**© 2015 – Foxes Team**

<http://foxes.info.vn>

**Abstract**

Purpose of this document, keep it’s as short as possible.  
You also can make it stay on multiple lines, but don’t do it regularly.

**Master Plan**

**Foxes Project**

**Table of Contents**

[1. Introduction 3](#_Toc428084415)

[1.1. Purpose 3](#_Toc428084416)

[1.2. Scope 3](#_Toc428084417)

[1.3. Audience 3](#_Toc428084418)

[1.4. Project Centralized Document Repository 3](#_Toc428084419)

[1.5. Document Maintenance 4](#_Toc428084420)

[1.6. Acronyms 4](#_Toc428084421)

[2. Overview about Project 4](#_Toc428084422)

[2.1. Project Objectives 4](#_Toc428084423)

[2.2. Project Scope 4](#_Toc428084424)

[3. Project Planning 5](#_Toc428084425)

[3.1. Scope Management 5](#_Toc428084426)

[3.2. Cost Management 7](#_Toc428084427)

[3.3. Quality Management 7](#_Toc428084428)

[3.4. Risk Management 8](#_Toc428084429)

[3.5. Communication Management 8](#_Toc428084430)

[3.6. Configuration Management 8](#_Toc428084431)

[3.7. Project Assumptions and Constraints 8](#_Toc428084432)

[4. Project Execution 9](#_Toc428084433)

[4.1. Project Management Plan Execution 9](#_Toc428084434)

[4.2. Information Distribution 9](#_Toc428084435)

[5. Project Control 10](#_Toc428084436)

[5.1. Integrate Change Control 10](#_Toc428084437)

[5.2. Scope Change Control 10](#_Toc428084438)

[5.3. Schedule Control 10](#_Toc428084439)

[6. Project Schedule 11](#_Toc428084440)

[Revision 12](#_Toc428084441)

# Introduction

## Purpose

*The purpose of the Master Project Management Plan is to capture ‘how’ the project will be managed throughout the project life cycle.*

*The purpose of the Master Project Management Plan (MPP) document is to provide the project stakeholders with an approved working guide for how the SPMP Project will manage the project. The MPP describes how to manage the activities of the SPMP Project, the prime contractor, and other supporting organizations throughout the project life cycle phases to ensure a timely, efficient, and effective system acquisition as defined in the Project Charter.*

## Scope

*• This Master Project Management Plan identifies the activities, processes, and procedures used to manage Project. Define the parameters that this plan encompasses.*

*• The MPP describes the overall purpose and scope of the MPP as a document. It provides how the Project office will be organized, staffed, and describes who the project stakeholders are. The MPP further details the methodology for project management that will be employed for each project life cycle phase, as well as a brief description of each of the component plans of the MPP.*

## Audience

*List people who should read this document.*

## Project Centralized Document Repository

*Refer to the WorkSite repository located at Dropbox for all project-specific documentation. If the project is not using WorkSite, indicate the location of the project’s electronic document repository as well as the project’s hardcopy library. If the project is using a tool to track staff information and the staffing profile, indicate the name and location of the tool.*

## Document Maintenance

*This document will be reviewed annually and updated as needed, as a project proceeds through each phase of the system development life cycle. Lessons learned as a result of continuing staff management efforts will be captured at the end of each project phase and used to improve project and OSI standards. If the document is written in an older format, the document should be revised into the latest OSI template format.*

## Acronyms

*Acronym Description*

# Overview about Project

## Project Objectives

*This paragraph shall describe project object.*

## Project Scope

### In scope

*This paragraph shall describe what is in scope of Software Process Management project.*

### Out of scope

*This paragraph shall describe what is out of scope of Software Process Management project.*

### Success Criteria

*This paragraph shall describe success criteria.*

# Project Planning

## Scope Management

### Scope Statement (\*)

*The scope of the Software Process Management project is to procure and implement a centralized, integrated information management system at Dropbox to ensure that conditions are monitored and tracked according to program guidelines that meet the intent of the Project.*

