**[Project Name]**

**<Project ID>**

**Project Management Plan (PMP)**

|  |  |  |
| --- | --- | --- |
| Prepared By: | **Recommended By:** | **Approved By:** |
| [Name]  [Group / Division / Dept] | [Name]  [Group / Division / Dept] | [Name]  [Group / Division / Dept] |
| SIGNATURE:  DATE**:** | SIGNATURE:  DATE**:** | SIGNATURE**:**  DATE**:** |

Revision History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ver No.** | **Date of Release** | **Prepared By** | **Reviewed / Approved By** | **List of Changes from Previous Version** |
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### 1.0 Introduction

1. **Purpose**

*<Describe the purpose of this document.>*

1. **Project Scope, Objectives & Brief Description**

*<Describe the objectives, scope and brief description of the project.>*

1. **Project Environment**

*<Describe the development environment, maintenance environment in terms of hardware configuration, operating systems and other software systems used to develop and maintain the system>*

1. **Deliverables and Timeline**

*<State the major deliverables and high level timeline. Typical deliverables are System Requirements Specification document, DSAD, Source-code, User and Operations Manual, etc.>*

1. **Assumptions and Constraints**

*<Provide assumptions and constraints made for this document.>*

1. **Referenced Documents**

|  |  |
| --- | --- |
| **Document Name** | **Document ID** |
|  |  |
|  |  |
|  |  |

1. **Abbreviations**

|  |  |
| --- | --- |
| **Abbreviations** | **Description** |
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**H. Resource & Skill Requirements**

a) Resource and Skill

*<For the resource and skill requirements, refer to the attached Resource Requisition Form.>*

1. **Project Team Structure**

*<Provide a diagrammatic description of the project team structure including reporting channels.>*

1. **Roles & Responsibilities**

### 

### Project’s Defined Process

### Communication & Coordination Plan

The objectives of a communication and coordination plan for a project are:-

* To identify stakeholders (internal/external)
* To define stakeholders stake in the project
* To define the type of information required to be communicated to stakeholders
* To define the method of communication - i.e. e-mails, telephone, meetings
* To define the frequency of communication of the requisite information
* To identify the project team member responsible to ensure communication to the relevant stakeholders
* To coordinate the support group activities

*Example:*

**Communication Plan**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Stakeholder name** | **Stakeholder role** | **Type of information required** | **Method of communication**  (meeting, telephone, e-mail, etc.) | **Frequency of communication**  (in days, weeks, month, phase start/end, project milestones, progress status meetings, etc.) | **To be communicated by**  (project team member name) |
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### Risk assessment

*<Risks assessments are scheduled every* ***X*** *intervals.*

*Risks are managed using Project Risk Plan. Refer to Project Risk Plan for details.>*

### Testing Approach

*<Reference to the Test Plan should me made here.*

*Describe testing strategy for the project. List testing activities to be performed (e.g. Unit Testing, System/Integration Testing, User Acceptance Testing, etc).*

*Describe methods used for different types of testing (e.g. Black box testing, functional testing, acceptance testing, white box testing, etc)>*

Example:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Testing** | **Method** | **Responsible** |
| 1. | Unit Testing | White Box Testing  Refer to Unit Test Plan for test strategy | Author / Developer |
| 2. | System/Integration Testing | Black Box Testing  Refer to System/Integration Test Plan for test strategy | QC / Another developer of the same project |
| 3. | User Acceptance Testing | Functional Testing/Black Box Testing  Refer to User Acceptance Test Plan for test strategy | Client  PM ensures testing is performed, and issues are tracked to closure |

### Review and Approval Plan

*<Describe review strategy for the project.>*

*<Identify deliverables to be reviewed, internally or externally.>*

*<Identify methods of review (peer review or GMEET review) for each items identified. Provide checklist/standards available.>*

*<Identify reviewers involved in review in stakeholder matrix.> Refer to* ***Standard Doc Matrix*** *for reviewers of each deliverable.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Deliverable** | **Review method** | **Reviewers** | **Applicable checklist** |
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### Milestone Reviews

