

**INTERNATIONAL SCHOOL**

**<Name of the project> Project Plan**

### Project Code: <Code of the project> Document Code: <Code of the document >– v<x.x>

**Mentor:** <Mentor’s full name, MSc. or Dr.>

**Group:** <Group’s name>

* Team member 1’s full name
* Team member 2’s full name
* Team member 3’s full name
* Team member 4’s full name
* Team member 5’s full name

### <Location, issued date of the Document>

**SIGNATURE PAGE**

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**RECORD OF CHANGE**

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| **Effective Date** | **Changed Item** | **A\* M, D** | **Change Description** | **Reason for Change** | **Revision Number** |
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# PROJECT OVERVIEW

## Project Description

|  |  |  |  |
| --- | --- | --- | --- |
| **Project code** | <ID of the project> | **Contract type** | Internal Project |
| **Customer** | <Customer’s name> | **/End-User** | /<End-User> |
| **Project Type** | <Internal or External> | **Project Manager/ Scrum master** | <Project Manager’s name> |
| **Project Category** | <Lifecycle type of project, such as Development, Maintenance, etc> | **Business domain** | <Business domain of the system/application> |
| **Application type** | <Type of the application> |  |  |

## Scope and Purpose

Help: Define the purpose and scope of the project. Information may be extracted from the Project Proposal and the Project Requirements Specification. Ensure that the statement of scope is consistent with similar statements in other project documents.

Identify and describe the function, feature or work to be implemented by the project

Describe any considerations of scope to be excluded from the project or the deliverables, in order to avoid future shifts in the level of ambition>

Describe the relationship of this project to other projects>.

## Assumptions and Constraints

Help: Describe the assumptions on which the project is based & the imposed constraints on the project such as: Schedule, Budget, Resources, Quality, Software to be reused, Existing software to be incorporated, and Technology to be used and External interfaces.

|  |  |  |
| --- | --- | --- |
| **No** | **Description** | **Note** |
| **Assumptions** | | |
| 1 | Migration to XX for Java 3.0 will not be done by this team. | Scope |
| 2 | Customer reviewers will get seven days to approve a milestone document. If no comments are received within this time period, it will be considered as approved. | External Interfaces |
| **Constraints** | | |
| 1 | Module A must be completed and delivered to customer before 15-Oct-08 because customer has to demo to its end user by 17-Oct | Schedule |
| 2 | The project shall conform to security requirements specified by the customer in the NDA | Security |

## Project Objectives

* + 1. **Standard Objectives**

|  |  |  |  |
| --- | --- | --- | --- |
| **Metrics** | **Unit** | **Committed** | **Note** |
| Start Date | dd-mmm-yy |  |  |
| End Date | dd-mmm-yy |  |  |
| Duration | days |  |  |
| Team Size | Person |  |  |
| Billable Effort / | Person-day |  |  |
| Number of work hours per day for one engineer | Person-hour |  |  |

* + 1. **Specific Objectives**

Help: List the major project specific objectives (that are not overlapped with the standard objectives).

Consider the following categories:

* *Functional goals*
* *Strategic goals*
* *Business goals (e.g.: time-to-market, cost)*
* *Quality goals*
* *Organizational goals (e.g. competence development, testing of new methods, techniques, or tools, application of new processes, etc.)*
* *Other goals, e.g.: usability, portability, etc. (these goals, and what is specifically expected, should be clearly specified in the Project Requirements Specification)*

## Critical Dependencies

Help: Describe any dependency on other projects. In case of dependencies, describe in detail the reasons, tasks and milestones. Also include milestone information in the project plan.

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Dependency** | **Expected delivery date** | **Note** |
| 1 |  |  |  |
| 2 |  |  |  |

## Project Risk

Help: Describe the procedure to be used for managing risks in the project. The procedure should specify who is responsible for risk management, when risk situation is regularly considered (e.g. at each project status meeting), and which roles risks are communicated to, etc.

Also refer to the Risk Management Plan (or Risk Sheet) where the risks are listed, assessed, and mitigation and contingency are defined.

Example:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk** | **Description** | **Probability** | **Impact** | **Mitigation Strategy** |
|  |  | Using from 1 to 5 | Using from 1 to 5 | Spend more time for learning and training. |
|  |  |  |  |  |

.

