success through a commitment to high-quality products, user-friendliness, flexibility, and excellent customer service. Additionally, customers recognize that our products can cater to a wide range of business and personal needs. Leveraging our reputation as a provider of high-quality, user-friendly products and capitalizing on new technologies, RGI aims to position itself as a leading provider of efficient and user-friendly online retro game store software in the modern market.

# Project Management Approach

This section outlines the general approach to project management, including roles and responsibilities of project team members. It also includes the organizations providing resources for the project and any resource constraints. If there are any decisions that need to be made by specific individuals, such as approval of additional project funding by the project sponsor, it should be stated here. It should be written as a summary of the project management plan.

Project Manager, Ivan Ivanov, holds overall authority and responsibility for managing and executing this project in accordance with this Project Plan and its subsidiary management plans. The project team will consist of personnel from the programming group, quality assurance/control group, technical writing group, and testing group. The Project Manager will work with all resources for project planning. All project and subsidiary management plans must be reviewed and approved by the project sponsor. All decisions regarding funding are also made by the project sponsor. Any delegation of authority for approval to the project manager must be documented in writing and signed by the project sponsor and project manager.

The project team will have a matrix structure, as team members from each organization continue to report to their organizational managers throughout the project's duration. The Project Manager is responsible for communicating with organizational managers regarding the progress and productivity of each project resource.

# Project Scope

The scope of the RGI "Retro Game Store" project includes planning, design, development, testing, and implementation of the retro game online store software package. This software will meet or exceed organizational software standards and additional requirements outlined in the project charter. The scope of this project also encompasses the preparation of all documentation, guides, and training materials to be used alongside the software. The project will be considered complete when the software and documentation package have been successfully implemented and handed over to RGI's production team for manufacturing.

All work on the "Retro Game Store" project will be conducted internally, and no part of this project will be outsourced. The scope of this project does not include any changes to requirements for standard operating systems to run the software, updates, or revisions to the software.

# List of Key Phases

Below is a summary list of key phases for the "Retro Game Store" project. It includes only major milestones of the project, such as completion of project phases or reviews at checkpoints. There may be minor milestones not included in this list but are included in the project schedule and WBS. In case of any schedule delays that may impact milestones or delivery dates, the project manager should immediately notify so that measures can be taken to mitigate schedule slips. Any approved changes to these milestones or dates will be communicated to the project team by the project manager.

|  |  |  |
| --- | --- | --- |
| Milestone | Description | Date |
| Full Requirements Gathering | "All requirements for the Retro Game Store must be defined based on the design." | 2/28/xx |
| Full Design of Retro Game Store | This is the theoretical design for the software and its functionality | 5/31/xx |
| Full Coding of Retro Game Store | All coding completed resulting in software prototype | 7/31/xx |
| Full Testing and Debugging of Retro Game Store | All functionality tested and all identified errors corrected | 8/31/xx |
| Full Transition of Retro Game Store to Development | Completed software and documentation transitioned to operations group to begin production | 11/30/xx |

# Basic Plan-Schedule and Work Breakdown Structure

In this section, we will discuss the Work Breakdown Structure (WBS), WBS dictionary, and the basic schedule plan and how they will be utilized for managing the project scope. The WBS provides work packages necessary for project completion, while the WBS dictionary defines these work packages. The basic schedule plan provides a reference point for managing project progress concerning schedule and timelines. The basic schedule plan and WBS should be created using Microsoft Project. The WBS can be exported from the MS Project file.

The WBS for the "Retro Game Store" project consists of work packages not exceeding 40 hours but at least 4 hours of work. These work packages have been developed collaboratively between project team members and stakeholders with input from functional managers and past project research.

The WBS dictionary defines all work packages for the "Retro Game Store" project, including tasks, resources, and deliverables. Each work package in the WBS is defined in the WBS Dictionary and aids in resource planning, task execution, and ensuring compliance of deliverables with project requirements.

The project schedule for "Retro Game Store" was developed based on the WBS and Project Charter with input from all project team members. The schedule was completed, reviewed by the project sponsor, approved, and baselined. The schedule will be maintained as a MS Project Gantt chart by the project manager. Any proposed changes to the schedule must adhere to the Change Control Process. If established thresholds may be exceeded, a change request will be submitted to the project manager. The project manager and team will assess the impact of the change on schedule, cost, resources, scope, and risks. If it's determined that the impact exceeds the thresholds, then the change will be escalated to the project sponsor for review and approval. The project "Retro Game Store" thresholds are as follows:

- SPI less than 0.8 or greater than 1.2

- CPI less than 0.8 or greater than 1.2

If the change is approved by the project sponsor, it will be implemented by the project manager, who will update the schedule and all documentation, and notify all stakeholders accordingly, as per the Change Control Process.

