
Project Management Plan

Project Name: Web Page for XYZ Company

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ABC Web Designs**

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Project Management Plan

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Introduction

XYZ Company (referred to as 'XYZ') is a newly established company that has been focused on growing their business by establishing new customers and getting their physical space up and running. XYZ currently uses a small web hosting service that built them a web page designed for the most basic of uses. Now that they are up and running with a growing customer base, they have reached out to ABC Web Designs (referred to as 'ABC') to create a brand-new website. The goal of the new website is to allow customers to view XYZ's products and services, order online, and track the sales information for company review.

ABC Web Designs is an established company which focuses on designing and building websites for small to midsize companies. As XYZ continues to grow, ABC Web Designs will be able to host and update their website as needed, allowing them to focus on growing their customer based and providing a quality product. ABC will interview stakeholders to document requirements, analyze them to design and build a website, estimate costs for creation and 5-year maintenance, complete a project charter that is formally presented, launch site, maintain ongoing support and maintenance.

Project Management Approach

The Project Manager, Lindsay Perrigo, has the overall authority and responsibility for executing this project according to this Project Management Plan and its associated Management Plans. The project team are all full time ABC Web Designs employees and have been assigned by ABC Web Designs to participate in this project. The team consists of personnel from Analytics, Web Design, and Web Development. The project manager will work with all resources to perform project planning. Tom Kane, the Project Sponsor, will review and approve all proposed management plans, funding requests, and change requests prior to their initiation or implementation. Any change in this authority from the Project Sponsor to the Project Manager will need to be written and signed by both parties.

The development approach that will be utilized on this project will be a Waterfall approach for developing systems. I have selected this approach, because ABC company has been creating websites for customers for a number of years and has the staff necessary to complete the job without hiring outside vendors. We have experience gathering the necessary details from our customers and will be able to adequately plan the steps and budget for this project with a high level of accuracy. Additionally, because XYZ has been using the past year to focus on their business needs they have been able to create a robust set of requirements that are well outlined and defined. With all of this in mind, using a predictive model to create their website seems like it would be the quickest and most cost-effective way in which to fulfill the customers' requests.

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Project Scope

The scope of XYZ's project includes interviewing key stake holders of XYZ to document their requirements. ABC will analyze the requirements to design and build a new website. ABC will provide an estimate of the cost to analyze requirements, design, build, test, implement and maintain the XYZ website for five years. A project charter will be completed and formally presented by ABC Web Designs to key XYZ stake holders. ABC will implement the final hosted website, ongoing support, and maintenance.

The project sponsor must accept and approve each milestone before ABC can proceed to the next milestone step. Rejection will be returned with a response indicating specifically how and why the deliverable/requirement did not meet expectations. A weekly project status report should be provided detailing cost performance, schedule performance, issues, and risks. All project changes from baseline acceptance must be approved in writing by the project sponsor.

Critical Success Factors

The success of the project will be measured by ABC's ability to achieve the following objectives:

- The website is fully operational within six months from the project launch date.
- Successful completion of all milestones
- All XYZ provided requirements are functioning properly
- The project is fully funded with contingency and management reserve allocations to address project risks and other potential unknowns.
- Stakeholder assignments to the project are maintained and remain static.
- Stakeholder responses to questions or data are responded to in a timely and efficient manner, not to exceed 24 hours.
- Project team staffing remains stable and consistent throughout the project.

