**DRAFT 1**

**SOFTWARE PROJECT MANAGEMENT PLAN**

1. **INTRODUCTION**

This document serves as a project plan for “Blarney” an Accounts Payable System that will add new functionality of which current competitors possess. It provides information that will further describe the project, the project deliverables, the project breakthroughs and expected document changes.

1. **Project Overview**

The project’s overview is to develop an Accounts Payable System Software that will:

* Improved high-level analytic and graphical summaries to keep users abreast of current and historical data.
* Increase user capacity and bandwith, which will simultaneously provide short response times.
* Blarney will be interfacing with existing industry staples such as IBM DBDC and General Ledger, while maintaining role-based and amount based security checks.

1. **Project Deliverables**

|  |  |
| --- | --- |
| **Deliverables** | **Target Dates** |
| Project Plan | 2015-09-18 |
| Requirements Plan | 2015-09-25 |
| Design Plan | 2015-10-02 |
| Development Plan | 2015-10-09 **to** 2015-10-23 |
| Test Plan | 2015-10-09 **to** 2015-10-23 |
| Completed Software “Blarney” | 2015-10-09 **to** 2015-10-23 |
| Production | 2015-10-09 **to** 2015-10-23 |

* The BP team of architects, designers and planning manager will produce the project plan, requirements plan and design plan in compliant to Blarney’s SPMP document.
* The team of developers and QA team along with support manager will work together in pre production, development and production stages that will satisfy the requirements and will be delivered by BP team to the clients.

1. **Evolution of SPMP**

As the project progress, any modification on the said project “Blarney” will be discussed on progress meetings and approved by the Control Change Board. After the process of approval, these changes will then be documented and new version of SPMP will be implemented. Furthermore, updated documents will be accessible to all project members in soft copy. Updated documents adjoining weekly status report will be centralized in FTP. There will also be a monthly stakeholder meetings that accommodates international offices via video conferencing.

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Updated by** | **version** | **notes** |
| 2015-09-20 | Nimita Javier | 0.1 | Preliminary project plans |
| 2015-09-20 | Allaine Pelejo | 0.2 | Added requirements |

1. **Reference Material**

* Team website – www.blarney.beliramparimal.com
* SPMP – Software Project Management Plan Blarney Project
* SCMP –Software Configuration Management Plan
* SDP - Software Development Plan
* SQAP- Software quality assurance plan
* Existing BP software Documentation - SPMP
* Domestic and International Tax and Salary Laws, eg. FICA
* ISO 9000-1
* Centralized FTP

1. **Definitions and Acronyms**

* BP – Beliram Parimal
* IBM DBDC – IBM data dictionary compatibility
* GL- General ledger; a complete record of financial transactions over the life of a company.
* AP – Accounts Payable
* SDE – Software development environment
* FTP – File Transfer Protocol
* PM – project manager
* OT- overtime
* UX- user experience

1. **Project Organization**

The process that will be used for this project is Waterfall Model.

Requirement

Spec

Design

Code

Test

The project is divided into five phases the requirement phase is the development of SPMP, SCMP, SDP, SQAP and the user requirement documents. In the spec phase, team leaders must ensure all necessary software and hardware required is available. The development of the product will encompass the design, code and test phase. This phase will be repeatedly done until all the requirements are met.

1. **Organizational Structure**

The project relates to the rest of the organization:

* By the improvement upon Bp’s existing payroll system.
* Interfaces with existing external software such as General Ledger.
* Improvement of user experience for customers.
* Contains attractions aimed at new customers.

Team Blarney

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Email** | **Contact** |
| Scott Farrar | Senior Management | Scott@gmail.com | 543-2198 |
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| Katherine Bober | QA Manager | Katherine@gmail.com | 975-3124 |

1. **Organizational Interfaces:**

The names provided above will be the high level leads of this project. They will be responsible for coordinating, leading and approving the team deliverables that is with in their scope of duty. The PM will monitor the progress of the project and ensure open lines of communication between teams. If by any chance the PM is not available the Assistant PM will take the place of the PM and fulfills the duties for the time being.

**ii. Project Responsibilities:**

1. Project Manager

Task: Monitors the progress of the project. This includes but is not limited to:

* Documenting SPMP
* Maintaining lines of communications between different teams and Senior Management by means of progress reports.
* Assigning Tasks and checking the progress.
* Motivating team members

1. Assistant Project Manager

Task: Contacts and communicates with customers. And fulfills role of PM when PM is not available.

* Assists PM in writing documentations and reports.

1. Quality Assurance Manager

Task: Ensures the product is of good quality. This includes but is not limited to:

* Monitoring and reviewing all tests
* Documenting SQAP and assuring it is being adhered to.
* Maintaining the consistency of updated documents

1. **Managerial Process**
2. **Objectives and Priorities**

* To develop a Payable Account system within the given time frame, budget and resources in the plan.
* The project is highly prioritized due to market anticipation and demand.
* Cost: 50% operating budget.

1. **Assumptions Dependencies and Constraints**

* Due to the public demand, time constraints is taken into account and will have reflection on the quality of the product, employees productivity, and cost. There could be a high chance of dropping some of the user requirements due to low significance on the project.
* In addition, anticipation of unexpected events in delivering the required resources will be only given a short allowable time for the team to adjust. This can impact the implementation of the deliverables.
* The project is also constrained by tax codes and laws both domestic and international.
* Man hours are also taken into consideration. With the said time-frame employees are tasked to work in OT hours.

1. **Risk Management**

* Risk with respect to the demands of the project.(high)
* Risk with respect to resources: technology, man power, financial;(med)
* Risk with respect to customers: UX, satisfaction.(med)

1. **Monitoring and Controlling methods**

**\*\*\*** The schedules of the meetings will be emailed to notify members. The venue and time will depend upon the team leaders.

* Project Manager to provide weekly status reports to stakeholders
* Progress Meetings – The PM, QAM, APM will meet with the SM to report progress of the project.
* Team leader meetings- Each team lead will meet and discuss the progress and modifications necessary in the project. And will collaborate and escalate it to PM if changes are needed.
* Weekly Project Group Meetings – All members will meet and discuss the tasks and roles in the project. Report to the team lead of the progress of the work that is done and to be done.

1. **Staffing Approach**

Internal personnel, along with tax and legal consultants

Staffs will be trained every 6 months through team building and by consuming required training videos and assessment.

1. **Technical Process**
2. **Methods tools techniques**

* Operate on IBM DBDC, client-server environment, with PC at the front-end
* Enterprise standards
* ISO 9000-1
* Tools and techniques are listed in SCMP

1. **Software Documentation**

* Normal enterprise documentation process must be:

1. good quality
2. reviewed
3. **Software Requirement**

* Refer to Tech Lead

1. **Software Design Description**

* Refer to Lead Developer

1. **SW Test Plan**

* Refer to Test Lead

1. **User Documentation**

* Normalenterprise documentation process. Integrated help within the system.
* Localization for international customers.

1. **Work Packages, schedule and budget**

* Estimated time frame Req: 1 wk design: 1 wk, code: 2 wks, test 2wks , pilot/beta: 2wks.

1. **Dependencies**

Customer, legal, tax analyses -> req-> design -> code -> test