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

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| Filipe Brandão  09-03-2013 |

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| **Authors and Contributors** | | | |
| **Date** | **Name** | **Contacts** | **Contribution** |
| 09-03-2013 | Filipe Brandão | a21180276@alunos.isec.pt | Author |
| 09-03-2013 | João Martins | a21170228@alunos.isec.pt | Author |
| 09-03-2013 | Mário Oliveira | a21170292@alunos.isec.pt | Contributor |
| 02-04-2013 | Carla Machado | a21170460@alunos.isec.pt | Contributor |
| 03-04-2013 | Rui Ganhoto | a21170262@alunos.isec.pt | Contributor |
|  |  |  |  |
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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 Revision |
| 09-03-2013 | First revision | Mário Oliveira | 0.1 |  | Ready for Revision |
| 15-03-2013 | Corrected defects found in revision and the previous progress meeting | Filipe Brandão | 0.2 |  | Draft |
| 16-03-2013 | Minor corrections | João Martins  & Filipe Brandão | 0.2 |  | Ready for Revision |
| 16-03-2013 | Document revision | Mário Oliveira | 0.2 |  | Ready for Revision |
| 17-03-2013 | Changing State | Filipe Brandão | 0.2 |  | Ready for Approval |
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| 23-03-2013 | Document revision | Mário Oliveira | 0.4 |  | Ready for Revision |
| 26-03-2013 | Changing State | Filipe Brandão | 0.4 |  | Ready for Approval |
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| 02-04-2013 | Approved |  | 0.5 | Carla Machado |  |
| 03-04-2013 | Approved |  | 0.5 | Rui Ganhoto |  |
| 04-04-2013 | Baselined | Filipe Brandão | 1.0 |  | Baselined |
| 18-05-2013 | Change request: specify what is a milestone | Filipe Brandão | 1.0 |  | Baselined |
| 18-05-2013 | Request approved |  | 1.0 | Carla Machado & Rui Ganhoto | Baselined |
| 18-05-2013 | Specify what is a milestone | Filipe Brandão | 1.1 |  | Draft |
| 18-05-2013 | Changing State | Filipe Brandão | 1.1 |  | Ready for Revision |
| 18-05-2013 | Document reviewed | Mário Oliveira | 1.1 |  | Ready for Revision |
| 26-05-2013 | Changing State | Filipe Brandão | 1.1 |  | Ready for Approval |
| 26-05-2013 | Some comments and change suggestions.  Approved |  | 1.1 | Carla Machado | Approved |
| 26-05-2013 | Approved |  | 1.1 | Rui Ganhoto | Approved |
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Table 2: Version history

# Purpose

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

# Inputs and Outputs

# Inputs

The Vision and Scope Document.

# Outputs

A Software Development Plan with centralized information about the project.

A Quality Plan.

An Earned Value chart.

# Activities

Define a project plan:

* Define a project scope statement;
* Define the project life cycle;
* Define milestones;
  + A milestone should mark the completion of a group of tasks (it’s not an action) and has no duration. It should be identified with its date and description alongside an enumeration of what should be completed by that date.
* Identify the main deliverables;
* Create a top level work breakdown structure;
* Identify available resources;
* Estimate the effort for each task in the Work Breakdown Structure. Planning Poker must be used:
  + A moderator is identified randomly. The moderator also participates in the estimation;
  + Each team member has the following cards: 1, 2, 3, 5, 8, 13, 20(unit is effort hours);
  + The moderator reads the description of the task;
  + Each estimator selects an estimate card and places it face down on the table. The cards are flipped over when all estimates are in;
  + 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. The discussion mustn’t exceed 3 minutes;
* Allocate resource to each task;
* Create a Gantt diagram for the project schedule;
* Define how the 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.
  + Plan reviews.
  + Define how unit testing will be done.
* Identify supporting processes/plans;

# Tools

Microsoft Project will be used to create a Gantt Diagram.

Planning Poker estimation will be made using a deck of cards.

# Related Processes

Review Process.

Project Assessment and Control Process.

# Measures

The measures to take into account 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 deviation will be the difference between the planned effort and the actual 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.