

Introduction:-	Project teams need to finalize the processes & practices that are relevant to their project before project kick-off meeting. This Process Relevance Matrix contains the necessary guidelines for choosing the processes & practices for the project.
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Note:

Essential :	Need to be followed.
Desirable:	Highly recommended processes/practices.
Optional :	Left to the Project Manager's decision.

S. No.	Project Phase	Process / Practice	Priority	Very Small Client Project	Small Client Project	Medium-sized Client Project	Large Client Project	Very Large Client Project	Internal Project	Data manipulation Project (Client)
		Size guideline	>	(<= 20 p-days)	(21 - 60 p-days)	(61-240 person-days)	(241-720 p-days)	(> 720 p-days)		(<= 60 person-days)
		Typical methodology followed	>	Agile	Agile / Iterative	Iterative / Waterfall	Waterfall	Waterfall	Iterative	Agile
1	Initiation									
1.1		Creating a project id	1	Essential	Essential	Essential	Essential	Essential	Essential	Essential
1.2		Project kick-off meeting	2	Optional	Desirable	Essential	Essential	Essential	Desirable	Optional
1.3		Project schedule prepn.	1	Essential	Essential	Essential	Essential	Essential	Desirable	Essential
1.4		Project Plan preparation	3	Not required	Optional	Optional	Desirable	Desirable	Optional	Not required
1.5		Risk Plan preparation	2	Optional	Desirable	Desirable	Essential	Essential	Optional	Essential
1.6		Config.Mgmt. Plan prepn.	2	Not required	Not required	Desirable	Essential	Essential	Essential	Essential
1.7		Knowledge Management Plan	1	Desirable	Desirable	Desirable	Essential	Essential	Optional	Essential
1.8		Infrastructure Plan (h/w, s/w)	2	Not Required	Desirable	Desirable	Essential	Essential	Not required	Desirable
2	Planning									
2.1		Requirements Summary Sheet	1	Essential	Essential	Not Required	Not Required	Not Required	Essential	Essential
2.2		Business Rqmnts Document	1	Not Required	Optional	Essential	Essential	Essential	Optional	Not Required
2.3		Use cases / FS	1	Not Required	Optional	Essential	Essential	Essential	Desirable	Not Required
2.4		Review of Rqmnts Summary or BR, by PM/BA and by client	1	Essential	Essential	Essential	Essential	Essential	Essential	Essential
2.5		Review of FS with client	3	Not Required	Not Required	Desirable	Desirable	Essential	Desirable	Not Required
2.6		Early prototyping	2	Desirable	Essential	Desirable	Desirable	Desirable	Essential	Not Required
2.7		Get client Sign-off on RS/BR/FS/Proto or Communicated deemed approval	2	Desirable	Desirable	Essential	Essential	Essential	Not required	Desirable
2.8		WBS / UCP / TaskComplexity based Effort estimation	1	Optional	Desirable	Essential	Essential	Essential	Essential	Desirable
2.9		Test Plan preparation & review	2	Not Required	Optional	Essential	Essential	Essential	Desirable	Not Required
2.10		Initial team training	1	Essential	Essential	Essential	Essential	Essential	Essential	Essential
2.11		Traceability Matrix prepn.	2	Not Required	Desirable	Desirable	Essential	Essential	Desirable	Not Required
2.12		Knowledge Transfer Deliverables	3	Not Required	Not Required	Desirable	Essential	Essential	Not required	Not Required
3	Design									
3.1		Solution Architecture review	1	Essential	Essential	Essential	Essential	Essential	Essential	Not Required
3.2		Class diagrams, HLD	1	Not required	Essential	Essential	Essential	Essential	Essential	Not Required
3.3		Class diagrams, HLD review	1	Not required	Essential	Essential	Essential	Essential	Essential	Not Required

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