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**Project Management Plan**

Version No: 1.0

Date: May 03, 2017

**Revision History**

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| --- | --- | --- | --- | --- | --- |
| Version | Date | Prepared by / Modified by | Change Summary | Approved By | Approved On |
| 1.0 | May 02, 2017 | Sridhar | First Draft Made | Anitha T G | May 17, 2017 |
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# Project Overview

Enter the Basic details about the project

|  |  |  |  |
| --- | --- | --- | --- |
| Project Start Date |  | **Estimated Effort (Hours)** |  |
| Project End Date |  | **Estimated Size** | KLOC/FP/Story Points or refer to product backlog |
| Project Duration |  | **Peak team Size** |  |
| Execution Model | Agile / Waterfall / Service etc., | **Project Domain** |  |
| Project Type | Development / Maintenance / Service | **Technologies** |  |
| Client Name |  | **Scrum Master** |  |

# Scope

The scope of the project could include

* Project Overview
* Assumptions
* Out of Scope
* Features
* Applications
* Deliverables
* Milestones
* Availability (24/7, Locations etc.,)
* Service Levels

# Team Charter

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Responsibilities** | **Member** | **Skills Expected** |
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# External Stakeholders

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| --- | --- | --- | --- | --- |
| Name | Role | Responsibilities | Email ID | Communication Details (Mobile No. / Voice Msg. No.) |
|  | Product Owner | * Provide Requirements * Prioritization, Changes |  |  |
|  | Project Coordinator | * Interface between Vendor and customer |  |  |
|  | Third Party / Sub Contractor |  |  |  |

# Project Environment

Mention the project environment including the development and production environment. The environment includes hardware, software, OS, database, Servers etc.

|  |  |  |  |
| --- | --- | --- | --- |
| **Development Environment** | | **Production Environment** | |
| **Hardware** |  | **Hardware** |  |
| **Software** |  | **Software** |  |
| **Servers** |  | **Servers** |  |
| **Tools & IDEs** |  | **Tools & IDEs** |  |
| **Operating System** |  | **Operating System** |  |
| **Others (if Any)** |  | **Others (if Any)** |  |

# Hardware and Software Resource Plan

Mention the project environment including the development and production environment. The environment includes hardware, software, OS, database, Servers etc.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **H/W or S/W Name** | **Qty Reqd.** | **Specification** | **By When** | **Owner** | **Remarks** |
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# Project Life Cycle

Define the project life cycle including the phases, tasks, deliverables etc.

# Tools

Mention the tools used by the project and the purpose of the tools.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Tools Planned** | **Rationale for using the Tool** | **Required Date** | **Remarks** |
| User Story Management |  |  |  |  |
| Design |  |  |  |  |
| Development |  |  |  |  |
| IT/ST/RT |  |  |  |  |
| Process Automation |  |  |  |  |
| Configuration Management |  |  |  |  |
| Others |  |  |  |  |

# Dependencies, Assumptions and Constraints

|  |  |  |
| --- | --- | --- |
| **Category** | **Description** | **Source** |
| <Dependency / Assumption / Constraint> |  |  |
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# Training Plan

Provide the reference to the training plan which is created to address the gaps as well as to meet the project and organization requirements.

# Project Monitoring

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| --- | --- | --- |
| **Project Monitoring Review** | **Frequency** | **Remarks** |
| Daily Stand-up |  |  |
| Sprint Review |  |  |
| Demo |  |  |
| Retrospection |  |  |
| Project Monthly Management Review |  |  |
| Weekly team review |  |  |
| Other |  |  |

# Risk Management Plan

Provide the reference to the Risk Management plan which is created to address the risks identified by the projects and needs to be tracked with appropriate actions. The project has to identify the risks/ update the risks at multiple instances as below

* New Risks: Project initiation, Every sprint
* Monitoring / Revisiting Risks: daily stand up meeting / sprint beginning and end
* High and Open risks shall be discussed during senior management review.