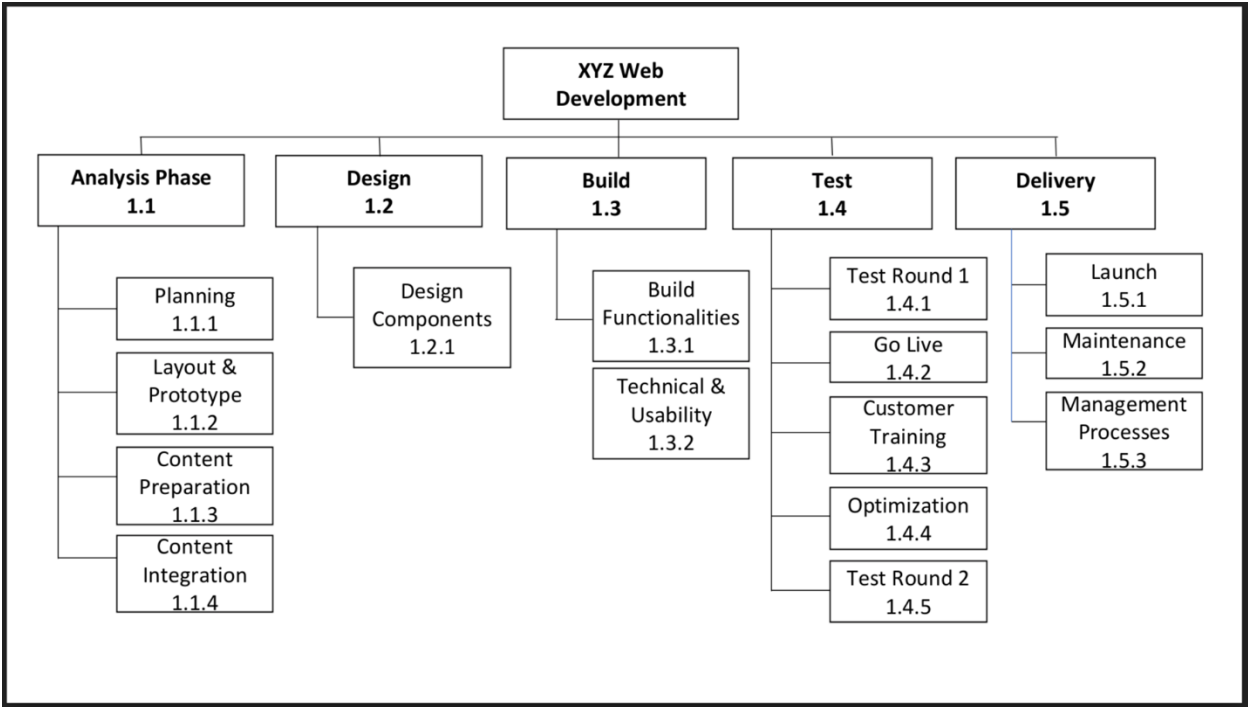
The above noted objectives, while the most critical, are not the sole requirements to fulfill. All requirements will be logged in the requirements traceability matrix and managed per the Requirements Management Plan.

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Work Breakdown Structure

The WBS for the Web Page for XYZ project has been broken down into work packages based on our team’s analysis of the requirements, information from stakeholders and research from past projects.

Each number is included in the schedule for reference and more information.



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Schedule Baseline

The baseline schedule is provided below, it was designed based on our analysis of the requirements and prior project and after meeting with XYZ leadership.

Task Name	Duration	Work	WBS	Start	Finish
XYZ Web Development	118.75 days	1,810 hrs	1	Mon 7/20/20	Thu 1/7/21
Analysis	20 days	275 hrs	1.1	Mon 7/20/20	Fri 8/14/20
Project Start	1 day	0 hrs	1.1.1	Mon 7/20/20	Mon 7/20/20
Planning	2.75 days	39 hrs	1.1.2	Mon 7/20/20	Wed 7/22/20
Layout & Prototype	3.75 days	54 hrs	1.1.3	Wed 7/22/20	Tue 7/28/20
Content Preparation	7.75 days	115 hrs	1.1.4	Tue 7/28/20	Fri 8/7/20
Content Integration	5.75 days	67 hrs	1.1.5	Fri 8/7/20	Fri 8/14/20
Design	24.38 days	455 hrs	1.2	Mon 8/17/20	Mon 9/21/20
Build	46.25 days	700 hrs	1.3	Mon 9/21/20	Tue 11/24/20
Functionalities	16.13 days	259 hrs	1.3.1	Mon 9/21/20	Tue 10/13/20
Technical & Usability	30.13 days	441 hrs	1.3.2	Tue 10/13/20	Tue 11/24/20
Test	18.13 days	260 hrs	1.4	Tue 11/24/20	Tue 12/22/20
Test Round 1	2.63 days	48 hrs	1.4.1	Tue 11/24/20	Tue 12/1/20
Go Live	1.5 days	24 hrs	1.4.2	Tue 12/1/20	Wed 12/2/20
Customer Training	2.5 days	38 hrs	1.4.3	Wed 12/2/20	Mon 12/7/20
Marketing and Search Engine Optimization (SEO)	8.5 days	108 hrs	1.4.4	Mon 12/7/20	Thu 12/17/20
Test Round 2	3 days	42 hrs	1.4.5	Thu 12/17/20	Tue 12/22/20
Delivery	10 days	120 hrs	1.5	Tue 12/22/20	Thu 1/7/21
Launch and Delivery	1.88 days	24 hrs	1.5.1	Tue 12/22/20	Thu 12/24/20
Maintenance & Optimization	5.88 days	69 hrs	1.5.2	Thu 12/24/20	Tue 1/5/21
Management Processes	2.25 days	27 hrs	1.5.3	Tue 1/5/21	Thu 1/7/21

