**Personal Library Inventory Application**

**Project Plan**

Revision 0.1

December 29, 2018

Chernick Consulting

**Approvers**

|  |  |  |
| --- | --- | --- |
| **Name** | **Functional Area** | **Approval Date** |
| Paul Chernick | Primary User |  |

# Change History

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision** | **Date** | **Changes** | **Status** |
| 0.1 | 12/29/18 | Created Project Plan | Draft |
|  |  |  |  |

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# Introduction and Project Overview

Introduction and Project Overview

## 3.1 Background

This is a plan for long term life goals.

## 3.2 Overview

This document reviews my goals, desired achievements and financial needs for the rest of my life.

## 3.3 Objectives, Scope, and Impact of the Project

TBD

### 3.3.1 Objective paragraph

TBD

### 3.3.2 Scope Paragraph

TBD

### 3.3.3 Impact Paragraph

TBD

Put more information here.

## 3.4 Project Documentation

TBD

### 3.4.1 Related plans

Refers to sub plans assigned to different teams.

### 3.4.2 - Requirements documentation

TBD

Who owns the requirements? Where are the requirement documents?

## 3.5 Traceability

Each development plan will address traceability processes. At the minimum, all changes must be traced back to a PCI (Product Change Information) that has been documented in each development plan or handoff memo. Please refer to the development plans for these PCIs and additional information on traceability.

# Funding

This project is Open Source, there is no funding for the project.

# Project Team

|  |  |  |
| --- | --- | --- |
| **Responsibility** | **Team Member Name** | **Business Affiliation (if not CC)** |
| Product Management | TBD |  |
| Development Management | TBD |  |
| Deployment Management | TBD |  |
| Project Manager | Paul Chernick |  |
| Requirements Management | TBD |  |
| Unit Testing | TBD |  |
| Product and System Test | TBD |  |
| Release owners/contacts | TBD |  |
| Field Support | TBD |  |
| Product Support | TBD |  |
| Publication coordinator | TBD |  |
| Purchase Order Tracking | TBD | TBD |

# Deliverables

## 6.1 Software

## 6.1.1 Change Items to be Addressed

## 6.1.2 Pre-Shipments

There are no pre-shipments, there will be applications that can be downloaded for Windows, Apple OSX, iPhone, iPad and Android.

## 6.2 Hardware Dependencies

There are no hardware requirements at this time.

## 6.3 Publications

The publication plan will list all the related formal publications that may be created for this release. Please note, all each item in the list below is a link to that document in the client account at chernicksw.com.

* System Administrator Document
* User Document
* Development Plan
* Test Plan
* Architectural Document
* Design Document

## 6.4 Training

Deployment plan will provide the external training plan inclusive of security related topics. Internal training plans will also be covered in each development plan.

## 6.5 Support Services

### 6.5.1 Deployment Support

Describe how product will be deployed and who is responsible.

# Development Delivery Strategy

## 7.1 Project Assumptions

### 7.1.1 Target systems environment

Describe target system environment.

More target system environment.

### 7.1.2 Deployment strategy

The deployment plans will address deployment strategy on target hardware, the accompanying security systems, and their roll out strategy.

### 7.1.3 Roles and Responsibilities

• Each development manager is responsible for the timely delivery of his/her components. He/She is also responsible for the timely delivery of any component that is contracted out to other vendors. Each development plan must document the vendor plans and schedules.

• Deployment managers will be responsible for clearly documenting the High Level Requirements. They will be responsible to obtain the business sign off on the finalized High Level Requirements and to ensure that the security checklist process has been completed prior to any shipments. Deployment managers are the liaison between development and the businesses. They will be responsible to pre-ship/ship the Global CAT software to the business when it becomes available and communicate the impact of the software changes

• Requirements team will be responsible for analysis and to clearly document the detailed requirements and Application Specifications (APS), Business Configuration Data (BCD) and Business Configuration Parameters (BCP). This will be tracked as part of the project.

• DIT team will be responsible for integration test and packaging of the software for all the target businesses. The DIT team also conducts SIT for the U.S. business.

• PT will test and certify the software on the appropriate business hardware.

• Publication responsibility will be to coordinate and complete formal publications for the release.

• SQA responsibility is to review and validate that the PCM binder is up to date and contains all the needed documents in addition to what is defined in section 1.9.

• Project manager will maintain the release content list in the project plan. After the release contents list is finalized and frozen (i.e. the initial product content, not STR fixes) additional content can only be added with the explicit agreement of the project manager and senior management.

• PT must certify the release before it can be rolled out to any business.

### 7.1.4 Other

• Handoff contents and delivery schedules are changed only with the agreement of all affected parties and senior management.

This plan only provides the schedule for the deployment of businesses listed in this document. Deployment of this release to other businesses needs to be planned and scheduled separately.

## 7.2 Base for Software Development

Enter base for software paragraph(s) here.

## 7.3 Tools to be used

Each development plan documents the tools used for its related components.

## 7.4 Development and Integration Test Site(s)

TBD

## 7.5 Progress and Status Reporting Methodology

TBD

## 7.6 Meeting Days, Time, Place

TBD

## 7.7 Development Iteration Definition

TBD – think phases here.

## 7.8 Project Milestones

Refer to the project schedule for the milestones.

# Dependencies

## 8.1 Inter-Partner Dependencies

TBD

## 8.2 External Project Dependencies

3D software module.

## 8.3 Hardware Dependencies

Enter hardware dependencies here.

# Inter-Organizational Items

## 9.1 Import and export preparation

Export and import in this case is primarily for sub-contractors working on the website.

## 9.2 Purchase Order Tracking

Name person or organization responsible for tracking purchases and purchase orders.

## 9.3 Shipments

May not apply to this project. All the shipments are planned in advance and are tracked in the project schedule.

## 9.4 Maintenance Contracts

Each deployment plan will address the maintenance contract needs of their specific businesses.

## 9.5 Product Support Plans

TBD

# Risk Assessment

## 10.1 Identification of High-Risk Areas, Risk Management, and Contingency Plans

This section lists all the risks identified for this project. As needed, these risks will be monitored and discussed during the weekly project meetings. The official monthly risk reviews will no longer be planned and held.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ID #** | **Description** | **Impact** | **Prob.** | **Risk Arrival Date** | **Mitigation Strategy** | **Status** |
|  |  |  |  |  |  |  |
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# Project-Specific Training

## 11.1 Staff Who Require Training

Each development plan documents their staff training needs.

## 11.2 Training Topics - New and Existing Technologies

Each development plan documents what training topics their development staff needs.

## 11.3 Methods to Achieve Training

Each development plan documents how their staff gets the training they need.

# Release Content

This release content documents all the PCRs to be included in the release. It also lists SCRs/STRs that were previously requested by the business and were agreed to be included in this release. The additional STRs fixed in the release by development will be treated as BAU and will not be documented here as the release content.

# Review Notes and Issues

|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **Description** | **Status** | **Contact** |
|  |  |  |  |
|  |  |  |  |
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