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| **Software Project Management Plan (SPMP)** |
| Project : Recruitment Solution Agency( RSA) |
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Cover Page

**Revisions Page Table of Contents**

Table of Contents

1 INTRODUCTION……………………………………………….…[3](#_Toc353543982)

[1.1 Project overview 3](#_Toc353543983)

[1.1.1 Purpose, Scope and objectives 3](#_Toc353543984)

[1.1.2 Assumption and Constrains 4](#_Toc353543985)

[1.2 Project deliverable 5](#_Toc353543986)

[1.2.1 Project Organization 5](#_Toc353543987)

[1.3 Definitions 6](#_Toc353543988)

[1.4 Acronyms 6](#_Toc353543989)

[2 MANAGERIAL PROCESS PLANS 7](#_Toc353543993)

[2.1 Project Start –up Plan 7](#_Toc353543994)

[2.1.1 Estimation plan 7](#_Toc353543995)

[2.1.2 Resource Acquisition Plan 8](#_Toc353543996)

[2.2 Control Plan 8](#_Toc353543997)

[2.2.1 Procedure for internal reviews 9](#_Toc353543998)

[2.2.2 Procedure For external review 9](#_Toc353543999)

[2.2.3 Quick reference sheet: 9](#_Toc353544000)

[2.2.4 Reporting plan 10](#_Toc353544001)

[2.2.5 Meeting Procedure 11](#_Toc353544002)

[2.3 Risk Management plan 12](#_Toc353544003)

[3 ADDITIONAL MATERIAL 12](#_Toc353544030)

## 1 INTRODUCTION

The Purpose of this document is about the project assign to students group. The main objective of this project is to assess the students’ different skills, which they have acquired through learning of different subject during their relevant degree. This project is about to designing a website for a recruitment agency, which facilitate all the major stake holders such as the employees, recruiters and staff. The client has specifically asked for few demands which will be met during the project and there will be continuous client feedback on the progress and needs of this project.

## Project overview

Provide a brief summary of project objectives, software to be delivered, key definitions, key acronyms, reporting plan, risk management plan, and required resources.

## 1.1.1 Purpose, Scope and objectives

The project will move in various stages and different teams have been designed for every stage for example a team which has been design to work on all the required document at various level and also perform various research work for project, this team will perform the document preparation such as design document, Project planning or requirement analysis documents, etc... and prepare other document as per project requirement. This team will also perform the research process throughout the project life to turn up with dynamic ideas and templates.

The second team is a team which will work under the supervision of Developer. This team will perform all the necessary coding and software preparation operation and final software will be tested by the tester who is also member of this team. Third stage of project is to design the interface for this website and team of designer will start their task and design the appropriate and require interface designing process, this team will also assist in database designing process and final designs will be tested by tester.

Further all the team members are always welcome in every other team to share their ideas and expertise to enhance the impact of finally delivering project.

## 1.1.2 Assumption and Constrains

**Assumptions: These are the factors which are not confirmed to be true, we only believe that they can be true. These add risk to the whole project and they can impact the lifecycle of the project.** So it is important to identify them and document them.

Constrains:

**Business constraints:** Business constraints limit the solution based upon the current organizational state. They usually focus on the available time, money and resources for a project

**Technical constraints:** Technical constraints often focus on architecture decisions that limit your solution design. They tend to be inflexible and unchanging, and can have an impact on your solution implementation. They include areas such as development languages, hardware, other infrastructure, and software that must be used for your project

**Effort**: The estimated tasks and activities required to manage the project and produce deliverables.

**Schedule**: The estimated tasks and events needed to complete the project, organized into a structured sequence to meet a specified project end date.

**Resources**:  The estimated staff resources needed to complete the project, according to number, type, work hours, and skills.

**Budge**t:  The estimated cost of the project, allocated to tasks, resources and phases as needed to complete the project.

**Management Process**: Management standards can serve as a constraint on project performance, adding quality control overhead.

