Project Plan

Project Name :

Project Code :

Version No. :

Date :

Guidance

Text within angled braces “< >“in this document is provided for guidance only. Please modify this

content as needed. Once modified, delete the braces as well. Delete this guidance note, once

document is completed.

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Revision History

| Version No. | Date | Prepared by / Modified by | Significant Changes |
| --- | --- | --- | --- |
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Reviewed By:

Date:

Approved By:

Date:

Glossary / Abbreviation / Definition

<Give all the abbreviations / definitions or provide reference to the definition of all terms required for interpretation of the plan, in a table format. The table to be sorted in order>

|  |  |  |
| --- | --- | --- |
| Sl. No. | Glossary / Abbreviation / Definition | Description |
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# Introduction

## Project Identification

<Give information on the below project details as taken from ERP and MPP >

|  |  |  |  |
| --- | --- | --- | --- |
| Customer Name |  | Customer contact details |  |
| Project Code |  | Project Name |  |
| Project Start Date |  | Expected End Date |  |
| Expected Effort (person hours) |  | Estimated Project Size |  |

## Project Summary

<Give a brief overview of the Project, with reference to domain, technology, problem statement and type of the project. Scope and Out of Scope>

## Project Objectives

### Customer Objectives

<Give information on what customer expects out of this project, customer’s expectation on DIMTS’s value add, project’s relevance to customer’s business objectives and customer’s quality expectations.

For example,

1. Customer process/tools/product, training, knowledge, skill building

2. Time to market

3. Cost control

These objectives need to be measurable and should have metrics or SLAs (as applicable) associated with them. Mention the associated metrics along with the objective here or refer to the appropriate document.>

### Internal Objectives

<Give information on the objectives pursued by DIMTS in executing the project.

For example,

1. Pilot project for process improvement

2. Planned Skill building/Training

3. New tool evaluation

4. Knowledge enhancement

These objectives need to be measurable and should have metrics or SLAs (as applicable) associated with them. Mention the associated metrics along with the objective here or refer to the appropriate document.>

## Planning Scope

<Describe the scope considered in this planning – entire project, Development only>

## Acceptance Criteria

<Mention the acceptance criteria (with specific focus on UAT requirements) for the project (includes product certification details), as decided with the customer. Refer to SOW or Contract if mentioned there>

## Estimation

<Mention the estimation methodology used for overall project estimation and estimation of work products, as applicable, against each of the following parameters. Refer to proposal/SOW/Contractual documents for estimation purposes.

Refer to Estimation Process in QMS-IT>

| **Parameter** | **Estimation Methodology** | **Estimation Record** | **Responsibility** |
| --- | --- | --- | --- |
| Size | <Refer to the methodology> | <Refer to the estimation data / doc> |  |
| Effort | <Refer to the methodology> |  |  |
| Cost / Budget |  |  |  |

# Vendor / Partner / Consultant Management Plan

<Mention module / part, its dependencies and interfaces, any contractual agreement, Vendor / Partner / Consultant name and other details and any other relevant information>

# Project Deliverable

<All internal and external deliverables to client should be listed along with the responsible person for the particular work product such as PM / PL etc.>

## External

| Sl. No. | Deliverable Name | **Planned Delivery Date** | **Mode of Delivery** | Owner | Acceptance Criteria |
| --- | --- | --- | --- | --- | --- |
|  | SRS | As per release planning | TFS / Mail | PM | No open defects in that review |
|  | Final Release  (Release Note, Build, Testing Result) | As per release planning | Hosting | PM | No Sev. 1 defect reported in UAT |
|  | User Manual / FAQ / Training Material | As per release planning | TFS / Mail / Overview session | PM |  |
|  |  |  |  |  |  |

## Internal

| **Sl. No.** | **Deliverable Name** | **Planned Delivery Date** | **Mode of Delivery** | **Owner** | **Acceptance Criteria** |
| --- | --- | --- | --- | --- | --- |
|  | Project Plan | DD-Mon-YYYY |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Project Receivable