*The scope of the Software Process Management Project is to:*

*• Secure and retain project approval and funding*

*• Define business requirements for the Software Process Management*

*• Upgrade facilities to implement Software Process Management*

*• Ensure Verification and Validation, and Independent Project Oversight are performed*

*• Procure a vendor to design, customize, test and implement the Software Process Management, and the needed interfaces to and from existing OSI systems*

*• Ensure the program organization and staff are prepared for the Software Process Management implementation*

*• Retire the previous system(s) software and documentation components*

*• Complete the Software Process Management Post Implementation and Evaluation Report*

*The scope of the project does not include:*

*• Exploring non-automated solutions, due to the court order.*

*• Installing the system at locations other than Dropbox.*

*• Providing functions outside those required*

### Scope Management

*The Software Process Management project scope will be managed through the various management plans, project documents, reviews, and change control processes established throughout the project’s phases. The project plans will be developed to ensure that the project scope baseline is maintained and consistent. Project documents will be reviewed to ensure the scope as establish in the Software Process Management Project Charter, Feasibility Study Report, and in this Project Management Plan is not inadvertently altered or changed. The project scope will primarily be managed through the project’s scheduled reviews such as Weekly Status Meetings, Bi-Weekly Vendor Meetings, and monthly Steering Committee Meetings, and through the change control process. Communication will play a key role in scope management. The project has establish several forms of verbal and written communication described in the Software Process Management Communication Plan to ensure stakeholders, sponsors, executive management, team members, external agencies, and vendors involved in the Software Process Management project have a clear understanding of the project scope. There are so many elements that could affect a project’s scope within a project that the very nature of scope dictates that its management is integrated in all aspects of the project. Although the objective is to have little or no change to the project scope, some changes should be anticipated. In the event that scope changes occur, the changes will be identified through the Change Control process established in the Software Process Management Configuration Management Plan. As changes to technical and business requirements, hardware, software, documents, and system design are identified, the impact to the project’s scope will be assessed and addressed during the formal Change Control process. Scope changes will be classified as internal or external, and project-level or management-level. The following defines what constitutes an internal versus external scope change:*

*• Internal Scope Change – Change that is generated or results within the Software Process Management project organization and structure within the OSI. Examples are changes in business policies, OSI policies, functionality, technical design, resources, etc.*

*• External Scope Change – Change that is generated or results from entities external to the Software Process Management project organization and structure. These changes may be generated or result from external control agencies, legislation, court orders, State mandates and policy, public sector, or environment.*

*• Both the Software Process Management Team and the Software Process Management Vendor will identify any potential internal scope changes. Any external scope changes will be identified through the Executive Steering Committee, Project Director, sponsors, and the Software Process Management Project Managers.*

*• The project-level scope changes, internal or external, are considered those changes that meet the established criteria and can be approved by the Project Change Control Board as described in the Configuration Management Plan. Management-level scope changes, internal and external, will constitute those changes that require the approval of the Management or Steering Committee Change Control Board as described in the Configuration Management Plan.*

*3.2. Time Management*

*• Time Management Plan includes the processes required to accomplish timely completion of the project. Time Management processes would be the schedule development, management and control throughout the project life cycle.*

*• The Time Management Plan of the project centers on the overall project schedule. The Software Process Management project used a top-down approach to develop the project work breakdown structure that was used as the foundation for the development of the overall project schedule. The project consists of six major parts 1) Infrastructure Upgrades; 2) Data Center Implementation; 3) Software Process Management Vendor Development; 4) OSI Management; 5) Verification and Validation; and 6) Independent Project Oversight Consultant as shown in the work breakdown structure, Appendix A. These six major parts were then broken down further into the major activities that make up each of these parts. With the exception of the Software Process Management Vendor Development activities, all the major activities were broken down into subordinate activities and finally down to the task level. Each of the Software Process Management Team members was then assigned specific areas to identify the activities and tasks in their respective areas. The schedule provided by Software Process Management Vendor was used to establish the Software Process ManagementVendor Development part and the Data Center provided a schedule for the Data Center Implementation part.*