The project's basic schedule plan and Work Breakdown Structure are provided in Appendix A "Project Schedule" and Appendix B "Work Breakdown Structure."

# Change Management Plan

In this section, the change control process will be described. Ideally, this process should be a standardized organizational procedure that is replicated and applied to most or all projects when change is needed. Changes to any project must be carefully considered, and the impact of the change should be understood to make informed decisions about approval. Many organizations have Change Control Boards (CCBs) that review proposed changes and approve or reject them. This is an effective way to ensure oversight and receive adequate feedback and review of changes. This section should also specify who has the authority to approve changes to the project, who submits changes, how they are tracked and monitored.

For complex or large projects, the Change Management Plan may be included as an appendix to the Project Management Plan or as a separate standalone document. A detailed Change Management Plan template is available on our website.

The following steps constitute the change control process for all RGI projects and will be used in the "Retro Game Store" project:

Step 1: Identification of Change Need (Any Stakeholder)

The initiator submits a filled change request form to the RGI project manager.

Step 2: Registration of Change in Change Request Log (Project Manager)

The project manager maintains a log of all change requests throughout the project.

Step 3: Change Evaluation (Project Manager, Project Team, Initiator)

The project manager evaluates the impact of the change on cost, risks, schedule, and scope.

Step 4: Submission of Change Request to Change Control Board (CCB) (Project Manager)

The project manager submits the change request and analysis to the CCB for review.

Step 5: Decision by Change Control Board (CCB)

The CCB discusses the proposed change and decides whether it will be approved, based on all provided information.

Step 6: Implementation of Change (Project Manager)

If the change is approved by the CCB, the project manager updates and revises the baseline project documentation as necessary, and ensures communication of the change to the team and stakeholders.

Any team member or stakeholder can submit a change request for the "Retro Game Store" project. The project sponsor for the "Retro Game Store" project will chair the CCB, and any changes in scope, cost, or schedule of the project must be approved by them. All change requests will be registered in the project manager's change request log and tracked until completion, regardless of whether they are approved or not.

# Communication Management Plan

The objective of the Communication Management Plan is to define the communication requirements for the project and how information will be disseminated to ensure project success. Careful consideration of how communication will be managed on each project is crucial. Having a reliable approach to communication management can prevent many project management issues. In this section, you should provide an overview of your approach to communication management. Typically, the Communication Management Plan defines:

* Communication requirements based on roles
* What information will be communicated
* How information will be communicated
* When information will be distributed
* Who will conduct the communication
* Who will receive the communication
* Communication conduct rules

For larger and more complex projects, the Communication Management Plan may be included as an appendix or a separate document distinct from the Project Management Plan. A detailed Communication Management Plan template is available on our website.

This Communication Management Plan establishes the communication framework for this project. It will serve as a guide for communications throughout the project lifecycle and will be updated as communication requirements change. This plan identifies and describes the roles of team members of the "Retro Game Store" project in the realm of communication. It also includes a communication matrix, which reflects communication requirements for this project, and communication conduct rules for meetings and other communication forums. Additionally, a project team directory is included to provide contact information for all stakeholders directly involved in the project.

The Project Manager will play a leading role in ensuring effective communication on this project. Communication requirements are documented in the Communication Matrix below. The Communication Matrix will be used as guidance regarding what information to communicate, who should conduct the communication, when to communicate it, and to whom it should be addressed.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Communication Type** | **Description** | **Frequency** | **Format** | **Participants/ Distribution** | **Deliverable** | **Owner** |
| Weekly Status Report | Email summary of project status | Weekly | Email | Project Sponsor, Team and Stakeholders | Status Report | Project Manager |
| Weekly Project Team Meeting | Meeting to review action register and status | Weekly | In Person | Project Team | Updated Action Register | Project Manager |
| Project Monthly Review (PMR) | Present metrics and status to team and sponsor | Monthly | In Person | Project Sponsor, Team, and Stakeholders | Status and Metric Presentation | Project Manager |
| Project Gate Reviews | Present closeout of project phases and kickoff next phase | As Needed | In Person | Project Sponsor, Team and Stakeholders | Phase completion report and phase kickoff | Project Manager |
| Technical Design Review | Review of any technical designs or work associated with the project | As Needed | In Person | Project Team | Technical Design Package | Project Manager |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Title** | **E mail** | | **Office Phone** | **Cell Phone** |
| Ivan Yednak | Project Sponsor | [ivan@tsi.com](mailto:ivan@tsi.com) | xxx-xxx-xxxx | | xxx-xxx-xxxx |
| Serhiy Budnik | Project Manager | [budniks22@tsi.com](mailto:budniks22@tsi.com) | xxx-xxx-xxxx | | xxx-xxx-xxxx |
| Ilya Bukevich | Senior Programmer | [bukevichill@tsi.com](mailto:bukevichill@tsi.com) | xxx-xxx-xxxx | | xxx-xxx-xxxx |
| Oleksandr Vasylchuk | Programmer | [sashav12@tsi.com](mailto:sashav12@tsi.com) | xxx-xxx-xxxx | | xxx-xxx-xxxx |

