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

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| Filipe Brandão  09-03-2013 |

Content

[1. Purpose 1](#_Toc352835881)

[2. Inputs and Outputs 1](#_Toc352835882)

[2.1. Inputs 1](#_Toc352835883)

[2.2. Outputs 1](#_Toc352835884)

[3. Activities 1](#_Toc352835885)

[4. Tools 2](#_Toc352835886)

[5. Related Processes 2](#_Toc352835887)

[6. Measures 2](#_Toc352835888)

**Images**

**Não foi encontrada nenhuma entrada do índice de ilustrações.**

**Tables**

[Table 1: List of Contribuitors ii](#_Toc352835889)

[Table 2: Version history iii](#_Toc352835890)

|  |  |  |  |
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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 |
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| 03-04-2013 | Approved |  | 0.5 | Rui Ganhoto |  |
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| 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 |
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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 along with its date and description 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.