CIS3003 – Project Management

**Project Plan**

<System Name>

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| **Prepared for: Client** |
|  |
| **Prepared by: ABC\_COMPANY SOLUTIONS INC.** |
| **Version: v.1.0** |
| **Status: DRAFT** |

**LBC KSA FICO Rollout**

**Revision history**

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| --- | --- | --- | --- |
| **Ver. No.** | **Date** | **Description** | **Author** |
| v.1.0 |  |  |  |
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**Reviewed and Approved by:**

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| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **CLIENT COMPANY NAME** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **CLIENT/ OWNER NAME** |

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# **Introduction**

This document serves to guide the Project Manager and all Project Stakeholders on how the Project will be managed. It will also serve as an agreement between the Project Manager and Steering Committee on expected deliverables related to Project Management, and key milestones and metrics to indicate project performance.

# **Work Breakdown Structure and Detailed Schedule**

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| --- | --- | --- | --- | --- | --- |
| WBS | Task Name | Duration | Start | Finish | Resource Names |
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# **Human Resource Management**

## Key Stakeholders and Respective Responsibilities

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| --- | --- | --- | --- |
| **Name** | **Responsibilities** | **Start Date** | **End Date** |
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\*Part of Project Steering Committee

# Scope Management

Please refer to the signed Project Proposal for the approved Scope of the project. The following are Assumptions and Out-of-Scope items not indicated in the Project Proposal Document, but identified during Project Planning.

## Assumptions

1. Master data preparation and upload will be performed by Client, using the provided template of ABC\_Company.
2. Transactional data preparation and upload will be performed by Client, using the provided template of ABC\_Company.
3. ABC\_Company will be provided remote access to Client systems.
4. ABC\_Company will not be required to be onsite, except for critical activities (ie, Blueprinting, UAT, Go-Live) and in case of escalated issues for resolution.
5. ABC\_Company will be on-site for Hypercare, unless decided by Client Manager based on volume of defects anticipated.
6. Implementation Landscape will be Dev-QAS-Prod.
7. Knowledge Transfer and Training will be conducted for Client KUs and Users as a single group.

## Out of Scope

The following items are considered out-of-scope at the time of creation of this document. Any changes to the assumptions and scope items that will impact project cost and schedule will be subject to the Change Control Procedure as described in the Project Proposal document.

1. No form customization, Project Team will only implement standard forms
2. No other company code to be touched
3. No required implementation work outside of Metro Manila
4. Defect / issue resolution of defects/issues not related to Project Scope

# **Communication Management**

## Project communication

As described in below diagram, ABC\_Company delivery team will be reporting directly to Client. The following are subsidiary communication routes to this communication rule.

* Any alignment / escalation to Client stakeholders will be through Client Manager.
* Alignments with ABC\_Company that is in conflict with Project Plan will be coursed through ABC\_Company Project Manager (ABC\_Company PM to coordinate with other stakeholders if necessary).
* ABC\_Company consultant can communicate directly with Client Competence Team, KUs and Users but with visibility of ABC\_Company PM and Client Manager.

## Project escalation

Any issues/concerns related to ABC\_Company delivery should follow the following escalation path:

* 1st escalation -Project Manager
* 2nd escalation – Technical Director
* 3rd escalation – ABC\_Company COO

## Reporting Requirements

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stakeholder/s** | **Information** | **Communication Tool** | **Responsible Person** | **Timeframe** |
| **Client**:  **ABC\_Company**: | **Project Kick-Off Meeting** – presentation of project plan, scope overview, high-level risks and help needed from leadership | Presented in Client Office (Resorts World) | -ABC\_Company PM  -Client’s related entity | March 5, 2018 |
| **Client**:  **ABC\_Company**: | **Project Status Update** – share updates of project progress for previous week, including risks and issues for escalation. | Presented weekly, through conference call. Slides to be sent through email after each meeting. | ABC\_Company PM |  |
| **Client**:  **ABC\_Company**: | **Blueprinting Sessions –** interviews to map out as-is process and presentation of to-be process for Client FICO. | Scheduled face-to-face interviews or presentations. | ABC\_Company PM, BA  Client’s related entity |  |
| **Client**:  **ABC\_Company**: | **Testing Status Update –**  share updates of testing progress and defect resolution | Sent through email daily every EOD, using template to be agreed upon by ABC\_Company PM and Client SAP Manager. | ABC\_Company PM  Client’s related entity |  |
| **Client**:  **ABC\_Company**: | **UAT Acceptance Meeting** – present testing accomplishment to gain acceptance to proceed to Project Go-Live. | Presented through conference call. Slides to be sent through email after each meeting. | ABC\_Company PM |  |
| **Client**:  **ABC\_Company**: |  |  |  |  |
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# **Risk Management**

The Risk and Issues Management Process for this project will include the following steps:

* **Identify risk/issue** – anyone from the project team can identify risks/issues and shall communicate them to the Project Managers during project meetings.
* **Review risk/issue** –
* **Assign risk action** –
* **Monitor risk** –

Likelihood and Impact of Risk will be rated qualitatively as Low, Medium and High.

# **Referenced Documents**

Project Proposal documented, previously approved by Client.

# **Definitions**

|  |  |
| --- | --- |
| **Acronym, Term, Abbreviation** | **Definition** |
| KU | Key User |
| PM | Project Manager |
| Prod | Production System |
| QAS | Quality Assurance System |
| UAT | User Acceptance Testing, performed in QAS |
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