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# Communication Conduct Rules

Meetings:

The project manager will distribute the agenda at least 2 days before any scheduled meeting, and all participants must review the agenda before the meeting. During all project meetings, a timekeeper will ensure adherence to the agenda-specified time, and a recorder will take notes for dissemination to the team after the meeting concludes. It is imperative that all participants arrive on time for each meeting, and all mobile phones and BlackBerry devices must be turned off or set to vibrate mode to minimize distractions. Meeting minutes will be distributed no later than 24 hours after the conclusion of each meeting.

Email:

All project-related email must be professional, error-free, and concise. Emails should be sent to relevant project participants according to the communication matrix above, depending on their content. All attachments should be in one of the organization's standard software packages and comply with the company's established formats. If an email is intended to address an issue, it should outline the problem, provide a brief background on the issue, and offer a recommendation for its resolution. The project manager should be included in any project-related email correspondence.

Informal Communications:

While informal communication is part of every project and necessary for its successful completion, any issues, concerns, or updates arising from informal discussions among team members must be brought to the attention of the project manager for appropriate action.

Cost Management Plan:

The Cost Management Plan clearly defines how project costs will be managed throughout its lifecycle. It establishes the format and standards by which project costs are measured, reported, and controlled. Operating within the cost management principles is crucial for all project team members to ensure successful project completion. These principles may include the level of Work Breakdown Structure (WBS) at which cost accounts will be created and the establishment of acceptable deviations. The Cost Management Plan:

* Identifies who is responsible for cost management
* Identifies who has authority to approve changes to the project or its budget
* Quantitatively measures and reports cost effectiveness
* Specifies report formats, frequency, and to whom they are presented

For complex or large projects, the Cost Management Plan may be included as an appendix to the Project Management Plan or as a separate standalone document. A detailed Cost Management Plan template is available on our website.

The project manager will be responsible for managing and reporting project expenses throughout its execution. The project manager will present and review the project's cost effectiveness during the monthly project status meeting. Using the earned value calculations, the project manager is responsible for tracking cost variances and providing project sponsor with options for bringing the project back on budget. All budget authority and decisions, including budget changes, remain with the project sponsor for the "Retro Game Store" project.

For the "Retro Game Store" project, cost management accounts will be established at the fourth level of the WBS, where all expenses and outcomes will be managed and tracked. The financial performance of the "Retro Game Store" project will be measured using earned value calculations regarding project cost accounts. Work package initiation will provide this work package with 50% credit, while the remaining 50% will be credited upon completion of all work identified in this work package. Costs may be rounded to the nearest dollar, and labor costs may be rounded to the nearest whole hour.

Cost Performance Index (CPI) and Schedule Performance Index (SPI) will be reported by the project manager to the project sponsor monthly. Deviations of 10% or +/- 0.1 in CPI and SPI will change the cost status to yellow or cautionary. This will be communicated, and if it is determined that there is minimal or no impact on the baseline cost or project schedule, no action may be required. Cost deviations of 20% or +/- 0.2 in CPI and SPI will change the cost status to red or critical. This will be communicated and will require corrective action from the project manager to bring the cost and/or schedule indices in line with acceptable deviation. Any corrective action will require a project change request and must be approved by the Change Control Board (CCB) before implementation.

Earned value calculations will be compiled by the project manager and presented at the monthly project status meeting. If there are indications that these values will approach or reach critical levels before the next meeting, the project manager will immediately inform the project sponsor.

