

# **Project Management Plan**

## **TITLE PAGE**

## **ABSTRACT**

- brief summary of the plan

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## **INTRODUCTION**

- introduction to the entire plan
- purpose and scope of the plan
- brief overview of the product (including purpose, capabilities, scenarios for using the product, etc)
- description of the structure of the plan

## **PROJECT ORGANIZATION**

- describe the way in which the development team is organized, the people involved, and their roles on the project
- include the rationale

## **LIFECYCLE MODEL USED**

- describe the lifecycle model used
- include the rationale

## **RISK ANALYSIS**

- describe possible project risks, the likelihood of these risks arising, and the risk reduction strategies that are proposed
- include the rationale.

## **HARDWARE AND SOFTWARE RESOURCE REQUIREMENTS**

- describe the hardware and software required to carry out the development.
- both hardware and software must be available in the lab
- include the rationale

## **DELIVERABLES, SCHEDULE**

- describe the activities, dependencies between activities, the estimated time required to reach each milestone, and the allocation of people to activities
- include the rationale.

## **MONITORING, REPORTING, AND CONTROLLING MECHANISMS**

- describe the management reports that should be produced, when these should be produced, and the project monitoring and control mechanisms used
- include the rationale

## PROFESSIONAL STANDARDS

- describe the expected behavior of the team members related to scholastic dishonesty, meeting schedule and quality expectations for tasks and deliverables. etc.
- include the rationale
- refer to Appendix A for more details

## EVIDENCE THE DOCUMENT HAS BEEN PLACED UNDER CONFIGURATION MANAGEMENT

## REFERENCES

- complete, correctly formatted using IEEE standard

## **Appendix A.**

The following provides a professional standards guideline for the teams. This guideline may be tailored. The professional standards must be agreed upon by each member in the team.

Guideline:

On the first occurrence of unacceptable behavior, determine the circumstances involved, resolve the problem, and document the event in the meeting minutes.

On a second occurrence, notify the instructor of the problem. A meeting will be set up to evaluate the situation and resolve the problem.

On a third occurrence, again notify the instructor of the problem. A meeting will be set up to evaluate the situation and resolve the problem. At this point, the team will have the \*option\* of removing the team member. If removed, then the team member receives a pro-rated grade based on the number of weeks they have participated in the group.

Examples of unacceptable behavior may include not delivering on time, delivering poor quality work, missing team meetings, being unprepared for team meetings, disrespectful or rude behavior, etc. Reasons such as "too busy" or "I forgot", or "my dog ate my design model" are unacceptable.

Valid reasons that must be considered include those listed for obtaining an incomplete standing in a course (illness, death in the family, travel for business or academic reasons, etc.)