*<Describe input and output to every milestone review.>*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Milestone** | **Entry criteria** | **Reference documents to be reviewed**  **As input to milestone review meeting** | **Exit criteria** | **Output** |
|  | Requirement | SRS signed-off | PMP, Requirements Bi-directional Traceability Matrix, Risk Plan, Issue Log | Meeting conducted | Updated Status Report, updated PMP, |
|  | Design |  |  |  |  |
|  | Coding & Unit Testing |  |  |  |  |
|  | Data Migration (if applicable) |  |  |  |  |
|  | SAT |  |  |  |  |
|  | UAT |  |  |  |  |
|  | Post Implementation Support |  |  |  |  |

### Work Breakdown Structure (WBS)

*<Specify the work breakdown structure arrived at by decomposing and including all the tasks related to life-cycle activities, project management activities and important events like recruitment, training, hardware & software procurement. The table, chart or spreadsheet should contain all important activities and events of the project (except the regular activities like taking backups, filling time sheets, etc.). For all tasks, provide the estimated effort, planned start and end, person responsible, precedence/ dependencies, etc. These may be expressed in the form of a table or a spreadsheet or MS-Project. Given below is a sample format that may be used.>*

*<If done in .mpp, put reference here.> <Refer to xxx.mpp for details WBS, estimates & schedule>*

| **Phase** | **Task** | **Deliverable** | **Estimated effort (mandays)** | **Planned dates** | | **Role/ person** | **Dependencies** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Start** | **End** |
| REQ | Prepare URS | URS |  |  |  | PM |  |
|  | Prepare SRS | SRS |  |  |  | PM/TL |  |
|  | Review & Baseline SRS | Baseline SRS |  |  |  | PM |  |
| PM | Prepare PMP | PMP |  |  |  | PM |  |
|  | Prepare PCM Plan | PCM |  |  |  | … |  |
|  | Prepare PQA Plan | PQA |  |  |  |  |  |
|  | Review & Baseline PMP | Baseline PMP |  |  |  |  |  |
| Design | Prepare HLD | HLD |  |  |  |  |  |
|  | Prepare FS | FS |  |  |  |  |  |
|  | Review & Baseline HLD & FS | Baseline FS & HLD |  |  |  |  |  |
| Coding | Module A |  |  |  |  |  |  |
|  | Module B |  |  |  |  |  |  |
|  | Module C |  |  |  |  |  |  |
|  | Module D |  |  |  |  |  |  |
|  | Bug Fixing |  |  |  |  |  |  |
| Unit Test | Module A |  |  |  |  |  |  |
|  | Module B |  |  |  |  |  |  |
|  | Module C |  |  |  |  |  |  |
| SAT | Prepare SAT Plan |  |  |  |  |  |  |
|  | Test Module A |  |  |  |  |  |  |
|  | Test Module B |  |  |  |  |  |  |
|  | Test Module C |  |  |  |  |  |  |
| UAT | Prepare UAT Plan |  |  |  |  |  |  |
|  | Perform UAT |  |  |  |  |  |  |
| … | … |  |  |  |  |  |  |

### Project approach

*<This section is for internal use only>*

1. **Software Configuration Management and Change Control**

*<Reference to the CM plan should be made here.>*

1. **Project Interdependency & Acceptance Criteria**

*<Indicate the acceptance criteria for the project.>*

Examples:

|  |  |  |
| --- | --- | --- |
| **Activities / deliverables** | **Responsible** | **Project acceptance criteria** |
| SRS | Requirement provider |  |
| … |  |  |
| Unit Testing |  | * <e.g. 70% test cases are covered> |
| User Reference |  | * English Version * All defects tracked to closure |
| SAT |  | * <e.g. 50% of Code Review done> * <e.g. 70% test cases are covered> |
|  |  |  |

1. **Tolerances**

*<Indicate the thresholds for the project.>*