# Procurement Management Plan

This section aims to clearly define the necessary steps and responsibilities for procurement from start to finish of the project. The project manager must ensure that the plan contributes to the successful completion of the project and does not become an excessive task for management. The project manager will work with the project team, the contracts/procurement department, and other key stakeholders to manage procurement activities.

For large projects or projects with more complex procurement management requirements, you may include the Procurement Management Plan as a separate document apart from the Project Management Plan. A detailed Procurement Management Plan template is available on our website.

The project manager will oversee and manage all procurement actions within this project. The project manager has the authority to approve all procurement actions up to 50,000 UAH. Any procurement actions exceeding this amount must be approved by the project sponsor.

Although this project requires minimal or no procurement, if procurement is necessary, the project manager will work with the project team to identify all items or services required to be procured for the successful completion of the project. The project manager will then ensure the review of these procurements by the Program Management Office (PMO) and their submission to the contracts and procurement groups. The contracts and procurement groups will review procurement actions, determine whether it is advantageous to make or buy the necessary items or engage external resources for services, and initiate the supplier selection, procurement, and contracting process.

If procurement is necessary, the project manager will be responsible for managing any selected vendor or external resource. The project manager will also measure the effectiveness of the vendor's provision of required goods and/or services and report this to the procurement and contracts groups.

# Scope Management Plan

It is crucial for the approach to project scope management to be clearly defined and thoroughly documented. Poorly defined and communicated project scope can lead to delays, unnecessary work, failure to deliver intended results, cost overruns, or other unforeseen consequences. This section provides a general overview of the Scope Management Plan, addressing such issues as:

- Who has the authority and responsibility for scope management

- How scope is defined (i.e., Scope Description, Work Breakdown Structure, WBS Dictionary, Statement of Work, etc.)

- How scope is measured and verified (i.e., quality checklists, baseline scope plan, work performance measurements, etc.)

- The process for scope change (who initiates, who approves, etc.)

- Who is responsible for accepting the final project deliverable and approving project scope acceptance

A detailed Scope Management Plan, which can be included as an appendix to the Project Management Plan for larger or more complex projects, is available on our website. Make sure to review it and determine if it is necessary for managing your project.

Scope management for the "Retro Game Store" project will be the sole responsibility of the project manager. The scope of this project is defined by the Scope Description, Work Breakdown Structure (WBS), and WBS Dictionary. The project manager, sponsor, and stakeholders will establish and approve documentation for measuring project scope, which includes quality checklists of deliverables and work performance measurements.

Proposed scope changes may be initiated by the project manager, stakeholders, or any project team member. All change requests will be submitted to the project manager, who will then assess the scope change request. After approval of the scope change request by the Change Control Board and project sponsor, the project manager will update all project documentation and inform stakeholders of the scope change.

The project sponsor is responsible for officially accepting the final project deliverable. This acceptance will be based on the review of all project documentation, testing results, beta test outcomes, and completion of all tasks/work packages and product functionality.

# Schedule Management Plan

This section provides a general structure of the approach that will be used to create the project schedule. Effective schedule management is necessary to ensure timely task completion, proper allocation of resources, and project performance measurement. This section should include discussions on the planning tool/format, key stages of scheduling, and roles and responsibilities regarding schedule development.

Make sure you have reviewed the detailed Schedule Management Plan available on our website. A separate Schedule Management Plan is suitable for larger projects or projects where schedule management is more formalized.

Schedules for the "Retro Game Store" project will be created using MS Project 2007, starting from the results identified in the project's Work Breakdown Structure (WBS). Activity definition will identify specific work packages necessary to produce each deliverable. Sequencing of activities will be used to determine the order of work packages and establish dependencies between project activities. Activity duration estimation will be used to calculate the number of work periods required to complete work packages. Resource estimation will be used to assign resources to work packages to develop the schedule.

After the development of the draft schedule, it will be reviewed by the project team and any resources temporarily assigned to project tasks. The project team and resources must agree with the proposed assignments, durations, and schedule of work packages. Once this is achieved, the project sponsor will review and approve the schedule, after which it will be taken as the baseline.

According to the TSI organizational standard, the following will be identified as key stages for all project schedules:

* Completion of scope description and WBS/WBS Dictionary
* Project baseline plan
* Approval of the final project budget
* Project kickoff
* Roles and responsibilities approval
* Requirement definition approval
* Completion of data mapping/inventory
* Project implementation
* Acceptance of final deliverables

Roles and responsibilities for schedule development:

The project manager will be responsible for facilitating the identification, sequencing, and duration estimation of work packages with the project team. The project manager will also create the project schedule using MS Project 2007 and review it with the project team, stakeholders, and project sponsor. The project manager will obtain schedule approval from the project sponsor and take it as the baseline.