# PROJECT DEVELOPMENT APPROACH

## Technical Process

*Help: <This section specifies the technical methods, tools, and techniques and methodologies to be used to develop the required project.  It also includes identification of the work products and reviews to be held and the plans for the support group activities in user documentation, training, software quality assurance, and configuration management. Technical Process Plan of a project is refers to what project activity we will do before we start it. Planning mechanisms have served project managers well in planning for their projects. However, a complete, realistic, accurate and up to date plan before major work on a project is initiated is often missing.>*

## Reasons for selecting

Help: <After researching the positive and negative attributes, and the overall concept of each of the software development methodologies, it came up to agile methodology which may be a preferable method. Explain the reason.>

## Agile Methodology

Help: <Provide basic information of Agile methodology (Definition, process, manifesto, etc).>

<Describe Agile project life cycle>

***2.1.2.1. Scrum Process***

Help: <Provide basic information of Scrum (Definition, Principles, Steps, etc).>

<What are the roles in Scrum?>

<What are the advantages of using Scrum?>

**<Students may use any kind of Methodology/ Process. The template above is just an example.>**

## Quality Management

* + 1. **Estimates of Defects to be detected**

**Pre-release review defects**

|  |  |  |
| --- | --- | --- |
| **Process** | **Pla** | **Actual found by review** |
| **Requirement** |  |  |
| <Work product> |  |  |
| **Design** |  |  |
| <Work product> |  |  |
| **Coding** |  |  |
| <Work product> |  |  |
| **Other** |  |  |
| <Work product> |  |  |
| Total |  |  |

**Pre-release test defects**

|  |  |  |
| --- | --- | --- |
| **Process** | **Planned found by review** | **Actual found by testing** |
| **Requirement** |  |  |
| <Work product> |  |  |
| **Design** |  |  |
| <Work product> |  |  |
| **Coding** |  |  |
| <Work product> |  |  |
| **Other** |  |  |
| <Work product> |  |  |
| Total |  |  |

* + 1. **Strategy for Meeting Quality Objectives**

|  |  |
| --- | --- |
| **Strategy** | **Expected Benefits** |
| Do defect prevention using the standard defect prevention guidelines and process; use standards developed in ABC for coding. | 10–20% reduction in defect injection rate and about 2% improvement in productivity |
| Group review of program specs for first few/logically complex use cases.  Group review of design docs/first time-generated code by project leader, developer, and one consultant. | Improvement in quality as overall defect removal efficiency will improve; some benefits in productivity as defects will be detected early |
| Introduction of RUP methodology and implementing the project in iterations. Milestone analysis and defect prevention exercise will be done after each Iteration. | Approximately 5% reduction in defect injection rate and 1% improvement in overall productivity |

* + 1. **Quality Control**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Review Item** | | | | **Type of Review** | **Reviewer** | | **When** | | |
| <work product to be reviewed> | | | | Group review or One-person review | <refer to RADIO>  Litst out people participate in review | MUST | <entry criteria or trigger to perform the review> | | |
| Project plan Project schedule  CM Plan | | | | Group review Group review  One-person review | Senior Manager, QA, PTLs, Customers | | End of Initiation stage | | |
| Business analysis and requirements specification document, Use Case catalog | | | | Group review |  | | End of requirements | 90% | of |
| Design document, object model | | | | Group review |  | | End of 90% design | | |
| Stage plans | | | | One-person review |  | | Beginning of each stage | | |
| Complex/first specs incl. diagrams | time test | generated cases, | program interactive | Group review |  | | End of detailed design | | |
| Code | | | | Group review |  | | After coding for first few programs | | |
|  | | | |  |  | |  | | |

* + 1. **Measurements Program**

Help: If available refer to the **organizational measurements program** and document deviations from this program. Otherwise define which project specific data should be collected, e.g. to assess the achievement of the project goals.

|  |  |  |  |
| --- | --- | --- | --- |
| **Data to be collected** | **Purpose** | **Responsible** | **When** |
| Size: No. of KLOC// FP |  | PM/SM | At the end of stages |
| Effort: No. person-day |  | Team members | Daily |
| Quality: No. defects detected |  | Reviewer, Tester | Right after the review/test |
| Schedule |  | PM/SM | Weekly and at the end of stages |
|  |  |  |  |

## Unit Testing Strategy

Help: The Test Strategy presents the recommended approach to the testing of the target-of-test.

