****

**Project Development Plan**

**Bluetooth Android Intern Project**

**ABB Inc.**

**7051 Industrial Blvd.**

**Bartlesville, OK 74006**

**May 22, 2013**

**TABLE OF CONTENTS**

[Introduction 2](#_Toc332219291)

[Project Management Approach 2](#_Toc332219292)

[Project Scope 3](#_Toc332219293)

Change Management Plan 3

[Communications Management Plan 3](#_Toc332219297)

[Procurement Management Plan 6](#_Toc332219299)

[Project Scope Management Plan 6](#_Toc332219300)

[Schedule Management Plan 6](#_Toc332219301)

[Quality Management Plan 9](#_Toc332219302)

[Risk Management Plan 11](#_Toc332219303)

[Risk Register 11](#_Toc332219304)

[Staffing Management Plan 12](#_Toc332219305)

[Cost Baseline 12](#_Toc332219307)

[Quality Baseline 12](#_Toc332219308)

[Sponsor Acceptance 13](#_Toc332219309)

**INTRODUCTION**

Half of ABB’s G4 devices are all able to be monitored via the internet, the remaining half do not have this capability and therefore must be connected to locally. The field technicians that monitor the latter half of these G4 devices do so by linking their PCCU running system to the G4 device with a male to male USB. Harsh weather and physical obstacles make doing this difficult or in some cases impossible. To remedy this issue ABB’s research and development (R&D) team will develop an Android application that connects the field technician to a local G4 device via Bluetooth and displays the readings necessary to meet marketing requirements.

**PROJECTMANAGEMENT APPROACH**

The Project Manager, Blaine Tiernan, has the overall authority and responsibility for managing and executing this project according to this Project Plan. The project manager is guided by Program Managers Scott Cain and Terry Cox. The marketing requirements have been provided by the Product Manager, Elaine McEwen The project team will consist of Lead Software Developer Lee Easton, and Software Developer Jeff Sczinski and Victoria Som de Cerf. The project manager will work with all resources to perform project planning. All funding decisions will also be made by the program managers Terry Cox or Scott Cain. The project manager is responsible for communicating with each of the software engineers on progress and performance directly.



**PROJECT SCOPE**

The scope of this project is to allow the local transmission of readings from the Totalflow G4 devices that are not networked to an android device with the **ABB Totalflow app** through a Bluetooth connection. The application shall be designed and tested to ensure that all marketing requirements are met. It shall present each of the data points defined in the marketing requirements with the ability to turn on or off data points for display. It shall also provide an additional screen with a user defined set of data points not listed in the marketing requirements. The app shall have a general settings page for general configurations settings such as communication settings for Bluetooth. The Project Plan is a living document that will continue to evolve throughout the life of the project.

**CHANGE MANAGEMENT PLAN**

The following process will be undertaken for project change:

Step #1: Identify the need for a change (Any Person Relevant to the Project)

Step #2: A ‘Change Request’ form must be filled out and deliverd to the project team as well as the project manager.

Step #3: The Project Manager, Blaine Tiernan, will bring the document to Scott Cain and Terry Cox to determine if the desired modification is relevant enough to investigate.

Step #4: If the change remains relevant Blaine Tiernan will bring the document to Bruce Sievers and possible modification options will be discussed.

Step #5: If an option is selected the change will be implemented and the project scope will be revised with the modification. All changes will be recorded by the project manager.

**COMMUNICATIONS MANAGEMENT PLAN**

This Communications Management Plan sets the communications framework for this project. It will serve as a guide for communications throughout the life of the project and will be updated as communication requirements change.

The Project Manager will take the lead role in ensuring effective communications on this project. The communications requirements are documented in the Communications Matrix below. The Communications Matrix will be used as the guide for what information to communicate, who is to do the communicating, when to communicate it, and to whom to communicate.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Communication Type | Description | Frequency | Format | Participants/ Distribution | Deliverable | Owner |
| Weekly Status Report | Email Summary of Project Status | Weekly | Email | Project Team | Status Report | Project Manager |
| Weekly Project Team Meeting | Meeting to review action register and status | Weekly  (Tuesdays) | In Person | Project Team | Updated Action Register | Project Manager |

