

SWEN90016

Software Processes & Project Management

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MELBOURNE Some References Used

[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.

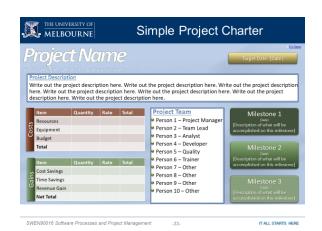
A good PMP provides the required level of detail across key project components and is the one source of truth for all parties involved across the project.



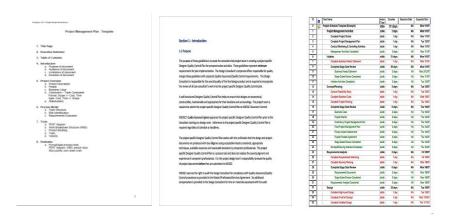
Project Charter V Project Management Plan

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]



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?



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)

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- 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.