# Verification Plan

Mention the verification activities done in the project based on the applicable scope and life cycle.

|  |  |  |  |
| --- | --- | --- | --- |
| Phase | Deliverable | Verification Type  (*Review / Unit Testing / QA Testing)* | Acceptance Criteria |
|
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# Validation Plan

Mention the Validation activities done in the project based on the applicable scope and life cycle.

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| --- | --- | --- | --- |
| Phase | Deliverable | Validation Type  *(Onsite reviews with Client / Prototypes / Simulation/POC/UAT / SIT)* | Acceptance Criteria |
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# Release Plan

The project will have multiple releases and each release can have a single sprint or multiple sprints depending on the delivered functionality. The Scrum master will discuss with product owner on the release plan and agree on the deliveries as well as timelines. Team will discuss and come out with the sprints required in each release to deliver the functionality as agreed with the customer.

Refer to the project workbook for the detailed release plan for the project.

# Configuration Management Plan

| Configuration Items | Approach for Configuration Management |
| --- | --- |
| *<verify and update the list mentioned below based on the project requirements>*   * Contract, Requirement Specification, * Functional Specification * Design * Test Plans * Test Scripts * Installation Scripts * Test Cases * Test Reports * User Manuals * Project Plan * Source code * Standards, templates, guidelines and customized checklists * Customer supplied material | <*Verify and update the configuration management approach below based on project requirements>*   * Naming and versioning   + Each CI should be identified through a unique numbering scheme, which also conveys the version number. * Change management   + Based on the description of change, the impact analysis should be carried out by the team identified by the PM. The team can consist of one or more members   + The list of work products, which are getting affected because of this change, should be identified and the results of impact analysis should be recorded in the Change Control Register (CCR)   + Approval authority for changes to Requirements should be DM and for all other work products PM, should be the approval authority. |

Access rights for the folders created for the projects are given as below.

| **Directory** | **PM** | **PL** | **SM** | **TM** | **Others** |
| --- | --- | --- | --- | --- | --- |
| Controlled Items (High Sensitivity Items) | RWD | RW | RW | - | R |
| Controlled and Managed Items (Medium Sensitivity) | RWD | RW | R | - | R |
| Managed Items (Low Sensitivity) | RW | RW | - | RW | - |

Mention the baselines created in the project and list of configuration items that were part of the baseline.

| Baselines | Configuration Item |
| --- | --- |
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Mention the configuration audit plan. Frequency of conducting the configuration audits as below

* One in every quarter
* Before Major release

**Backup and Recovery**

| Back Up | Items | Responsibility | Frequency | Tools | Media |
| --- | --- | --- | --- | --- | --- |
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# Tailoring

| Phase/Activity/Procedure/Forms | Description of Tailoring | Reasons |
| --- | --- | --- |
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# Escalation Plan

| Issue / Category | Condition / Threshold | Escalated To |
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# Communication Plan

| Stakeholder | Vehicle / Medium | Frequency | Communicators |
| --- | --- | --- | --- |
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# Project Objectives and Metrics

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| --- | --- | --- | --- | --- |
| # | Metrics | Organizational Norm | Project Norm | Remarks |
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# Internal Audits

The project will be audited as per the plan prepared by the OPG team at the organization level and communicated to the project manager in advance.

# Metrics Data and Analysis

The project will do the metrics analysis at the end of every sprint and submit the analysis results to OPG team once in every quarter. The analysis will be reviewed with the management during the monthly management reviews.

| Data | Source |
| --- | --- |
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Mention the different analysis techniques used by the project for understanding the trends and patterns in the metrics.

* Run charts
* Pareto chart
* Pie chart
* Bar chart etc.

# Decision Analysis and Resolution

Below are the situations where the project will identify the need for doing the forma Decision Analysis and as required apply the decision approach for taking the decision. The criteria for DAR includes

* Purchasing any items
* Technology decisions
* Architecture selection
* Procuring tools
* Using Reusable / COTS components etc.

# Third Party Requirements

Plan for the third-party requirements if any required by the project to meet the project objectives. The plan should include

* Requirements (Product or Service) from the third party
* Expectations from the project
* Budget allocated
* Constraints to be considered
* Services levels expected
* Legal compliance if required