Project team directory for all communication is:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Title | E-mail | Office Phone | Cell Phone |
| Blaine Tiernan | Project Manager | Blaine.tiernan@okstate.edu | ---------------------- | 918-760-6146 |
| Lee Easton | Software Developer | leeee@okstate.edu | ---------------------- | 918-521-6832 |
| Jeff Szcinski | Software Developer | jeffski@ostatemail.okstate.edu | ---------------------- | 918-344-0272 |
| Victoria Som de Cerff | Software Developer | [vsomdecerff@gmail.com](mailto:vsomdecerff@gmail.com) | ----------------------- | 918-720-8182 |

The Action Register, Weekly Status Reports and any other document relevant to the group shall be located on the G:\ drive and accessible to any employee of ABB internationally. This will grant the whole of the project team a means by which to keep up with the direction the project is headed whether at work or ill and away. The ABB SharePoint site will also be used as a similar resource to host all relevant group documents so as to be viewed whenever needed.

Meetings:

The Project Manager shall notify each group member personally either in conversation or by email previous to any meeting. Meetings can be called at any time from 8:00 am to 5:00pm during the work week due to the proximity of group members and having identical work schedules. Holidays are an exception. During summer hours meetings can be called any time Monday through Thursday from 7:30am to 5:30 pm, and on Friday from 7:30am to 11:30pm. All group members are expected to be present for each meeting, if someone cannot do this the project manager must be informed and he will decide to either reschedule or press on without the missing persons and catch them up at a later date personally. All attendees are expected to gainfully contribute to the meeting by preparing sufficient material ahead of time and sharing this material during the meeting. A brief informal daily meeting can be expected to occur near the start of each shift to commend accomplishments and prepare the project team for upcoming milestones and expected deliverables. These daily meetings are to be attended by the project team and lead by the project manager.

Informal Communications:

While informal communication is a part of every project and is necessary for successful project completion, any issues, concerns, or updates that arise from informal discussion between team members must be communicated to the Project Manager so the appropriate action may be taken. All members of the project team are linked and can be contacted at any hour by the ‘Group Me’ phone application. Meetings called via this application are mandatory to attend. If this cannot be done then the absentee must connect to the rest of the team through either Skype or Google Hangout to ensure the meetings contents are presented to everyone.

**PROCUREMENT MANAGEMENT PLAN**

The Project Manager will provide oversight and management for all procurement activities under this project. The Project Manager is authorized to approve all procurement actions up to $0.00. Any procurement actions exceeding this amount must be approved by Scott Cain or Terry Cox.

While this project requires minimal or no procurement, in the event procurement is required, the Project Manager will work with the project team to identify all items or services to be procured for the successful completion of the project.

In the event a procurement becomes necessary, the Project Manager will be responsible for management any selected vendor or external resource. The Project Manager will also measure performance as it relates to the vendor providing necessary goods and/or services and communicate this to the purchasing and contracts groups.

**PROJECT SCOPE MANAGEMENT PLAN**

Scope management for this project will be the sole responsibility of the Project Manager. The scope for this project is defined by the Scope Statement and the Work Breakdown Structure (WBS). The Project Manager, Scott Cain and Terry Cox, any stakeholders, and Team Members will establish and approve documentation for measuring project scope which includes deliverable quality checklists and work performance measurements.

Proposed scope changes may be initiated by the Project Manager, Stakeholders or any member of the project team. All change requests will be submitted to the Project Manager who will then evaluate the requested scope change. Upon acceptance of the scope change request the Project Manager will submit the scope change request to the Program Managers, Scott Cain and Terry, for acceptance.

The Project Manager is responsible for formally accepting the project’s final deliverable. This acceptance will be based on a review of all project documentation, testing results, beta trial results, and completion of all tasks/work packages and product functionality.

**SCHEDULE MANAGEMENT PLAN**

The following will be designated as milestones for all project schedules:

* Gate 0:
  + Business Plan and Product Concept

1. Product Concept/Vision
2. Product Portfolio
3. Key Markets
4. Migration Strategy
5. Competitive Analysis
6. Market Size, Share and Volume
7. Return on Investment

* Gate 1:
  + Marketing Requirements Specification
* Gate 2:
  + Technical Requirements Document

1. Detailed product requirements based on Marketing Requirements Specification
2. High level architectural solution (Hardware, Software, Mechanical, …)
3. Traceability back to Marketing Requirements Specification
4. Architectural trade-offs
   * Product Development Plan
5. Development strategy
6. Resource requirements
7. Detailed schedule
8. Development costs
9. Project risks & mitigation plan
10. Gate model deviation requests/approval
    * Intellectual Property Research Document
11. Prior art search report