The project team will be responsible for participating in the identification, sequencing, duration estimation, and resource estimation of work packages. The project team will also review and validate the proposed schedule and take action as assigned after schedule approval.

The project sponsor will participate in reviews of the proposed schedule and approve the final schedule before baselining.

Project stakeholders will participate in reviews of the proposed schedule and contribute to its validation.

# Quality Management Plan

This section discusses how quality management will be used to ensure that the project's results conform to formally established standards of acceptability. All project deliverables must be defined to create a basis for understanding the tasks and work that need to be planned. Quality management is the process by which an organization not only performs work but also ensures that it is done to an acceptable standard. Without a thorough Quality Management Plan, work may be performed at a substandard or unacceptable level. This section should include roles and responsibilities for quality, quality management, quality assurance, and quality monitoring.

For large or complex projects, the Quality Management Plan may be included as an appendix or separate document to the Project Management Plan. A detailed Quality Management Plan is available on our website.

All members of the Retro Game Store project team will play a role in quality management. It is crucial that the team ensures work is performed at an adequate level of quality, from individual work packages to the final project deliverable. Here are the roles and responsibilities regarding quality for the Retro Game Store project:

The project sponsor is responsible for approving all quality standards for the Retro Game Store project. The project sponsor will review all project tasks and deliverables for compliance with established and approved quality standards. Additionally, the project sponsor will sign off on the final acceptance of the project's results.

The project manager is responsible for quality management throughout the project. The project manager is responsible for implementing the Quality Management Plan and ensuring that all tasks, processes, and documentation conform to this plan. The project manager will work with project quality specialists to establish acceptable quality standards. The project manager is also responsible for communicating and tracking all quality standards for the project team and stakeholders.

Quality specialists are responsible for working with the project manager to develop and implement the Quality Management Plan. They will recommend tools and methodologies for monitoring quality and standards to establish acceptable quality levels. Quality specialists will create and maintain logs for quality control and assurance throughout the project.

Other members of the project team, as well as stakeholders, will assist the project manager and quality specialists in establishing acceptable quality standards. They will also work to ensure compliance with all quality standards and report any quality-related issues to the project manager.

Quality control for the Retro Game Store project will utilize tools and methodologies to ensure that all project results conform to approved quality standards. To meet the requirements of deliverables and expectations, we must implement a formal process where quality standards are measured and accepted. The project manager will ensure compliance with all quality standards and quality control measures throughout the project. Quality specialists will assist the project manager in verifying that all quality standards are met for each deliverable. If any changes are proposed and approved by the project sponsor and Change Control Board, the project manager is responsible for communicating these changes to the project team and updating all project plans and documentation.

Quality assurance for the Retro Game Store project will ensure that all processes used to execute the project conform to acceptable quality standards. These process standards exist to maximize project efficiency and minimize waste. For each process used throughout the project, the project manager will monitor and measure quality against approved standards with the assistance of quality specialists and ensure compliance with all quality standards. If any changes are proposed and approved by the project sponsor and Change Control Board, the project manager is responsible for communicating these changes to the project team and updating all project plans and documentation.

# Risk Management Plan

This section provides a general description of the approach to identifying and managing project-related risks. It should be a brief paragraph or two summarizing the approach to risk management in this project.

As risk management is a discipline in itself, we have numerous risk management templates available on our website. Please refer to the detailed Risk Management Plan, Risk Register, as well as templates for conducting risk assessment meetings.

The approach to risk management for the Retro Game Store project involves a systematic process through which the project team identifies, assesses, and prioritizes various risks. Every effort will be made to proactively identify risks in advance to implement mitigation strategies from the outset of the project. The most likely and high-impact risks have been added to the project schedule to ensure that risk managers take the necessary actions for mitigation in a timely manner according to the schedule. Risk managers will provide status reports on assigned risks at bi-weekly project team meetings, but only when meetings include the scheduled period for their risk review.

Upon project completion, during the closure 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 opportunities for improving the risk management process for future projects. These improvements will be documented as part of the lessons learned repository from the project.

# Risk Register

The Risk Register for this project is provided in Appendix B, Risk Register.

# Staff Management Plan

Discuss how you plan to staff the project. This section should include a discussion of matrix or project organizational structure depending on which is used for this project. This section should also discuss how resources will be acquired and managed, as well as the key resources required for the project.