Budget

The budget for the project is established through careful analysis of requirements and time expected to complete each item on the baseline schedule. The schedule has been loaded with the required staff and their rates for the project.

Total Development & Delivery: \$105,430

Estimated Project Risk Contingency Reserve: \$15,814.50

Project Cost Baseline: \$121,244.50

Estimated Management Reserve: \$12,124.45

Project Cost Budget: \$133,368.95

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Change Management Plan

ABC Web Designs has an established change management plan that is used for all projects, and it will be implemented here as well. The process is as follows:

Step #1: Identify need for the change. (Any Stakeholder)

Step #2: Complete a change request form and submit to the project manager. (Any Stakeholder)

Step #3: Log change request into the Change Request Register (Project Manager)

Step #4: Conduct evaluation of the change, evaluating cost, risk, schedule, and scope. (Project Manager, Project Team, Requestor)

Step #5: No change control board exists at ABC Web Designs. If initial evaluation of change requests leads to agreement, Project Manager will discuss with Project Sponsor.

Step #6: Project Sponsor has final approval rights for all changes. If approved, Project Manager will implement changes.

Any necessary updates will be made to the schedule and budget and they will both be re-baselined.

Communications Management 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 needs change. This plan identifies and defines the roles of persons involved in this project. It also includes a communications matrix which maps the communication requirements of this project. An in-depth guide for conducting meetings details both the communications rules and how the meetings will be conducted, ensuring successful meetings. A project team directory is included to provide contact information for all stakeholders directly involved in the project.

The Project Manager will take a proactive role in ensuring effective communications on this project. The communications requirements are documented in the Communications Matrix presented in this document. 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.

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Communications Matrix:

Communication Type	Objective of Communication	Medium	Frequency	Audience	Owner	Deliverable	Format
Kickoff Meeting	Introduce the project team and the project. Review project objectives and management approach.	<ul style="list-style-type: none"> • Face to Face 	Once	<ul style="list-style-type: none"> • Project Sponsor • Project Team • Stakeholders 	Project Manager	<ul style="list-style-type: none"> • Agenda • Meeting Minutes 	<ul style="list-style-type: none"> • Soft copy archived on project SharePoint site and project web site
Daily Standup	Quick update from each team member on what they did yesterday, what they will work on today, any issues	<ul style="list-style-type: none"> • Face to face 	Daily	<ul style="list-style-type: none"> • Project Team 	Project Manager	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Verbal only
Project Team Meetings	Review status of the project with the team.	<ul style="list-style-type: none"> • Face to Face • Conference Call 	End of Sprint	<ul style="list-style-type: none"> • Project Team • Project Sponsor 	Project Manager	<ul style="list-style-type: none"> • Agenda • Meeting Minutes • Project schedule 	<ul style="list-style-type: none"> • Soft copy archived on project SharePoint site and project web site
Technical Design Meetings	Discuss and develop technical design solutions for the project.	<ul style="list-style-type: none"> • Face to Face 	As Needed	<ul style="list-style-type: none"> • Project Technical Staff 	Technical Lead	<ul style="list-style-type: none"> • Agenda • Meeting Minutes 	<ul style="list-style-type: none"> • Soft copy archived on project SharePoint site and project web site
Monthly Project Status Meetings	Report on the status of the project to management.	<ul style="list-style-type: none"> • Face to Face • Conference Call 	Monthly	<ul style="list-style-type: none"> • PMO 	Project Manager	<ul style="list-style-type: none"> • Slide updates • Project schedule 	<ul style="list-style-type: none"> • Soft copy archived on project SharePoint site and project web site
Project Status Reports	Report the status of the project including activities, progress, costs and issues.	<ul style="list-style-type: none"> • Email 	Weekly	<ul style="list-style-type: none"> • Project Sponsor • Project Team • Stakeholders • PMO 	Project Manager	<ul style="list-style-type: none"> • Project Status Report • Project schedule 	<ul style="list-style-type: none"> • Soft copy archived on project SharePoint site and project web site