* Gate 3:
  + Software/Physical Design Specification
    1. Software/Physical Component Definition
    2. Detailed Design
    3. Design Trade-off Analysis
    4. Traceability to Technical Requirements Document
  + Intellectual Property Technical Definition Document
    1. Detailed Intellectual Property declaration
    2. Coordination with Legal for preliminary patent submission.
* Gate 4a:
  + Software
    - Code and unit testing
    - Integration testing (white box)
    - Software design verification testing (white & black box testing)
  + Compliance
    1. Formal compliance test plan/procedures
    2. Pre-compliance testing
  + Test Station
    1. Engineering Test Station Design
    2. Engineering Test Station Implementation
  + System/Quality Testing
    1. System Test Plan/Procedures (Black box testing – requirements)
    2. System Automation Test development.
* Gate 4b:
  + Compliance
    1. Formal Compliance Test Execution/Report
  + Test Station
    1. Production Test Station Implementation
  + System/Quality Testing
    1. System Verification Test Execution – Multiple iterations
    2. System Verification Test Report
  + Supply Chain
    1. Order First Article/Pre-production Quantities
    2. First Article Acceptance
  + Production
    1. Production Work Instruction Development
    2. Alpha/Beta Unit Build/Fabrication
* Gate 5:
  + Supply Chain
    1. Supply Chain Preparation for Full Release
  + Production
    1. Pre-Production Build and Preparation for Full Release

**Key Stakeholders in this project are as follows:**

* **Project Manager (Blaine Tiernan)**
* **Project Team (Jeff Szcinski, Victoria Som de Cerff, Lee Easton)**
* **Product Manager (Elaine McEwen)**
* **Program Managers (Scott Cain, Terry Cox)**
* **R&D Software Manager (Bruce Sievers)**
* **R&D Software Head (Raymond Crow)**
* **Field Technicians that take reading from G4 Devices**
* **Bluetooth dongle distributor**

**Roles and responsibilities for schedule development are as follows:**

The project manager will be responsible for facilitating work package definition, sequencing, and estimating duration and resources with the project team. The project manager will also create the project schedule using MS Project and validate the schedule with the project team, stakeholders, and the program managers. The project manager will obtain schedule approval from the Scott Cain and Terry Cox and baseline the schedule.

The project team is responsible for participating in work package definition, sequencing, duration, and resource estimating. The project team will also review and validate the proposed schedule and perform assigned activities once the schedule is approved. The project team is also responsible for any assigned deliverables during the development cycle.

The Scott Cain or Terry Cox will participate in reviews of the proposed schedule and approve the final schedule before it is base lined.

The project stakeholders may participate in reviews of the proposed schedule and assist in its validation.

**QUALITY MANAGEMENT PLAN**

All members of the project team will play a role in quality management. It is imperative that the team ensures that work is completed at an adequate level of quality from individual work packages to the final project deliverable. The following are the quality roles and responsibilities for the project:

The Program Managers are responsible for approving all quality standards for the project.

The Program Managers will review all project tasks and deliverables to ensure compliance with established and approved quality standards. Additionally, the Program Managers will sign off on the final acceptance of the project deliverable.

The Project Manager is responsible for quality management throughout the duration of the project.

The Project Manager is responsible for implementing the Quality Management Plan and ensuring all tasks, processes, and documentation are compliant with the plan. The Project Manager will work to establish acceptable quality standards. The Project Manager is also responsible for communicating and tracking all quality standards to the project team.

The remaining members of the project team, as well as the stakeholders will be responsible for assisting the Project Manager in the establishment of acceptable quality standards. They will also work to ensure that all quality standards are met and communicate any concerns regarding quality to the Project Manager.

