

SWEN90016

Software Processes & Project Management

Christoph Treude

School of Computing and Information Systems

The University of Melbourne

christoph.treude@unimelb.edu.au

2023 – Semester 1

Week 4



[1] Schwalbe, K., 2016. Information technology project management. Australia: Cengage Learning.

- This is a textbook.
- You can access this online as an e-book through the University of Melbourne library.
- Focus on pages 158-162, some others are relevant.

[2] Project Management Institute 2017. A guide to the project management body of knowledge (PMBOK guide). 6th ed. Newtown Square, PA: Project Management Institute.

- Pages 82-89.

Intended Learning Objectives

Module 8 – Project Management Plan.

Module 9 – Stakeholder Management.

Module 10 – Communication Management.

Project Management Plan (Formal)

Almost every organisations will have it's own “*version*” of a Project Management Plan (PMP), however the reasons they have and use them are the same.

A PMP is a formal approved document that defines how the project is executed, monitored and controlled. It may be a summary or a detailed document. [2, page 83]

It is a document that is owned, controlled and populated by the Project Manager and is used throughout the project.

A good PMP provides the required level of detail across key project components and is the one source of truth for all parties involved across the project.

Project Charter V Project Management Plan

A Project Charter is a summary project proposal to secure approval for the project goals and terms (useful as part of Business Case). [see 2, p.155]

A PMP is an approved document showing how to achieve the approved project goals / benefits and provides the details on how to execute and manage the project (used as part of mobilisation and on-going management of the project). [see 2, p.158]

Simple Project Charter

Project Name: [Text Box]

Target Date: [Date]

Project Description: Write out the project description here. Write out the project description here. Write out the project description here. Write out the project description here. Write out the project description here.

Item	Quantity	Rate	Total
Resources			
Equipment			
Budget			
Total			

Project Team

- Person 1 – Project Manager
- Person 2 – Team Lead
- Person 3 – Analyst
- Person 4 – Developer
- Person 5 – Quality
- Person 6 – Trainer
- Person 7 – Other
- Person 8 – Other
- Person 9 – Other
- Person 10 – Other

Milestone 1
[Description of what will be accomplished on this milestone]

Milestone 2
[Description of what will be accomplished on this milestone]

Milestone 3
[Description of what will be accomplished on this milestone]

Project Management Plan - Template

Section 1 - Introduction

1.1 Purpose

The purpose of this plan is to provide the project manager with a template for the project management plan. The project manager is responsible for the project and for ensuring that the project is completed on time, within budget, and to the satisfaction of the sponsor. The project manager is also responsible for ensuring that the project is completed in accordance with the project management plan.

1.2 Scope

The project is to develop a new software application. The project will involve the design, development, testing, and deployment of the application. The project will also involve the training of users and the ongoing support of the application.

1.3 Objectives

The objectives of the project are to develop a new software application that meets the requirements of the sponsor, to complete the project on time, within budget, and to the satisfaction of the sponsor.

1.4 Deliverables

The deliverables of the project are the software application, the project management plan, the project status reports, and the project closure report.

1.5 Risks

The risks of the project are the possibility of delays, the possibility of budget overruns, and the possibility of user resistance.

1.6 Assumptions

The assumptions of the project are that the sponsor will provide the necessary resources, that the project manager will have the necessary authority, and that the project team will be committed to the project.

1.7 Constraints

The constraints of the project are the time, budget, and resources available for the project.

1.8 Stakeholders

The stakeholders of the project are the sponsor, the project manager, the project team, and the users of the application.

1.9 Communication

The communication plan for the project is to hold regular meetings with the sponsor, the project manager, and the project team. The project manager will also provide regular status reports to the sponsor.

1.10 Approval

The project management plan has been approved by the sponsor and the project manager.

Primary Use: Summary (few pages) of key information used to communicate, engage, gain buy-in and obtain approvals.

Primary Use: Detailed document used to establish and manage the project. Defines all key items the project needs to consider.

What does a PMP contain?

Powered by  **Poll Everywhere**

Start the presentation to see live content. For screen share software, share the entire screen. Get help at pollev.com/app

Project Management Plan (Formal)

A typical PMP consists of all / or most of the following categories.

- *Project Information*
 - Executive Summary
 - Financial Authority to proceed
 - Key Stakeholders
 - Scope
 - Delivery approach / SDLC - Waterfall or Agile
 - Resources / People
 - Key Milestones
 - Project Budget
 - Lessons learned applied to this project
 - Constraints

Project Management Plan (Formal)

And.....

- *Project Governance*
 - Roles and Responsibilities
 - Mandatory Project Planning / Key Additional Activities
 - Schedule
 - Risk Management
 - Cost Estimation
 - Quality Assurance
 - Configuration Management (Change Management)

The PMP is a large multi-page document that takes time to prepare, review and complete. Multiple people (subject experts) are involved and prepare the specific details. The Project Manager coordinates all items and has ultimate accountability for the quality and final outcome.