*• A combination of bottom-up and top-down approach was taken to establish the durations depending on the activity, task, or dependency. Through several iterations and alignment of activities and tasks, the overall Software Process Management project schedule was produced and established*

## Cost Management

*• Cost Management Plan is to ensure the project and its contractors will complete the project within budget. Cost management also includes analysis of options and issues to determine the potential effect on the project’s budget and operations.*

*• The Software Process Management Cost Management Plan will be provided as a separate plan and addresses the how project cost will be managed and controlled for the Software Process Management project*

## Quality Management

*• Quality Management Plan will define, measure, and improve the quality of the project’s processes and products in order to fulfill the success criteria. Quality management establishes the processes by which project products and processes must adhere to specified requirements and established plans throughout the project life cycle.*

*• The Software Process Management Quality Management Plan will be provided as a separate plan. The Software Process Management Vendor will provide a Quality Management Plan for their portion of the project as a deliverable product of the contract*

## Risk Management

*• The Risk Management Plan includes processes by which potential threats to project success are identified, mitigated, or eliminated. Risk considerations will include technical, management, solicitation and contracting, performance, budget resources, political, natural disasters, security etc. Risk management is an integral part of project management from project initiation through project completion.*

*• Refer to the Risk Management Plan for more information on risk management.*

## Communication Management

*• The Communication Management Plan includes processes by which project information is developed, maintained, and managed for both internal and external project stakeholders.*

*• Refer to the Software Process Management Communication Management Plan for more information on communication management.*

## Configuration Management

*• Configuration Management Plan establishes the processes by which system documentation items are defined, maintained, and managed.*

*• Refer to the Configuration Management Plan for more information on configuration management.*

## Project Assumptions and Constraints

*3.8.1. Project Assumptions*

*In order to execute and accomplish the project within the time constraints is based on the following assumptions:*

*• Control Agencies have approved an accelerated schedule of approval and procurement.*

*• Control agencies provide approvals by MM/DD/YYYY and funding by MM/DD/YYYY.*

*• Potential vendor has a developed system that contains the majority of the components to satisfy the business requirements.*

*• Vendors do not contest the procurement and ultimate award of contract.*

*3.8.2. Vendors will clearly understand the requirements defined in the RFPProject Constraints*

*The major constraints facing the project are:*

*• Time constraint ordered by the Program.*

*• The system must operate within the electrical capacity and environment provided or planned at the Dropbox facilities.*

*• The system must be implemented and maintained with the funds approved by the State.*

*• Resources to support the Software Process Management project are limited to existing staff and skill levels available.*

*• Control Agencies (California Technology Agency (TA), Department of Finance (DOF), and Department of General Services (DGS) must review and approve key deliverables before proceeding to the next phase of the project.*

# Project Execution

## Project Management Plan Execution

*Describe the Project Management Plan execution phase and the activities involved.*

*The Project Management Plan execution will be initiated through a Software Process Management Project Kick-Off Meeting. The Project Kick-Off Meeting provides the forum to integrate all parties involved in the project and focus everyone toward a common set of project objectives. The objective of the kick-off meeting is to provide background and an overview of the project, and to establish a common set of management processes and procedures that the project will use to execute the project through implementation. Completion of this meeting constitutes the formal execution of the Project Management Plan.*

*The Project Management Plan will continue to be executed throughout the project through the established processes and procedures documented in the various management plans developed by the Software Process Management Team and the Software Process Management Vendor. The Software Process Management Project Manager is responsible to monitor the execution of the plan and will use status meetings, reports, and project metrics to ensure that the project management plan is being executed. The various meetings and reports are described in the Software Process Management Communication Plan*