State clearly the type of test being implemented, the test objectives and how you will conduct the test.

If a type of test will not be implemented and executed, state this explicitly, such as “This test will not be implemented or executed. This test is not appropriate.”

*The main considerations for the test strategy are the* ***techniques*** *to be used and the* ***criterion for knowing when the testing is completed****.*

For each type of test, it should explain technique, completion criteria, and special considerations

**Technique:** The technique should describe how testing will be executed. Include what will be tested, the major actions to be taken during test execution, and the method(s) used to evaluate the results

If available, refer to other document that depicted the testing strategy of the project

**Completion criteria:** Completion criteria are stated to for two purposes:

* Identify acceptance criteria for product quality.
* Identify when the testing is successfully executed

A clear statement of completion criteria should include the following items:

* Function, behavior, or condition being measured
* Method of measurement

Criteria or degree of conformance to measurement Special considerations:

This section should identify any influences or dependencies, which may impact or influence the test effort described in the test strategy. Influences might include:

Human resources (such as availability or need for non-test resources to support / participate in test) Constraints, (such as equipment limitations or availability, or the need / lack of special equipment) Special requirements, such as test scheduling or access to systems

Testing may be stopped when

* It becomes unproductive
* It requires a certain coverage
* It requires a certain number of errors to be found
* Schedule time runs out

## Integration Testing Strategy

Help: The Test Strategy presents the recommended approach to the testing of the target-of-test.

State clearly the type of test being implemented, the test objectives and how you will conduct the test.

If a type of test will not be implemented and executed, state this explicitly, such as “This test will not be implemented or executed. This test is not appropriate.”

*The main considerations for the test strategy are the* ***techniques*** *to be used and the* ***criterion for knowing when the testing is completed****.*

For each type of test, it should explain technique, completion criteria, and special considerations

**Technique:** The technique should describe how testing will be executed. Include what will be tested, the major actions to be taken during test execution, and the method(s) used to evaluate the results

If available, refer to other document that depicted the testing strategy of the project.

## System Testing Strategy

Help: The Test Strategy presents the recommended approach to the testing of the target-of-test.

State clearly the type of test being implemented, the test objectives and how you will conduct the test.

If a type of test will not be implemented and executed, state this explicitly, such as “This test will not be implemented or executed. This test is not appropriate.”

*The main considerations for the test strategy are the* ***techniques*** *to be used and the* ***criterion for knowing when the testing is completed****.*

For each type of test, it should explain technique, completion criteria, and special considerations

**Technique:** The technique should describe how testing will be executed. Include what will be tested, the major actions to be taken during test execution, and the method(s) used to evaluate the results

If available, refer to other document that depicted the testing strategy of the project.

# ESTIMATION

## Size

Help: Based on project purpose and scope, Estimate the size of the project using two methods among UCP, FP and WBS (Use Case Point, Function Point and Work Breakdown Structure). It is normally a separate document.

In case the project use other estimation method, the estimation record to be specified here or maintained in a separate document (data and formula, assumptions used to arriving at the estimation result)

The Size estimation is documented in <…>

* 1. ***Effort***

Help Based on the size estimated, define work packages and project activities. Then estimate the effort for the project activities and plan the activity sequencing. It is normally a separate document, therefore list it in References and refer to it.

The Effort estimation is documented in <…>

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity/Pro cess** | **Total budgeted Effort Usage (pd)** | **Total % budgeted Effort Usage (%)** | **<Stage 1/ Sprint 1>** | | **<Stage 2/ Sprint 2>** | | **<Stage 3 / sprint 3>** | | **<Stage 4/ sprint 4>** | |
| **No.** | **%** | **No.** | **%** | **No.** | **%** | **No.** | **%** |
| Requirement |  |  |  |  |  |  |  |  |  |  |
| Design |  |  |  |  |  |  |  |  |  |  |
| Coding |  |  |  |  |  |  |  |  |  |  |
| Unit Testing |  |  |  |  |  |  |  |  |  |  |
| Testing |  |  |  |  |  |  |  |  |  |  |
| Deployment |  |  |  |  |  |  |  |  |  |  |
| Support for Acceptance Test |  |  |  |  |  |  |  |  |  |  |
| Project Planning |  |  |  |  |  |  |  |  |  |  |
| Project monitoring |  |  |  |  |  |  |  |  |  |  |
| Quality Assurance |  |  |  |  |  |  |  |  |  |  |
| Training |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Total |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