<All list of receivables in the form of hardware/software/guidelines etc. shared to the project should be listed along with the below details.>

| Sl. No. | Receivable Name | Version No. (If applicable) | Planned Receipt Date | Mode of Receipt | Owner | Acceptance criteria |
| --- | --- | --- | --- | --- | --- | --- |
|  | Customer specific Coding Guidelines | 1.0 | DD-Mon-YYYY | Signed Hard copy | Customer | Customer sign-off |
|  | Hardware |  | DD-Mon-YYYY | By air-cargo | Hardware supplier | Use worthiness assessed by DIMTS |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# Project Execution Methodology

## Process Model

<Refer life cycle model to be followed for this project.>

| **Phase** | **Entry Criteria** | **Tasks** | **Verification** | **Exit Criteria** | **Deliverables** |
| --- | --- | --- | --- | --- | --- |
| Requirement | Analysis of Customer Requirements | Requirement clarification,  Preparation / Updation of SRS  Review of SRS | Review of SRS | All the review comments are incorporate in SRS.  SRS signed off by customer / User, if required | SRS |
| Design | SRS | Preparation / Updation of Design  Review of Design  Integration / Functional Test Case updation / Preparation | Review of Design | All review comments closed  Design approved by PM | Design |
| Development (Coding & Unit Testing) | SRS, Design | Preparation / Updation of Unit Test Cases  , Coding,  Unit Testing  UTC Review  Code Review | UTC Review  Code Review  Review of Test Cases  UT Execution | All code review comments and UT defects closed | Unit Tested Code  Integration / Functional Test Case  Release Note |
| Testing | Unit Tested Code  Release Note  Integration / Functional Test Case | Execution of Test Cases | Defect log in BT.NET | All Testing defects closed,  Testing sign off | Tested Code / software  Testing sign off  Defect Log in BT.NET  Test Summary Report |
| UAT | Tested Code  Test Result of Integration / Functional and Testing sign off  Release Note | Tested Code moved to UAT / Staging environment  UAT by Customer / Delivery Team,  UAT support | Defect log in BT.NET | All defects closed  UAT Signoff | Base-lined Code,  Test Result and UAT sign off,  Defect Log in BT.NET |
| Release and Deployment | Base-lined Code  UAT Signoff  Release Note | Code movement in Production,  Release and Deployment support | Release Note | Successfully Deployed code | Deployed code / Working module,  Release Notes |

## Tailoring

<Details of Tailoring, as per the Tailoring Guidelines in QMS-IT>

## Alternate Practices

< Record all alternate practices to existing specific practices that has been identified which includes templates, forms, checklists , processes or goals ( metrics) used in the project >

## Project Work Environment

<Provide information pertaining to the development environment (Both hardware and software) and information pertaining to development methodology adopted.

Also brief about the technology adopted, which may include Client server, Web technology and so on. Alternate technologies can be decided using DAR techniques. Project work environment is identified besides the standard work environment provided at organization level. Refer quality manual for standard work environment>

| Environment | Hardware | Software | Network | Tools | Remarks |
| --- | --- | --- | --- | --- | --- |
| Development Environment | Mention the Hardware details with specification | Mention the Software details with Version | Mention about the Network  connectivity requirements like WAN, LAN etc. | Mention the Egg and Project Management Tools with Version Numbers |  |
| Development methodology | Mention the brief about the technology adopted, which may include Client server, Web technology, ASIC etc. | | | | |
| Technology / Languages | Mention the information pertaining to language being used in the project | | | | |
| Others |  | | | | |

**Note :** The work environment for human resources is as described in the organizational standard environment manual with Human Resource Department.

