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| Project Plan | | | | | |
| **Project Name**:  Timesheet and leave Management  System |  | **Project Team**:  Sushma Adepu  Anusha Bestha  Lakshmi Thammishetty  Jyoti Behera  Sumanth Tadikonda | | | |
|  |  | **Date Opened**:  29/5/2014 | |  | **Date Closed**:  24/7/2014 |
|  |  |  | |  | **Status**:  Started |
| **Background** | | |

The scope of Timesheet and leave management project includes the planning, design, development, testing. This software will meet or exceed organizational software standards and additional requirements established in the project charter.  The scope of this project also includes completion of all documentation, manuals. Project completion will occur when the software and documentation package has been successfully executed.

**Methodology**

Getting Started, We will be using Crystal Clear Methodology.

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| **Milestone List** |  |
| **Milestone** | **Description** | **Date** | **Status** |
| Initiation and Planning | Selecting team members and Project Planning. | 05/29/2014 | Completed |
| Complete Requirements Gathering | All requirements for Timesheet and leave management system must be determined to base design upon | 06/05/2014 | Completed |
| Complete Timesheet and Leave Management Design | This is the theoretical design for the software and its functionality | 06/12/2014 | Initiated |
| Complete Timesheet and Leave Management Coding | All coding and unit testing completed resulting in software prototype | 07/10/2014 | Pending |
| Complete Timesheet and Leave Management Testing and Debugging | All functionality tested and all identified errors corrected | 07/17/2014 | Pending |

**Communication** **Plan**

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| **Communication Type** | **Description** | **Frequency** | **Format** | **Participants** | **Deliverable** |
| Weekly Status Report | Email summary of project status | Weekly | Email,IM | Project Sponsor, Team and stake holders | Status Reports |
| Weekly Project Team Meeting | Meeting to review action register and status | Weekly | In Person | Project Team | Updated Action Register |
| Project Monthly Review (PMR) | Present metrics and status to team and sponsor | As Needed | In Person | Project Sponsor, Team, and Stakeholders | Status and Metric Presentation |
| Project Gate Reviews | Present closeout of project phases and kickoff next phase | As Needed | In Person | Project Sponsor, Team and Stakeholders | Phase completion report and phase kickoff |
| Technical Design Review | Review of any technical designs or work associated with the project | As Needed | In Person | Project Team | Technical Design Package |

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| **Contacts**   |  |  |  | | --- | --- | --- | | **Project Member Name** | **Email** | **Role** | | Sumanth Tadikonda | [sstadiko@neiu.edu](mailto:sstadiko@neiu.edu) | Project Manager | | Anusha Bestha | [abestha@neiu.edu](file:///C:\Users\Sumanth\Downloads\abestha@neiu.edu) | Engineering manager | | Sushma Adepu | <smadepu@neiu.edu> | Programmer | | Vasundhara Thammishetty | [lthammis@neiu.edu](mailto:lthammis@neiu.edu) | Programmer | | Jyothi Behera | [jbehera@neiu.edu](mailto:jbehera@neiu.edu) | Programmer | |  |
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