1.2 Project deliverable

The deliverables of the project are as follows:

* Software Project Management Plan. (SPMP): It will include the outlines of the project and people involved and details process and guidelines to be followed right through the project.
* Software Requirements Specifications. (SRS): It will include details about the functional and non function requirements given by the client.
* Software Architecture Design Document. (SADD): It will include the architecture design of the entire system.
* Software Design Document. (SDD): Contains an in-depth design of the software, including use-case, collaboration, sequence and class diagrams.
* Test Plan. (TP): Details the types of tests to be carried out on the system to ensure the system meets requirements and maintains integrity.
* Source and Object Code: The main deliverable of the project which allows the client to run the required system.
* User Manual: Details how the system runs and instructs the user in how to install and use the product.

## 1.2.1 Project Organization

**Project Manager**

Uma Rana

**Quality Assurance Manager**

Poonam, Amy

Amy

Uma Rana

**Client Liaison Officer**

Uma Rana

**Tester**

Bilawal

**Researcher** Nasser

**Documentater**Uma, Amy, Bilawal

Uma Rana

**Programmer**Poonam, Anmoldeep

**Designer**

Uma, Amy

**Risk Manager**

Anmoledeep

Uma Rana

**Assistance Documentater**

Nassar

Uma Rana

**DBA**

Anmoldeep

## 1.3 Definitions

* Core requirements: These are known as the necessary and basic requirement given to the project team by the client itself.
* Optional requirements: These are the requirements which are not necessary but can be added to make work more effective and perform better.
* Task Sheets: Task sheets are used to divided the team work and ask the team to specify the time required to finish each task.

## 1.4 Acronyms

* **PC** - Personal Computer.
* **SPMP** - Software Project Management Plan.
* **SRS** - Software Requirements Specification.
* **SADD** - Software Architecture Design Document.
* **SDD** - Software Design Document.
* **GUI** - Graphical User Interface.
* **UML** - Unified Modeling Language.
* **CVS** - Concurrent Version System.
* **TP** - Test Plan.
* **SQAP** - Software Quality Assurance Plan.
* **UD** - User Documentation.
* **PM** - Project Manager.
* **CLO** - Client Liaison officer.

## 2 MANAGERIAL PROCESS PLANS

The administrative process consists of specific activities and functions carried out by the administrators and is characterized as activities aimed at the continuity of the establishment through the operation of production elements. It is concerned with achieving the objectives of the institution or organization through work and organized human effort, The administrative process is classified into four administrative functions according to some scholars, which are planning, organizing, directing and controlling.

## 2.1 Project Start –up Plan

* Determine the nature of the project: What is this project? And what is his idea?
* Data collection
* Amending and clarifying the nature of the project
* Building a clear blueprint showing project details Building a clear blueprint showing project details

## 2.1.1 Estimation plan

**2.1.1.1 Schedule:** The schedule is entirely based on the due dates given to us by the university or the client. The dates will be adjusted according to the deadlines of the client or university. The team will finish all documents at least 7 days before the due date given by the university or client. The schedule also includes the items which are not supposed to be delivered but are necessary for the entire project. The schedule is subjected to change due to change in the client requirements or earlier delivery requests.

**2.1.1.2 Resources Requirements:**  Resources will be selected on the basis of the skills, knowledge and previous experience of the entire teams as well as the on the requirements of the client. Management and technical practices are the other factors which effect the selection of the resources.

**2.1.1.2.1 Technical Resources**

* **Development methodologies:**

Other thing which will be considered will be which methodology will be use in the development of the project.

* **Programming language:**

In order to deliver a successful online browser based system, it is required a considerable amount of programming to be completed. The language which we will be using will be Html, PHP, JavaScript and CSS.

* **CVS:**

CVS is a software which will be used to keep records of changes to both documents and codes. It is known as version control software.

* + - * 1. **Written resources**

1. Textbook 2. IEEE Standards 3. Online website: w3 school

## Resource Acquisition Plan

**4.1.2.1 Technical Resources:** It will include all the software, methodologies, programming languages which we are going to use in development of the project.

**4.1.2.2 Written resources:** For written resources we will go through some different books as there are unlimited numbers of books available in the library or online journals. By going through different books best one will picked according to needs and options will be changing as requirement will change.

**4.1.2.3 Staff training plan**

Team members will be provided with some time to learn about the resources, software, and hardware to make them more efficient and multi skilled. So that we always have a backup for any sickness or illness.