The Retro Game Store project will have a matrix structure supported by various internal organizations. All work will be performed internally. The staffing requirements for the Retro Game Store project include:

Project Manager (1 position) - responsible for all management aspects of the Retro Game Store project. The project manager is responsible for planning, creating, and/or managing all work efforts, deviations, tracking, reporting, communication, performance evaluation, staffing, and internal coordination with functional managers.

Senior Programmer (1 position) - responsible for overseeing all coding and programming tasks for the Retro Game Store project, as well as ensuring compliance of functionality with quality standards. Responsible for collaborating with the project manager to create work packages, risk management, schedule management, requirements definition, and report generation. Senior Programmer will be managed by the Project Manager, who will provide feedback on performance to the functional manager.

Programmer (1 position) - responsible for coding and programming tasks for the Retro Game Store project. All coding and programming tasks will be reviewed by the senior programmer before implementation. Responsibilities also include assisting in risk identification, impact assessment of change requests, and reporting on status. Programmers will be managed by the Project Manager, who will provide feedback on performance to the functional manager and Senior Programmer.

Senior Quality Specialist (1 position) - responsible for assisting the Project Manager in creating control standards and quality assurance. The Senior Quality Specialist is also responsible for maintaining logs of quality control and assurance throughout the project. Senior Quality Specialist will be managed by the Project Manager, who will also provide feedback to the functional manager for performance evaluation.

Technical Writer (1 position) - responsible for compiling all project documentation and reporting in organizational formats. Responsible for assisting the Project Manager in configuration management and version control for all project documentation. Responsible for taking minutes during all project meetings and maintaining all project communication distribution lists. Technical Writer will be managed by the Project Manager, who will also provide feedback to the functional manager for performance evaluation.

Testing Specialist (1 position) - responsible for assisting in establishing testing specifications for the Retro Game Store project with the support of the Project Manager and Programmers. Responsible for ensuring completion and documentation of all testing according to TSI standards. Responsible for coordinating all testing resources. Testing Specialist will be managed by the Project Manager, who will also provide feedback to the functional manager for performance evaluation.

The Project Manager will negotiate with all necessary TSI functional managers to determine and assign resources for the Retro Game Store project. All resources must be approved by the respective functional manager before a resource can commence any work on the project. The project team will not be co-located for this project, and all resources will remain in their current working locations.

# Resource Calendar

Include the Resource Calendar as part of your project plan. The Resource Calendar identifies key resources needed for the project and the time/duration when they will be required. Some resources may be needed throughout the project, while others may only be required for specific periods. This information should be agreed upon with the Project Sponsor and Functional Managers before the project begins.

For the Retro Game Store project, all team members will be required throughout the entire duration of the project, although the levels of effort will vary as the project progresses. The project is planned for one year with standard 40-hour workweeks. If a project team member does not need to work a full 40-hour workweek at any point during the project, their efforts outside of the Retro Game Store project will be at the discretion of the respective Functional Manager.



# Basic Cost Plan

This section contains the basic cost plan of the project, which will be used as the basis for cost management. Earned value metrics will be used for tracking and managing costs, and the basic cost plan provides the foundation for cost tracking, reporting, and management.

The basic cost plan for the Retro Game Store project includes all planned expenses for the successful completion of the project.

|  |  |  |
| --- | --- | --- |
| **Project Phase** | **Budgeted Total** | **Comments** |
| Planning | $3500 | Includes working hours for all project team members for gathering requirements and project planning. |
| Design | $2500 | Includes the working hours of all project team members for working on the conceptual design of Retro Game Store. |
| Coding | $2000 | Includes all working hours for coding Retro Game Store. |
| Testing | $1750 | Includes all working hours for testing (including beta testing) the Retro Game Store software. |
| Transition and Closeout | $1500 | Includes all working hours for transitioning to operations and project closure. |

# Quality Management Plan

This section should provide the basic quality plan for the project. The purpose of this basic plan is to provide a foundation for ensuring the ability to measure quality to determine whether acceptable quality levels have been achieved. It is important for all projects to clearly define and communicate quality standards, and the basic quality plan serves this purpose.

The Retro Game Store project must adhere to the quality standards established in the basic quality plan. The basic quality plan is the foundational plan that ensures acceptable levels of quality for the Retro Game Store project. The software must meet or exceed the values ​​of the basic quality plan to achieve success.

# Sponsor Acceptance

Approved by the Project Sponsor:

Date:

<Project Sponsor>

<Project Sponsor Title>

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