## Schedule

* + 1. **Project Milestone & Deliverables**

Help: <Define project milestones based on the chosen project lifecycle and on critical events in the project schedule.

List the milestones and define clear milestone criteria to make milestones measurable. For each Stage list all deliverables that belong to the Stage.>

* + 1. **Work Breakdown Structure**

<Insert WBS>

* + 1. **Detailed Schedule**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Task Name** | **Duration (Days)** | **Start** | **Finish** | **Assign to** |
| **1.** | **Initial** |  |  |  |  |
|  |  |  |  |  |  |
| **2** | **Development** |  |  |  |  |
| 2.1 | Sprint 1 |  |  |  |  |
|  |  |  |  |  |  |
| 2.2 | Sprint 2 |  |  |  |  |
|  |  |  |  |  |  |
| 2.3 | Sprint 3 |  |  |  |  |
|  |  |  |  |  |  |
| 2.4 | Sprint 4 |  |  |  |  |
|  |  |  |  |  |  |
| **3** | **Close project** |  |  |  |  |
|  | **Duration** |  |  |  |  |

* + 1. **Project Schedule**

The detail project schedule is available in here The Project Schedule is weekly updated by the Project Manager. Below table is just an example! (sprint backlog)

## Resource

Specified as in the section [*Project Team*](#_bookmark25)

## Infrastructure

Help: Define methods, tools, languages, etc. to be employed for design, coding, test, and documentation, and when they (or knowledge) should be available.

Example:

|  |  |  |  |
| --- | --- | --- | --- |
| **Work/Product** | **Purpose** | **Expected Availability by** | **Note** |
| **Development Environment** | | | |
| NT Server | Operating System | Initiation stage |  |
| Mainframe | Operating System |  |  |
| Win NT | Operating System |  |  |
| DB2 | DBMS |  |  |
| Java | Development language for Web interface |  |  |
| C++ | Development language for |  |  |
| **Hardware & Software** | | | |
| 1GB space on server |  |  |  |
| Rational Rose | Design |  |  |
| **Other Tools** | | | |
| CVS | Source version control | Definition stage |  |
| Nunit | Unit Test | Construction stage |  |
| DMS | Defect logging and tracking | Definition stage |  |
| Timesheet | Effort logging | Initiation stage |  |
| FI | Project management tool | Initiation stage |  |
| MS Project | Task tracking | Initiation stage |  |

## Training Plan

|  |  |  |  |
| --- | --- | --- | --- |
| **Training Area** | **Participants** | **When, Duration** | **Waiver Criteria** |
| Technical | | | |
| Java Language |  | 7 days | If already trained |
| Java Applets |  | 4 hrs | If already trained |
| Rational Rose |  | 8 hrs | Mandatory |
| Business domain | | | |
| Banking |  | 7 days |  |
| Process | | | |
| Quality system |  | 3 hrs | If already trained |
| Configuration management |  | 2 hrs | If already trained for  CC. For others, on-the- job training |
| Group review |  | 4 hrs | If already trained |
| Defect prevention |  | 4.5 hrs | Mandatory |
| SPC tool |  | 4.5 hrs | If already trained |
| RUP methodology |  | 2 hrs | Mandatory |

## Finance

Help: [Option ] Calculate the required project budget based on cost estimates for project activities, sub- contracts, COTS (Commercial off the Shelf), training, etc. Present the distribution of the budget over the whole project life.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Total Budget** | **%**  **Budget** | **Budget in Period** | | | | | | | | | | | **Note** |
| **W1**  **-**  **Se p** | **W2**  **-**  **Se p** | **W3**  **-**  **Se p** | **W4**  **-**  **Se p** | **W1**  **-**  **Oct** | **W2**  **-**  **Oct** | **W3**  **-**  **Oct** | **W4**  **-**  **Oct** | **W1**  **-**  **No v** | **W2**  **-**  **No v** | **W3**  **-**  **No v** |
| Purchases (COTS) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Team building |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tools |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Travel costs |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Training |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Review activities |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# PROJECT ORGANIZATION

