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| PS2Win |
| Project Planning Process |
| Keep Your Time |

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| Filipe Brandão  09-03-2013 |

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Table 1: List of Contribuitors

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| --- | --- | --- | --- | --- | --- |
| **Revision History** | | | | | |
| **Date** | **Description** | **Author** | **Version** | **Approvers** | **State** |
| 09-03-2013 | Creation of first draft | Filipe Brandão & João Martins | 0.1 |  | Draft |
| 09-03-2013 | Submitting for Review | Filipe Brandão & João Martins | 0.1 |  | Ready for Review |
| 09-03-2013 | First revision | Mário Oliveira | 0.1 |  | Ready for Review |
| 15-03-2013 | Corrected defects found in revision and the previous progress meeting | Filipe Brandão | 0.2 |  | Draft |
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|  |  |  |  |  |  |

Table 2: Version history

# Purpose

The main objective of this process is to produce adequate guidance to project team providing a central project plan.

# Inputs and Outputs

# Inputs

The Vision and Scope Document.

# Outputs

A Software Development Plan that has centralized information about the project.

# Activities

Define a project plan:

* Define a project scope statement;
* Define the project life cycle;
* Define milestones;
* Identify the main deliverables;
* Create a top level work breakdown structure;
* Identify available resources;
* Estimation of effort for each task in the WBS. Planning Poker must be used:
  + A moderator is identified randomly. Besides moderating, he also participates in the estimation;
  + Each team member has these cards: 1, 2, 3, 5, 8, 13 (unit is effort hours);
  + The moderator reads the description of the task;
  + Every estimator selects an estimate card and places it face down on the table. After all estimates are in, the cards are flipped over;
  + If the estimates vary widely, the owners of the high and low estimates discuss the reasons for diverging. All estimators should participate in the discussion, 3 minutes max;
* Resource allocation to tasks;
* Create a Gantt diagram for the project schedule;
* Define how project is going to be controlled:
  + Prepare an Earned Value graph;
  + Define a critical deviation value to control project progress;
* Define a quality plan:
  + Identify the main quality objectives;
  + Define how those objectives will be assured;
  + Define coding standards.
  + Reviews will be planned in quality plan.
* Identify supporting processes/plans;

# Tools

Microsoft Project will be used to create Gantt Diagram.

Planning Poker estimation with a deck of cards.

# Related Processes

Risk Management Process.

Review Process.

Project Assessment and Control Process.

# Measures

The measures to take into account as far as documents are:

* Deviation from the defined scope;
  + The number of completed requirements will be counted and deviation will be the requirements that aren’t completed.
* Deviation relative to the planned effort.
* The number of delayed tasks.

These measures aren’t meant to be updated in a regular basis but to be analyzed in the end of the project.