Project Management Plan

Project Team Directory for all communications:

Role	Name	Title	Organization/ Department	Email	Phone
Project Sponsor	Tom Kane	Manager of XYZ Facilities	XYZ Company	tkane@xyzcompany.com	(555) 765-4321 ext 502
Project Manager	Lindsay Perrigo	Project Manager	ABC Web Designs	lperrigo@abcwebdesigns.com	(555) 123-4567 ext 101
Project Stakeholders	See Stakeholder Register	See Stakeholder Register	See Stakeholder Register	See Stakeholder Register	See Stakeholder Register
Customer	Roger Wilson	CFO	Finance	rwilson@xyzcompany.com	(555) 765-4321 ext 500
Design	Helen Peters	Web Design	Design	hpeters@abcwebdesigns.com	(555) 123-4567 ext 102
Design	Scott Fassett	Senior Web Design	Design	sfassett@abcwebdesigns.com	(555) 123-4567 ext 103
Technical Lead	Jason Morris	Senior Developer	IT	jmorris@abcwebdesigns.com	(555) 123-4567 ext 104
Analytics	Cindy Lewis	Consultant	ABC Web Designs	clewis@abcwebdesigns.com	(555) 123-4567 ext 105

Requirements Management Plan

The requirements management plan for this project will be attached and updated as needed. Referenced under Attachments, A, A.1

Risk register

The risk register will be attached and updated as needed. Referenced under Attachments, A, A.2

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Milestone Schedule:

1. Project Launch – 2 weeks from Project Charter Acceptance
2. Gather and Finalize XYZ web requirements – 3 weeks from Project Launch Date
3. Draft Design – 2 weeks from Finalizing Requirements
4. Final Web Design – 1 week from Draft Design completion
5. Web Development Completion – 7 weeks from Final Web Design
6. Web User Testing Completion – 3 weeks from Development completion
7. Live Beta Testing Completion – 4 weeks from User Test Completion
8. Perform Final Updates from beta Testing – 3 weeks from Completion of Live Beta Test
9. Go Live – 1 week from Performing Final Updates

Cost Baseline

Project Phases	Plan Hours	Plan Cost	Actual Hours	Actual Cost	Start Date	Finish Date
Analysis Phase	275	\$15,595	264	\$14,866	Mon 7/20/20	Fri 8/14/20
Design	455	\$25,970			Mon 8/17/20	Mon 9/21/20
Development	700	\$41,320			Mon 9/21/20	Tue 11/24/20
Test	260	\$15,425			Tue 11/24/20	Tue 12/22/20
Delivery	120	\$7,120			Tue 12/22/20	Thu 1/7/21
Total Project Cost	1,810	\$105,430.00				

Quality Baseline

The Webpage for XYZ project must meet the quality standards established in the quality baseline. The website must meet or exceed these values to achieve success.

- The website is fully operational within six months from the project launch date.
- A backup of all XYZ website information is maintained offline in case of catastrophic failure.
- System errors or failures are kept below 3% per month based on total system transactions.
- The help desk is actively maintained from 7am to 8 pm seven days a week.

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Sponsor Acceptance

Approved by the Project Sponsor:

Tom Kane

Tom Kane
Project Sponsor
Manager of XYZ Facilities
Date: August 3, 2020

Attachments:

A:

- A.1 Requirements Management Plan
- A.2 Risk Register