**Project Plan**

**Team 13  
Cross Campus by XCampus**

|  |  |
| --- | --- |
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Document Revision History

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# 1. Executive Summary

The following describes the project to be executed.

|  |  |
| --- | --- |
| Objective |  |
| Corporate Goals Addressed |  |
| Planned Start Date |  |
| Planned End Date |  |

# 2. Project Approvers, Reviews and Distribution List

Approvers, reviewers and distribution list

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | E-mail | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# 3. Scope

Define the sum total of all of its products and their requirements or features.

|  |  |
| --- | --- |
| In Scope | Out of Scope |
|  |  |
|  |  |
|  |  |
|  |  |

# 4. Deliverables

This project will deliver the following.

|  |  |
| --- | --- |
| Deliverable | Description |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# 5. Assumptions

This project makes the following assumptions;

# 6. Dependencies

The following are the internal and external dependencies that will have to be acknowledged and addressed;

# 7. Risk Management

|  |  |  |  |
| --- | --- | --- | --- |
| Potential Risk | Severity (H/M/L) | Likelihood (H/M/L) | Management Strategy |
|  |  |  |  |
|  |  |  |  |

# 8. Communication

**Reporting**

The following reports will be produced;

|  |  |  |
| --- | --- | --- |
| Report | Audience | Frequency |
| Software Requirements Analysis and Design | Program Coordinator | Once |
| Wireframes/  Prototype | Program Coordinator | Once |
| Project Status | Program Coordinator | Monthly |
| System Implantation | Program Coordinator | Bimonthly |
| Closure | Program Coordinator | Once |

**Meetings/Communications**

The following meetings will be established;

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting | Purpose | Attendees | Frequency |
| Project Review | Status update on current tasks. | All team members | Weekly |
| Planning | Task and activity identification  Task distribution, assignment and scheduling | All team members | As-needed basis |
| Resolution | Resolve issues | All team members (Program Coordinator if required) | As-needed basis |

# 9. Task Listing (WBS- Work Breakdown Structure)

The following resource proposal template summarizes the resource hours committed to this project, upon final approval of this document.

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Tasks | Duration | Dependency |
| A |  |  |  |
| B |  |  |  |
| C |  |  |  |
| D |  |  |  |
| E |  |  |  |

# 10. Gantt Chart

Create a Gantt Chart from your Task Listing

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Task | Weeks | | | | | | | | | | Complete |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
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# 11. Milestones

|  |  |  |
| --- | --- | --- |
| Major Activity or Milestone | Estimated Milestone Target date | Owner/Reviewer Team Members |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# 12. RAM – Responsibility Assignment Matrix



# 13. Approval

The signatures below indicate their approval of the contents of this document.

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | Signature | Date |
|  |  |  |  |
|  |  |  |  |
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