**SE (F&P) Project Plan Template**

*Note: this is a “living document”, meaning its content will change with the implementation of the project. Use it to plan the project to ensure on time delivery of each project deliverable. Remove this text and the descriptive paragraphs in each section including this line (given in blue) stating what to do before you add this to your repository or turn it in to your instructor.*

|  |  |
| --- | --- |
| Team number | ***Provide the team number*** |
| Project Title | ***The title of the project*** |
| Document | Project Plan |
| Creation date | ***When was it created*** |
| Created By | ***Who was mainly responsible for creation of this document. Also include the names of all those who worked on this document*** |
| Client | ***Name of the Client Mentor and the organization/research center*** |

# **Brief problem statement**

***Replace this text and the instructions below with your statement in black.***  
(2-5 lines describing the problem being addressed. Note that even if you are simply restating what is already in the needs document, you must rephrase it in your words. This gives an opportunity for the customer to identify and provide feedback on differences in interpretation, if any). This section can be the same as is used for the Requirements document.

# **Team Members**

***Replace this text and the instructions below with your statement in black.***(List each team member and their role on the project.)

# **Team Communication**

***Replace this text and the instructions below with your statement in black.***(Describe when and how the team will meet and communicate.)

# **Development Environment**

***Replace this text and the instructions below with your statement in black.***(Identify any and all tools that will be used during the development of the projects. This should include the development environment (i.e., Eclipse), programming language, collaboration tools, and any other tools in creating project documentation and the application.)

# **Milestone Schedule**

***Replace this text and the instructions below with your statement in black.***(Generate a high level milestone schedule that will guide your project. Include both those items that are deliverables (as specified in the syllabus) as well as the tasks that you will need to do to complete those deliverables (e.g., draft complete, code complete, testing complete, etc.). For each milestone, identify which release it pertains to. The first two lines are given as examples.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone** | **Due Date** | **Release** | **Deliverable?** |
| *Create draft requirements* | 3/22/12 | R1 | No |
| *Finalize requirements* | 3/27/12 | R1 | Yes |
|  |  |  |  |
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|  |  |  |  |