Help: Describe the internal project organization and all organizational issues affected by the project result or the project is dependent on. You may extract information from the Project Proposal or other documents

## Organization Structure

Help: Describe how the project is organized. Describe what subprojects and other areas of responsibility are planned. Identify and staff all steering functions, project management functions, and execution functions.

Graphical illustrations such as hierarchical organization charts or matrix diagrams may be used to depict the lines of authority, responsibility, and communication within the project.

## Project Team

Help: Describe how the project is organized. Describe what subprojects and other areas of responsibility are planned. Identify and staff all steering functions, project management functions, and execution functions.

// For each specific process, the team describes the table below accordingly; The following table is an example of the Waterfall process.

// Có thể dùng theo mẫu cũ

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Role** | **Responsibility** | **Qualification** | **Full name** | | **Type** | | **%**  **Effort** | |
| Senior Manager | * Provide resource & funding * Approve Project plan * Review project status * Resolve escalated issues * Project financial plan | <specify skill & # year experience acting in the role> |  | |  | |  | |
| PM | Have overall responsibility of the project   * Project planning and scheduling * Task assignment and tracking * Reporting * Ensure delivery as per contract * Interface with other departments as per need * Customer interaction * Ensure open issues/customer complaints are closed properly |  |  | | Onsite/ Offshor e/Traini ng | |  | |
| Business Analyst | Requirement development  Requirement analysis |  |  | |  | |  | |
| Designer | Architectural design |  |  | |  | |  | |
| **Role** | **Responsibility** | **Qualification** | | **Full name** | | **Type** | | **%**  **Effort** | |
| Develop ment Leader #1 | If the Project Manager has appointed Project Technical Leader (sync.: Development Project Manager), who is only responsible for the technical project execution, this should also be specified |  | |  | |  | |  | |
| Develope r #1 |  |  | |  | |  | |  | |
| Develop ment Leader #2 |  |  | |  | |  | |  | |
| Develope r #2 |  |  | |  | |  | |  | |
| Test Leader |  |  | |  | |  | |  | |
| Tester #1 | Design test case and execute test module A, B |  | |  | |  | |  | |
| Tester #2 | Design test case and execute test module C,D |  | |  | |  | |  | |

# COMMUNICATION & REPORTING

Help: State the principles for reporting and distributing information within the project for the different groups of internal and external stakeholders. Include, for example, how often the reporting will take place, the type of reports or information, the type of media in which it is presented, and the type of meetings that will take place.

Internal communication and reporting: ensure that all information is available to those who need it.

* *Plan project meetings, how often they take place, and who will participate*
* *Define how project information will made available to the internal stakeholders (e.g. project library)*
* *Define how and how often sub-projects and sub-contractors report to the project manager*
* *Define who participates milestone meetings*
* *Define how events will be communicated External communication and reporting:*
* *Define what information will be provided to which stakeholders*
* *Define how and how often information will be provided to which stakeholders often (e.g. project report)*
* *Plan regular meetings with external stakeholders (e.g. SteCo meetings)*

*/// Có thể dùng theo mẫu cũ*

* *Example:*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Communication Type** | **Method / Tool** | **When** | | | **Information** | **Participants / Responsible** | |
| **Project Task Tracking** | | | | | | | |
| Task scheduling | MS Project | At the beginning of every stage, and weekly  Refinement and  rescheduling as necessary | | |  | Project Mgr(s) | |
| Task assignment | In Excel file and via project weekly meeting | Weekly | | |  | Project leader | Technical |
| **Project Meeting** | | | | | | | |
| Kick-off Meeting | Face to face | Initiation stage | | | Project introduction; Project plan review; Risk identification; Obtainment of commitment of relevant stakeholders | Project Mgr(s),  Project Senior Manager, Project Team Members, QA | |
| Project Progress Review Meetings | Face to face | Weekly event | and | on | Communicate project status  Communicate and resolve any open issue, risks, and changes  Discuss any suggested improvement | Project Mgr(s),  Project Team Members | |
| Milestone Meetings | Face to face | Before milestones | | | Project objective review, evaluate project performance (quality, schedule, effort), Causal analysis, update project plan for next stage | Project Mgr(s),  Project Senior Manager, Project Team Members, QA | |

