**Project Report**

**<Project Name>**

**<Student #> <Student Name> <Programme Code>**

**Table of Contents**

# 1. General Project Information

*[Project Title – The proper name used to identify this project; Sponsoring Organization – The organization sponsoring this project; Sponsor Representative – The name of the person representing the Sponsoring Organization; Prepared by – The person(s) preparing this document]*

# 2. Project Stakeholders

*[Present a stakeholder analysis for this project. Provide a justification for your decision to include these stakeholders and the mechanisms for communication chosen.]*

*[Document your Stakeholder Analysis using the Stakeholder Analysis Template provided with the Assignment specification and include this as a table in this document (please do not provide a link to the document a table inserted into this document is required. Please ensure this is readable – you may need to introduce a section and change the orientation to landscape.]*

# 3. Project Purpose

*[Explain the reason(s) for doing this project.]*

*[The Business Issue or Opportunity pertaining to the business is typically an area of “change” needing to be resolved. State in specific terms the issue or opportunity this project will address. Often, the Business Issue is a critical business initiative in the Sponsoring Organization’s Strategic Plan.]*

*[Explain what the project is trying to achieve by stating its objectives which should be measurable and defined in terms of the projects major deliverables, effort, cost, tolerances and business benefits expected. State the objectives following the SMART formula (Specific, Measurable, Attainable, Reasonable, and Timely).]*

# 4. Project Overview

*[Describe the project focus, approach, customer(s), and the boundary limits of the project.]*

## 4.2. Scope

*[The Project Scope addresses the who, what, where, when, and why of a project. ]*

## 4.3. Assumptions

*[Assumptions are statements taken for granted or accepted as true without proof. Assumptions are made in the absence of fact. List and describe the assumptions made in the decision to this project.]*

## 4.4. Constraints

*[Constraints are boundary conditions that the project must stay within. List and describe the constraints applicable to this project. Describe the known constraints of the project, e.g. there may be constraints on the amount of resources available to the project or the location of the project team.]*

# 5. Project Requirements & Deliverables

*[The Project Requirements & Deliverables define what the project must accomplish, including the customer/ user requirements and products / services to be provided by the project and the Work Product delivered.]*

# 6. Project Management Milestones & Deliverables

*[Provide a list of Project Management Milestones and Deliverables. This list of deliverables is not the same as the products and services provided by the project, but is specific to the management of the project. An example of a Project Management Milestone is the Project Plan Completed.]*

## 6.1 Work Breakdown Structure

*[You are required to include both a textual description and a hierarchy diagram]*

# 7. Project Budget & Costs

*[Identify the initial funding required by the project and/or committed to this project by the Project Sponsor. Additional funding may be requested and committed, upon completion of the detailed Project Plan.]*

# 8. Personnel & Other Resources

*[Identify the personnel and other resources required by the project and/or committed to this project by the project sponsor. Additional resources may be committed upon completion of the detailed project plan.]*

# 9. Project Risk Management Plan

*[Risks are statements of issues or problems that have the potential to arise but have not yet occurred. List and describe the initial risks for this project. For each risk identify the risk level, the mitigation, monitoring and management approach you will adopt for this.]*

*[The following document will help you identify risks and suitable mitigation strategies http://www.mhhe.com/engcs/compsci/pressman/graphics/Pressman5sepa/common/cs2/rmmm.pdf]*

# 10. Project Organization

## 10.1. Project Organization Chart

*[Provide a graphic depiction of the project’s organizational structure. The project’s hierarchal diagram begins with the project sponsor and includes all project stakeholders.]*

## 10.2. Roles & Responsibilities

*[Describe the Roles and Responsibilities of all project stakeholders identified for this project. Include the names of all known users, customers and any other project stakeholders which may be involved in or interested this project.]*

## 10.3 Project Management Software

*[Describe here the software used to create the plan. If Microsoft Project is used you must save your files to be compatible with Microsoft 2007. If you use software other than Microsoft Project you must provide details of how and where this can be acquired (at no cost) and details of any versions used etc.]*

# 12. Other Information

*[Include any additional information you feel is relevant. For example if the project is based on an earlier project or project of similar type please provide some details of the differences]*

# 13. Initial Project Plan

*[Provide a brief introduction to your initial project plan, outline any key issues you feel are relevant.]*

*[Include a report you consider appropriate to explain your initial schedule and allocation. Justify your choice. Include this in this document (please do not provide a link to the document a table inserted into this document is required. Please ensure this is readable – you may need to introduce a section and change the orientation to landscape.]]*

# 14. Adjusted Project Plan

*[Describe the two simulated situations you chose and explain how they impacted your plan and what you did to adjust your plan as a result]*

*[Include any reports you consider appropriate to explain your adjusted plan. Justify your choice. Include this in this document (please do not provide a link to the document a table inserted into this document is required. Please ensure this is readable – you may need to introduce a section and change the orientation to landscape.]]*