Project Management Plan

# TeamName

Student 1

Student 2

Student 3

Date of Submission

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General Instructions

* This document must contain all the following sections and subsections.
* Maintain the form and format of the template - font, margins, paging, etc.
* This is a generic template and some sections will not apply to this course project. When this is the case, simply comment why a section is not applicable to this project. Do not simply leave out a section when it is deemed not applicable.
* Use bullets, figures, & tables as much as possible to make the presentation concise and readable.
* All diagrams, tables, & figures need to be numbered by section [i.e. Table 4.1] and have either a title or caption. Be consistent in the use of a title or caption.
* Ensure your terms are used consistently throughout the document. For example, don’t use task leader in one section and have the same role called team leader in another section.
* Do not use ambiguous terms such as user. Specify a particular role.

**Remove ALL**

1. **highlighted instructions and**
2. **instructions delimited by < > from your final deliverable.**
3. **Life Cycle Model**
   * Identify the **software process model** you have selected
   * Discuss **why** you chose this approach
   * Choose ***at least two other models*** and explain why they are not going to be used
   * Detail how this model will be applied to this project
4. **Team Organization**
   * Using the team **reference paradigms** and **team structures** detailed in the Project Organization & Teamwork lecture, identify the team organization and decision-making method to be used for this project.
   * Describe why this approach was selected. List the **benefits** and **limitations** of your approach.
   * In a **table format**, list the team members and their **roles** and **responsibilities.** This is not what specific task(s) each team member will perform [this is indicated in the Resource Allocations section], but rather what team position is taken by each member**.**
5. **Deliverables, Non-deliverable Products, and Milestones**

**List** and **describe** the purpose of:

* + the project client **deliverables**,

For this project the deliverables are **prescribed** by the Project Deliverables document linked from the Assignments page. You must include **only** & **all of** these as the project deliverables. Check with the instructor **before** providing any of the deliverables to the client.

The identification and listing of non-deliverable work products is at your discretion.

* + the major **non-deliverable** project work products, and

Non-deliverables are project products that must be produced, but are not intended to be given to the client. For example, draft versions of deliverables, team progress reports, internal risk analysis, minutes of team meetings, etc. This list varies depending on the desires of the client and your contract. Sometimes a specific item might be a deliverable and in other circumstances withheld from the client.

* + the major project **milestones**.

This would be a list of all major activities that must be performed [i.e. test cases available for test team, begin final review of Design document], not just when deliverables are to be provided to the client.

**Note: This section does not detail all the specific tasks needed to develop the system, but rather the major activities of the project. The Project Schedule, on the other hand, will provide a full list of tasks and timing. The Resource Allocation section will detail who/what will do the various tasks.**

**Note: The Project Schedule, Resource Allocation, Size & Cost Estimate sections must be based on and provide explanation for the activities detailed in this section.**

1. **Project Schedule**
   * The project schedule should ***reflect all tasking*** your team identifies as necessary to complete all the deliverables.
   * To start create Trello cards [see Trello Standard of Usage] for ***every*** project milestone, major non-deliverable work product and client deliverable [developed in the previous section] using start dates and durations that conform to the deliverable timing specified on the **Assignments** web page.
   * Add additional cards as is necessary for your project.
   * Using Ganttify [see Trello Standard of Usage],
     1. Create a Gantt chart for your project
     2. Make a PDF of the chart
     3. Store the PDF in the same folder as this Project Management Plan
     4. Link the PDP in this section

1. **Size and Cost Estimates**
   * Estimate the size and cost of the project. Include the cost of personnel, equipment, as well as any other items you feel are necessary to this project.   
       
     Use a **table and/or graphical format** to display the information.   
       
     You may use any tool [Excel, Visio, Power Point, Project, etc.] to create the table/graph; however the final image must be **embedded** in the Word document you deliver.

Note: You need not include the cost of items that do not actually exist [i.e. office space, admin overhead, marketing, profit margin]. However, you do need to estimate those items that are actually employed in the project [i.e. personnel time, cost of computers, networks fees, etc.] even if you do not have to actually pay for them. Don't spend a lot of time getting precise cost figure. Do your own estimates, only make them creditable. I only want you to consider these factors, not calculate a specific figure of money.

1. **Software Engineering Environment**

Describe the software engineering environment used for the project, including the hardware, operating system, software development tools, and project management tools.   
  
Your discussion must include the **relationship**s of the various components, as well as simply listing the components.

In addition to your description, a diagram of the components of the software engineering environment is required.

1. **Risk Analysis**
   * Using the format of the four tables taken from Sommerville’s Software Engineering text [risk identification, analysis, planning, monitoring], list and explain the known risks for this project.

##### Note: For the purpose of your analysis, you may assume that the server used will provide adequate processor speed, disk space, memory, and concurrent usage, however these considerations need to be addressed in your risk analysis.

# Risk Identification

|  |  |  |
| --- | --- | --- |
| Risk # | Type | Description |
| **1** |  |  |
| **…** |  |  |
| **10** |  |  |

# Risk Analysis [Describe why you believe the probability and effect are as you state]

|  |  |  |
| --- | --- | --- |
| Risk # | Probability & Reason | Effect & Reason |
| **1** |  |  |
| **…** |  |  |
| **10** |  |  |

**Probability** [High, Moderate, Low]

**Effect** [Catastrophic, Severe, Tolerable, Insignificant]

# Risk Planning [in terms of avoidance, minimization, and contingency]

|  |  |
| --- | --- |
| Risk # | Strategy |
| **1** |  |
| **…** |  |
| **10** |  |

# Risk Monitoring [whether the risks are more or less probable and how they might have changed]

|  |  |
| --- | --- |
| Risk # | Indicator(s) |
| **1** |  |
| **…** |  |
| **10** |  |

**Grading Criteria**

* Is the Deliverable organized & structured as required – **YES**
* Was the Deliverable Template used and used correctly -- **YES**
* Was the Table of Contents compete **-- Yes**
* Were all sections present and properly detailed according to the instructions provided – **YES**