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| **Communication Type** | **Method / Tool** | **When** | **Information** | **Participants / Responsible** |
| Project Post-mortem Meeting | Face to face | Termination stage | Wrap-up  Evaluate project performance; Team performance; share experiences | Project Mgr(s),  Project Senior Manager, Project Team Members, QA |
| Transfer/Sharing of project documentation/information | <Shared Project Repository/FT P/CVS/MS  Share Point Server> | When available | All project documentation and information | Project Mgr(s) Project Team Members, QA |
| **Customer Communication and Reporting:** | | | | |
| Project Report | Agreed standard format between company and customer | <5pm Monday, Weekly> | Project status report, Issue requiring clarifications, escalation, if any | Project Manager Sub-Project Managers |
| Project Meetings with customer | Teleconferenc e /TV Meeting | <2pm Tuesday, Weekly> | As above | Project Manager |
| Requirement gathering/clarification | Email/TV meeting/Face to face  meeting | During requirement analysis phase | As in Q&A list | Project Manager Business Analyst |
| **Communication with Senior Management** | | | | |
| Review Project Plan & Project schedule | By email or attend project meeting | Significant changes to WO, PP and Project schedule (scope, objectives Organization, HR, major milestone, deliverables ) |  | Project Mgr |
| Project Progress Review | By email  and/or via Operation meeting at Group/Divisio n level | Weekly | Project status report, Issue requiring clarifications, escalation, if any | Project Mgr |
| Project Milestone Review | By email and via project milestone review meeting | End of every stage | Project objective review, evaluate project performance (quality, schedule, effort), Causal analysis, update project plan for next stage | Project Mgr |
| **Other Communication and Reporting:** | | | | |
| Raise issue or request service/support of BA groups (IT, Admin, QA, HR, Training,  Recruitment,etc) | Call log; email; phone | Upon request | Request content, expected completion date | Project Manager |

# CONFIGURATION MANAGEMENT

<Refer to the CM plan or insert here the contents of the CM plan as appropriated>

# SECURITY ASPECTS

Help: State how to deal with security matters, for instance:

* *Classification of the project information with regard to requirements for integrity, availability and confidentiality, in accordance with the organization's group directives on security,*
* *Specific action that must be taken to fulfill security requirements, such as security agreements with suppliers and partners, security check of project team members, security audits of equipment, usage of coded information, etc.*
* *Authorization of information distribution and publishing, that is, who should decide which information will be distributed to whom,*
* *Procedure for monitoring security,*
* *Procedure for reporting security incidents.*

**REFERENCES**

Help: Provide a complete list of all documents and other sources of information referenced in this Plan.

Identify each referenced document by title, report number, date, author and publishing organization.

Identify other referenced sources of information, such as electronic files, using unique identifiers such as path/name, date and version number.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Reference item** | **Issued Date** | **Source** | **Note** |
|  |  | dd-mmm-yy |  |  |
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### DEFINITIONS AND ACRONYMS

Help: Define, or provide references to documents or annexes containing the definition of all terms and acronyms required to properly understand this Plan.

|  |  |  |
| --- | --- | --- |
| **Acronym** | **Definition** | **Note** |
| PM | Project Manager |  |
| PTL | Project Technical Leader |  |
| QA | Quality Assurance Officer |  |
| CC | Infrastructure Configuration Controller |  |
| DV | Developer |  |
| URD | User Requirement Document |  |
| SRS | Software Requirement Specification |  |
| ADD | Architecture Design Document |  |
| DDD | Detail Design Document |  |
| TP | Test Plan |  |
| TC | Test Case |  |
| SC | Source Code |  |
| CM | Configuration Management |  |
| CSCI | Computer Software Configuration Items |  |
| CI | Configuration Item |  |
| CCB | Change Control Board |  |