Version <1.0>

Revision History

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| --- | --- | --- | --- |
| **Date** | **Version** | **Description** | **Author** |
| <dd/mmm/yy> | <x.x> | <details> | <name> |
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# 

# Project Organization

## Organizational Structure

[Describe the organizational structure of the project team, including management and other review authorities.

Example,

]

## Roles and Responsibilities

[Identify the project organizational units that will be responsible for each of the disciplines, workflow details, and supporting processes. The text below is provided as an example.

Refer to the lecture note “Week 2 – Project Assignments” for predefined roles and responsibilities.

]

|  |  |
| --- | --- |
| **Person** | **Role** |
| Susan Snow, Business Analyst  Henry Halfpipe, Tester  TBD1, Developer  TBD2, Team leader |  |

# Management Process

## Project Estimates

[Provide the estimated cost and schedule for the project, as well as the basis for those estimates, and the points and circumstances in the project when re-estimation will occur.]

## Project Plan

[This section contains the schedule and resources for the project.]

### Phase and Iteration Plan

[Specify how many phases of the project. Each phase should include starting date, ending date, phase name, and overall objectives.

Refer to the lecture note “LN04 -- Project Assignments”, slides #1 and #11 for the initial plan.

List iterations and the objectives to be accomplished for each of the iterations.]

It is OK to include:

 Work Breakdown Structure (WBS)

 a timeline or Gantt chart showing the allocation of time to the project phases and iterations

 identify major milestones with their achievement criteria

Define any important release points and demos.

### Releases

[A brief description of each software release and whether it’s demo, beta, and so on.]

### Project Schedule

[Diagrams or tables showing target dates for completion of iterations and phases, release points, demos, and other milestones.

MS project schedule can be copied here]

## Project Monitoring and Control

### Reporting

[Provide approaches to reporting project status. Approaches may include

* Weekly meeting
* Weekly status report
* Informal chats]

### Risk Management

[Identify risks in your project. The risks should be prioritized, and shorted according to their priority.]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Risk ID | Risk Description | Probability | Impact | Priority | Mitigation Strategy or Contingency Plan |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

### Configuration Management

[Determine tools to be used for storage and sharing source code and files. Tools can be used, such as:

* Google drive or Dropbox, etc. for storing and sharing documents and files.
* Git, Bitbucket, etc. for managing source code and related files

]