## Requirement Management

<Requirement will be managed through Requirement Traceability Matrix (RTM)>

## Risk Management

<Risk will be identified and monitored in PMWB -> Risk Register and Prioritization will be done based on the Risk Guidelines and Matrix mentioned below :

|  |  |  |
| --- | --- | --- |
|  | RI >=6.3 | Extreme |
|  | RI >= 3.5 and RI < 6.3 | High |
|  | RI >= 0.7 and RI < 3.5 | Medium |
|  | RI < 0.7 | Low |

The need for action required (with regard to each risk index) is as follows:

* **Extreme:** This risk requires immediate attention, and both contingency planning and mitigation planning must be planned and implemented.
* **High:** Mitigation Plan to be initiated
* **Medium:** Additional steps must be planned. If the risk is realized related risk management techniques must be implemented and mitigation plan to be identified
* **Low:** The risk must be monitored. Risk Acceptance Strategy and mitigation plan to be identified>

# Project Monitoring and Controlling Mechanism

## Project Tracking

<The following table provides the details of project monitoring and controlling elements. Identified tracking elements are reviewed in their respective progress review meeting>

| Progress Review Type | Participant | Tracking Elements - guidelines | Mode | Frequency / Event |
| --- | --- | --- | --- | --- |
| Internal Project Review Meeting | Entire project team | Customer requirements, complaints and dependencies,  Status tracking – Plan Vs. Actual (Effort, Schedule, Cost, Size)  Project Risk elements, Technical issues and queries,  Critical resources tracking,  Project support issues (QA issues, CM Issues),  Inter group commitments (Training, Recruitment, Admin, IT Services)  Other issues & concerns  Review of earlier MOM | Face to face meeting | <Daily / Weekly / Monthly> |
| Project Status Reporting | SM, PM | Project progress review – Plan Vs. Actual (Effort, Schedule, Cost, Size)  Metrics performance Escalated project issues (project management, technical, customer related, Inter group related),  Customer requirements, complaints & dependencies  Contractual/Technical risk elements,  QA/Audit issues CM issues  DAR decisions  Other issues & concerns  Review of earlier MOM | Email | <Monthly> |
| Senior Management Review | SM, PM | Project progress review – Plan Vs. Actual (Effort, Schedule, Cost, Size)  Metrics performance Escalated project issues (project management, technical, customer related, Inter group related),  Customer requirements, complaints & dependencies  Contractual/Technical risk elements,  QA/Audit issues CM issues  DAR decisions  Other issues & concerns  Review of earlier MOM | Face to face meeting | Monthly |
| Joint Reviews with Client | <Based on requirements> | Project status / Release | Audio / Video | Monthly |

## Project Elements Revisit

| Type | Frequency / Event |
| --- | --- |
| PMWB | Update Weekly / Bi-monthly |
| Project Plan | Update during Phase end & Scope change |
| Size, Effort, Schedule, Size Re-estimation | * Every phase-end * Whenever CR received * Whenever scope changes |

# Escalation Protocol

<Escalation may be required to be done at different levels. Every level of escalation shall be mentioned here in different rows. Resolving mechanism shall include the responsibility and mode of resolving such as periodical meeting etc.>

| Description | Escalated By | Escalated To | Severity | Threshold duration | Resolving mechanism |
| --- | --- | --- | --- | --- | --- |
| Customer reported problems |  |  |  |  |  |
| High level risks |  |  |  |  |  |
| Project support issues (QA Issues, CM issues) |  |  |  |  |  |
| Inter group issues (Training, IT Services, Admin and HR) |  |  |  |  |  |
| Project status issues (Effort, Schedule, Size & Cost) |  |  |  |  |  |
| Delay in Project Deliverables |  |  |  |  |  |
| Delay in Project Receivables |  |  |  |  |  |
| Technical Issues in Project |  |  |  |  |  |
| HW/SW/ Human resources non-availability |  |  |  |  |  |

# Warranty and Maintenance Plan

<Provide information about the warranty and maintenance activity as defined in the proposal or the contract. >

