Project Planning Procedure

Version No: 1.0

Date: May 03, 2017

Revision History

Version	Date	Prepared by / Modified by	Change Summary	Approved By	Approved On
1.0	May 03, 2017	Sridhar	First Draft Made	Anitha T G	May 18, 2017

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1. Purpose

Purpose of this document is to define the procedure for activities related to project initiation and project planning.

2. Scope

This process is applicable for the projects that are executed in ePathUSA.

3. Entry and Inputs

3.1. Entry Criteria

This process will start as soon as the project is identified and agreed with the client.

3.2. Inputs

- Contract
- Statement of Work

4. Activities

4.1. Project Initiation

4.1.1. Identify the Scrum Master

- The Delivery Manager has to identify and assign the Scrum Master to the project based on the skills
- The Delivery Manager communicates the information through an email to the identified Scrum Master.

4.1.2. Initiate the PIN (Project Initiation Note)

- The Scrum Master Creates the Project Initiation Note which includes the scope, resources, customer expectations etc.
- Submits the PIN to Delivery Manager for approval.
- Identify the team required for the project and request the HR to assign the team based on the skills required and the availability of the resources.

4.1.3. Check the suitability or Risks with the Agile Life Cycle

- Scrum Master will use the Agile Readiness Checklist to ascertain agile readiness, document the action items and track the same to closure.
- Potential Risks will be identified tracked in the Risk Management Tracker.

4.1.4. Conduct Project Kick off Meeting

- Conduct the project kick off meeting with all the stakeholders and walkthrough the project objectives, scope and expectations.

- Get the commitment or feedback from the stakeholders.

- Send the Minutes of Meeting with all the stakeholders on what is been discussed and any action items came out form the meeting.

4.2. Project Planning

4.2.1. Define the project plan

- The Scrum Master defines the project plan using the Template provided in the ePAL. The plan includes the following details
  - o Scope
  - o Resources
  - o Skill
  - o Technology
  - o Timelines
  - o Goals
  - o Risks
  - o Stakeholders
  - o Communication
  - o Milestones
  - o Trainings
  - o Data Management
  - o Configuration management etc.,
  - o Life cycle
- The project plan has to be shared with the delivery manager for their review feedback and approval.
- If there is any tailoring the scrum master has to identify and get the approved by the OPG SPOC also as it impacts the compliance with the ePAL.
- Identify the project risks to ensure that they are appropriately managed to avoid the impact on the project objectives.

4.2.2. Define the Release plan

- Scrum Master should conduct a meeting with the product owner, Team and any other SME as required. The objective of this meeting is to come out with the release timelines and the functionality to be achieved in each of these releases.
- The first one or two sprints can be planned to capture the user stories and design

- o Product backlog
- o Architectural/design
- Identify the duration of each sprint i.e. duration of the sprint should be 1-2 weeks only
- A release plan represents a schedule for delivering one or more release to users
- Based on the product features come out with the number of sprints required for each release considering the velocity of the team (if already known).
- Develop the release plan including
  - o Release Dates
  - o Number of Sprints
  - o Sprint Start and End Dates
  - o User Stories to be developed in Each Sprint
  - o Definition of Done for each release

4.2.3. Review the project plan

- The project plan has to be reviewed by next level supervisor who is accountable for the project i.e., Delivery manager.
- The Reviewer has to verify for the following
  - o Adequacy of planning
  - o Constraints, assumptions
  - o Alignment with SOW
  - o Meeting the customer expectations
  - o Issues and Risks
  - o Stakeholders and their involvement
  - o Release plan
  - o Life cycle
  - o Tailoring
- The reviewer either can accept the project plan or provide his review feedback to the scrum master. Scrum Master based on the feedback will update the project plan and send it again for approval.
- The revision history has to be updated with the review details.
- Any significant changes during execution should also have to undergo for the review and approval.

5. Exit Criteria and Outputs

5.1. Exit Criteria

An exit criterion for this process is when the project plan is approved by the delivery manager and baselined.

5.2. Outputs

- Project Initiation Note
- Kick off Minutes of Meeting
- Project Plan Review Feedback
- Agile Readiness Checklist
- Approved Project Plan and approval email.
- Risk Tracker

6. References

- Templates
  - o Project Initiation Note
  - o Agile Readiness Checklist
  - o Minutes of Meeting
  - o Project Plan
- Guidelines
  - o Project Planning Guidelines
  - o Agile Methodology Guidelines
- Procedure
  - o Sprint Management Procedure
  - o Sprint Development Procedure
  - o ePathUSA_Policy