## Information Distribution

*Describe how information will be distributed throughout the project life cycle.*

*The Software Process Management Communication Plan describes how the information distribution will be executed for the project. In addition, the Software Process Management Configuration Plan identifies the various project records and describes how these items will be accessed and maintained*

# Project Control

## Integrate Change Control

*The description on how integrated change control is accomplished can be found in the Configuration Management Plan.*

## Scope Change Control

*The Scope Change Control Plan will follow the processes and procedures described in the Software Process Management Configuration Management Plan. The project-level scope changes, internal or external, are considered those changes that meet the established criteria and can be approved by the Project Change Control Board as described in the Software Process Management Configuration Management Plan. Management-level scope changes, internal and external, will constitute those changes that require the approval of the Management or Steering Committee Change Control Board as described in the Software Process Management Configuration Management Plan. Refer to the Software Process Management Configuration Management Plan for the formal change control process.*

*The magnitude and overall impact as a result of scope variation needs to be identified to assess the impact to the project in terms of cost, schedule, or performance. The Software Process Management Project Managers and Team members will evaluate and assess the magnitude and overall impact for each change proposed, initiated or imposed. The performance measurement in terms of the degree (magnitude) and the severity (overall impact) of the individual scope changes will be used to assess the variation in scope. The scope variation will be monitored and tracked through each phase of the project using the measured impact of cost, schedule, and performance attributed to scope changes*

## Schedule Control

*The Software Process Management Project schedule will be monitored, tracked, and controlled by the Software Process Management Project Scheduler. The Software Process Management Project Scheduler will establish and maintain the overall project schedule using Microsoft Project. Once the final project schedule is established and approved, the baseline will be set. Progress and schedule changes will be tracked against the baseline to identify variances.*

*As part of the time management process and procedures, the Software Process Management Project Scheduler will use established forums within the project to manage the Software Process Management Project schedule. The following will be utilized to monitor and track the project schedule:*

*• Weekly Software Process Management Team Status Meetings*

*• Bi-Weekly Software Process Management Team/Vendor Status Meetings*

*• Vendor Monthly Status Reports*

*• Daily communication (as required)*

*All potential impacts to the project schedule must be reported (verbally or written) to the Software Process Management Project Scheduler prior to a schedule slip occurring. Only activities and tasks on the overall project schedule must be reported to the Software Process Management Project Scheduler.*

*Project Schedule change requests must be submitted to the Software Process Management Project Scheduler and include the following:*

*• the activity/deliverable/milestone impacted*

*• how and why the change is being requested*

*• alternatives to meet the original end date*

*• revised end date*

*• action plan to meet the revised end date*

*Approval, through the Change Control Process described in the Configuration Management Plan is required to change the overall project schedule and/or baseline.*

*5.4. Performance Reporting*

*The project performance reporting will be accomplished through established status meetings, reports, and internal project tracking systems. The following are a list of mechanisms used that provide performance reporting:*

*• Software Process Management Weekly Status Meeting*

*• Software Process Management Vendor Bi-Weekly Status Meeting*

*• Monthly Steering Committee Meeting*

*• Software Process Management Monthly Status Report*

*• TA Monthly Project Status Report*

*• Vendor Monthly Status Report*

*• Action Item Tracking System*

*• Risk Database Tracking System*

*• Deliverable Tracking System*

*The two major performance metrics being reported are cost and schedule. The cost is being tracked in terms of variances to the approved budget and spend plan. The schedule is being monitored in terms of variances to the established baseline.*

# Project Schedule

*Refer to the Software Process Management Project Schedule for the detailed overall project activities, tasks, and milestones. The high-level depiction of the major activities and milestones.*

# Revision

|  |  |  |  |
| --- | --- | --- | --- |
| # | Date | Editor | Description |
|  |  |  |  |