## Scope of Support Required

<Briefly describe the support requirements as defined in the proposal / contract such as

* + - * Full or partial support for the warranty period (after final delivery) and responsibility
      * Support for maintenance activity
      * Future residual support issues and responsibility>

## Timelines for Support

| Phase/Activity/Application Module | Support Duration | SLA, if any | Remarks |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

## Resource Requirements

### Hardware

<Mention the hardware requirements for the post-delivery support>

### Software

<Mention the software requirements for the post-delivery support>

### Human Resource

<Mention the human resource requirements and person responsible for the post-delivery support>

## Dependencies, if any

<Mention the dependencies (if any) for the warranty and maintenance activity.>

## Others

<Mention the other requirement (if any) for the warranty and maintenance activity.>

# QA Plan

## Verification Plan

< Mention the verification plan deliverable wise for the project. Verification includes verification of the product and intermediate work products against all selected requirements, including customer, product, and product-component requirements. Activities like technical reviews and unit testing that are performed before delivery are verification activities. Only trained personnel should carry out the review activities with a focus on the work product. Each review should be done against a review checklist.>

| **Work Products** | **Method of Assurance** | **Verification Environment** | **Sampling Criteria** | **Acceptance Criteria** | **Responsibility** | |
| --- | --- | --- | --- | --- | --- | --- |
| Reviewer (s) | Sign - off |
| Estimation | Review | < Review can require little more than a package of materials, reviewers, and a room. A product test can require simulators, emulators, scenario generators, data reduction tools, environmental controls, and interfaces with other systems.> |  |  |  |  |
| Project Plan & Schedule | Review |  |  |  |  |  |
| SRS | Review |  | Each sections shall be completely reviewed | As per the acceptance criterion defined in the Contract / Agreement |  |  |
| WP Audit (Review) |  | Impacted SRS | No “Major” Defect found.  90 % of items in the WP audit check list should pass. |  |  |
| Design | Review |  | Each sections shall be completely reviewed | As per the acceptance criterion defined in the Contract / Agreement |  |  |
| Code | Review |  | 20% of impacted code files | As define in the code review check-list |  |  |
| Test Cases | Review |  | All Test Cases impacting the application shall be completely reviewed | As per the acceptance criterion defined in the SOW / Contract |  |  |
| Unit Testing | Testing |  |  |  |  |  |
| Testing | Testing |  |  |  |  |  |
| Tested Source Code | Final Inspection (testing - before UAT) |  | 20% random sampling of  test cases | No “Major” Defect found (while WP audit) (Which causes system to halt the user can’t proceed to complete the workflow.  More than 90 % of the test cases run during the WP audit should pass |  |  |

## Validation Plan

<Mention the validation plan deliverable wise for the project. Validation activities include those that demonstrate that the product, as provided, will fulfill its intended use and often involve end users. Requirements validation (through client review of prototypes, proof of concept, simulation), Acceptance testing, system testing and other types of testing (like testing under abnormal conditions) performed in the client/end-user environment are typical validation activities.

Validation criteria sources include:

* Product and product-component requirements
* Standards
* Customer acceptance criteria
* Environmental performance
* Thresholds of performance deviation>

| Sl. No. | Deliverable | Validation Type  *(Reviews with Client / Prototypes / Simulation / POC / UAT / User Demonstration)* | Validation Environment | Validation Criteria | Validation Procedure | Acceptance Criteria | Responsibility | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Performed by | Sign-off |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

# Decision Analysis and Resolution (DAR) Plan

<DAR will be done in case of key decision to be taken during project execution using DAR form >

# Reference(s)

<List the documents and other sources of information referenced in PP in the below format. Examples: Past projects’ PP and any project management documents not protected under client IPR (with project names), Risk Database, Metrics Baseline Report and Organization DRBC Plan>

| Sl. No. | Doc. Id. | Document Name | Version No. | Date | Repository |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Annexure(s)