Goals

Goal 1 – Increase defect containment

Goal 2 – Increase software reliability

Goal 3 – Decrease software defect density

Goal 4 – Increase software productivity

Measure areas

Delivered defects and delivered defects per size

Adherence to the schedule

Accuracy of estimates

Number of open customer problems

Times that problems remain open

Software reliability

Metric 1 - Effort estimation accuracy (EEA)

EEA = Actual project effort/estimate project effort

Metric 2 – Total Defect Containment Effectiveness (TDCE)

TDCE = Number of prerelease defects/(number of prerelease defects + number of post release defects)

Metric 3 – Failure Rate

FR = Number of failures/execution time

Metric 4 – Number of release defects (TRD)

TRD = Number of released defects/assembly –equivalent total source size

Metric 5 – Number of customer found defects

CRD – Number of customer found defects/assembly – equivalent source size

Metric 6 – Assembly equivalent total source size

SP = Assembly equivalent total source size/software development effort

**RISK MANAGEMENT PLAN**

The approach for managing risks for the project includes a methodical process by which the project team identifies, scores, and ranks the various risks. Every effort will be made to proactively identify risks ahead of time in order to implement a mitigation strategy from the project’s onset. The most likely and highest impact risks were added to the project schedule to ensure that the assigned risk managers take the necessary steps to implement the mitigation response at the appropriate time during the schedule.

Upon the completion of the project, during the closing process, the project manager will analyze each risk as well as the risk management process. Based on this analysis, the project manager will identify any improvements that can be made to the risk management process for future projects. These improvements will be captured as part of the lessons learned knowledge base.

# Risk Register

The strategy used to assess each risk Quantitatively and Qualitatively simply organizes each risk by size taking into account an integer value from 1 to 5 (5 being the most problematic) to address each risks impact to the schedule, scope, budget and quality. Then those values are added and multiplied by an estimated likelihood (scaled 0-100%) that the risk actually occurs or becomes a problem. The resultant value can be as low as 0 and as high as 20. Risks scoring higher on this chart require more attention and should be handled before addressing the lower scoring risks. After each risk is quantified a mitigation technique must be recorded and implemented to ensure that each risk impacts the resultant product as little as possible. As a project progresses the status of different risks change from ‘Open’ to ‘In Progress’ to ‘Closed,’ the Status column is used to identify which stage each risk is currently on.

Below is an example of how the chart looks.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Risk Description | Schedule Impact | Scope  Impact | Budget  Impact | Quality Impact | Total  Impact | Likelihood Mutliplier | Quantitative Risk Value | Status | Mitigation |
|  |  |  |  |  | 0 |  | 0 |  |  |
|  |  |  |  |  | 0 |  | 0 |  |  |

**STAFFING MANAGEMENT PLAN**

Staffing requirements for the project include the following:

Project Manager (1 position) – responsible for all management for the project. The Project Manager is responsible for planning, creating, and/or managing all work activities, variances, tracking, reporting, communication, performance evaluations, staffing, and internal coordination with functional managers.

Lead Software Engineer (1 position) – responsible for oversight of all coding and programming tasks for the project as well as ensuring functionality is compliant with quality standards. The Lead Software Engineer is responsible for individually developed code as well. Responsible for working with the Project Manager to create work packages, manage risk, manage schedule, identify requirements, and create reports. The Senior Programmer will be managed by the Project Manager who will provide performance feedback to the functional manager.

Software Engineer (2 positions) – responsible for coding and programming for the project. All coding and programming tasks will be reviewed by the Lead Software Engineer prior to implementation. Responsibilities also include assisting with risk identification, determining impacts of change requests, and status reporting. The Software Engineer will be managed by the Project Manager and feedback will be provided to the functional manager for performance evaluations by the Project Manager and Lead Software Engineer.

**COST BASELINE**

The cost baseline for the project includes all budgeted costs for the successful completion of the project. These costs are exclusively wage oriented since all of the testable components can be obtained without cost or borrowed temporarily for free.

$21.00 per hour, + ZeroChaos’ 18% of the hourly = $24.78 per hour.

4 Intern Engineers working 8 weeks at 40 hours per week.

The overall cost baseline for scoped project completion is $31,718.

**QUALITY BASELINE**

The project must meet the quality standards established in the quality baseline. The quality baseline is the baseline which provides the acceptable quality levels of the project. The software must meet or exceed the quality baseline values in order to achieve success.

Android application must link through Bluetooth and stay connected to the G4 device for the entire duration of information transfer.

Android application must be able to stay connected as long as the user is within a 20ft range of the G4 device.

Android application must be able to operate smoothly without crash.

**SPONSOR ACCEPTANCE**

Approved by the Program Managers:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scott Cain

Program Manager

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Terry Cox, PMP

Program Manager