## 2.2 Control Plan

Control plan explain the steps or control procedure that will be used by the team members to measure, report, and control the product requirement, schedule, budget and resources of the project.

**2.2.1 Requirement and Schedule Control Plan**

This includes all the requirements given by the client, and they will be further divided by core or noncore requirement. On the basis of that a schedule will be designed to accomplish all these core and noncore requirements with specific time frame.

**2.2.2 Quality Control Plan**

Quality Assurance manager will be responsible for quality control.

## 2.2.1 Procedure for internal reviews

|  |  |
| --- | --- |
| Steps | Person involved |
| Request of an internal review | Team, document manger, PM |
| Conduct team review | Team member |
| Review the documents in a specific time frame | Team members, PM, Reviewer |
| Hard copy of documents reviewed | Reviewer |
| Hard copy submitted to document manger | Document manager |
| Amendment of the soft copy | Document manager |
| Disagree (conduct meeting with team) | Document manager |
| Agree( Hard copy kelp safe ) | Document manager |

2.2.2 Procedure for external review:

* Copy of documents will be send to the client
* Each part will clear and explained
* If approves, then start working forward
* In case of unapproved desired changes can be made and again reviewed by team and client.

## 2.2.3 Quick reference sheet:

Quick reference sheet will be a guide for all the team members. It will contain all the contact details of the team members, file permission protocols and email tags. It will allow all the team members to follow the processes without continual check of SPMP. A soft copy can be quick reference sheet can be achieved from PM / general folder in case any team member lost his own.

2.2.4 Reporting plan

It involves management of documentation and maintains communication. It tells the team what to while a problem occur and how to tell others and overcome that specific issue.

**2.2.4.1 Email**

Email will be the preferred way to contact each other for any reason. Each team member will be supposed to check their official (University student emails) emails two to three times a day. The emails tagged as urgent or important will need to be sorted as soon as possible or within 24 hours. Response to each email will be necessary and mandatory.

* + - 1. **Procmail and Hyper Mail**
* The mail manager will save all the filtered with Procmail in a spate mailbox with appropriate tag. Email tags are to be used at the beginning of the subject field of the email. Tags can be as: SADD, SRS, Code, SPMP, SDD, Design, Risk, Meeting, Client, Process.
* Once a week, the mail manager will use the Hyper Mail to create html versions of the mails and place them in.
* The Manager will ensure that the links to the mail on the team web page are up to date.

**2.2.4.3 Task sheet**

* Task sheet will be used to distribute task in the project meeting. Each team member will have their own task sheet given to them PM.
* Each member will be responsible for their each and individual task to be written on the task sheet.
* Copy of each task sheet with estimated time of completion by each team members will be given to supervisor and PM.

## 2.2.5 Meeting Procedure

**2.2.5.1 Team Meetings**

* Team meeting will be held every Monday at 4 pm with supervisor in ATMC Melbourne campus in room 2.4. The place is subjected to change according to the needs.
* Each and every team member must attend this meeting without any excuse.
* Team meeting within the group members will be held between 5-6 pm every Monday in ATMC Melbourne. Presences of each member will be compulsory
* In case of more work the no of group meetings will be more than once a week.
* Meetings with the client will be held once every two weeks and it can be changed as per needs. Only client liaison and minute taker will attend this meeting.

**2.2.5.2 Agenda**

Agenda for the group will be decided by the team members in the previous meeting or it can be send by PM through email to all team members two days before the meeting.

**2.2.5.3 Meeting minutes:**

Minute taker will take minutes of each and every meeting. It will be taken by hand first and then later transcript into computer.

It will include the following things:

* Starting time of meeting
* Attendance
* Agenda
* Items discussed
* Schedule check
* Closing time of meeting

## 2.3 Risk Management plan

This part will have all the methods and procedures that the team has to follow in case of any risks. It will involve the following:

* Unrealistic schedule or Budget.
* Real time shortfalls.
* Capability Shortfalls.
* Wrong Functionality.
* Wrong Functionality.
* Personal Shortfalls.

**3 ADDITIONAL MATERIAL**

Include additional materials needed to manage your specific project. Possibilities include star tup plans, content and asset delivery plans, control management plans, reporting management plans, and risk management plans.