

15 Jan 1997

Project Management Plan

cover page

Created By:	<person writing document>	Date:
Reviewed By:	<primary reviewer(s) (list as appropriate (such as test team members, team leaders, etc.))>	Date:
Approved By:	<project manager>	Date:
	<test manager/coordinator>	Date:
	<others as appropriate>	Date:

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1 **DATE:** <date of 4746> 4746 Number: PROJECT Number:

2 Project Phase being approved: Phase _____ (CCM Phases 1-6)

3 **PROJECT TITLE:**

(A) ONE LINE DESCRIPTION

(B) PRODUCT LINE:

(C) LOCATION:

(D) APPROVAL REQUIRED: Final Authority List

4 **FINANCIAL SUMMARY**

		Labor Rate (\$/hr)	Hours Budgeted	Cost This Phase (\$000)	Total Project Cost (\$000)	
(A)	S/W Development Labor	0	0		0	
(B)	Related Expenses (Contractors)	0	0		0	
(C)	PROJECT EXPENSE TOTAL	0	0		0	
(D)	Capital Equipment	0	0		0	
	PROJECT TOTAL					

5 **Approval Signatures**

Project Manager	Date	Project Manager	Date
Group Manager	Date	Project Coordinator	Date
Program Manager	Date	Director	Date
Director	Date		Date
	Date		Date
	Date		Date

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INTRODUCTION

The <project name and version> Project Management Plan (PMP) is the controlling document for managing the project. The PMP describes and serves as the Development Plan for the project and is the tool that is to be used to plan and manage the project.

Project Overview

This project is to develop <description of the product> that will <summary of what it will do>. The release target for <version> is <date>.

<Product name> will require and leverage off of <any other Product(s)>.

Project Deliverables

Customer deliverables for this project include:

- a) <deliverable #1> <delivery date>,<location>,<quantity>
- b) <... to deliverable X> <delivery date>,<location>,<quantity>

Customer deliverables for this project include:

Evolution of the PMP

Updates to this PMP will be done as necessary to support the Customer Centered Methodology, newly identified Risks, newly resolved Risks, and other changes/updates to the project. Updates will be made by <method for making and controlling changes> and distributed <how and to whom distributed>.

The PMP sections will be updated, in particular, to define all activities of each life-cycle phase fully before the phase is started.

The current PMP version will be available for reference to all project team members <identify an on-line, paper, or electronic method here>.

The PMP document will be under configuration control in the Project Development File (PDF) residing within the Software Configuration Management Tool (SCM) <if no tool is in place write here how the PMP versions will be controlled without a tool> using the built in version capability of the SCM tool <or if you are using something else state what tool or method here> and will be controlled by the Project Manager <if others are involved in the control state that here>.

Reference Materials

- a) Customer Centered Methodology (CCM) Revision <rev>
- b) Systems Development Service Level Agreement, Revision <rev>, date
- c) Systems Development: Planning and approval <rev>, date
- d) <Project> Software Requirements Specification <doc number>, Revision <rev>
- e) <Project> Design Document <doc number>, Revision <rev>
- f) <... continue list as needed>

Definitions and Acronyms

Refer to Appendix <reference> for a complete list of project definitions and acronyms.

Refer to the CCM for a list of development process definitions and acronyms.

MANAGEMENT STRATEGY

Management Strategy and Priorities

Critical Factors

Assumptions, Dependencies, and Constraints

Risks

Alternatives to doing Project

Monitoring and Controlling Mechanisms

Project status reporting will be done <reporting frequency> via <reporting method(s)> to <whom>.

As a key integral process the SQA group will perform <when, how often> audits to validate conformance to the CCM and to this PMP.

A defect reporting system will be established to record and track problems found during product development. Refer to section 6.1.1 "Defect Reporting System."

Those additional reviews, such as detailed technical reviews, like inspections, for this product are:

PROJECT SCHEDULE

Macro Schedule

Milestone	Start Date	Estimated End Date	Actual End Date	Risk Date
Initial Project Management Plan				
<milestone 3>				
<milestone 4...n>				

Detailed Schedule

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PROJECT DETAILS

Section 4, will describe the project organizational structure, organizational boundaries and interfaces, and define individual responsibilities for the project.

Staffing Plan

<This project team will include <list required types of personnel>.

The following assignments are assumed in determining the macro-schedule that follows:

Team Member <examples listed>	Department	Location	Start Date	Alloc (based on 64% of time for project loading)
Project Manager				
Sr Analyst				
Team Leader				
Sr. Programmer				
User Documentation				
Analyst				
Contractor				
Admin. Asst.				
Other:				

The training requirements for this project include <list specific training requirements here>.

Project Responsibilities

PROCESS MODEL

This project will follow the Customer Centered Methodology (CCM) which, applied to software, is a disciplined process for transforming requirements into a software product.

The CCM tasks/deliverables for those project are defined and documented in this section which is derived from the CCM Process Worksheet in Appendix <reference>.

A summary of the process for this project is:

Concept Phase (Phase 1)

Tasks:	Listed in the concept sections of the CCM.
Inputs:	4764
Outputs:	Initial Draft of the PMP with Macro schedule and initial budget.
	<ul style="list-style-type: none"> - Identify and target user population, user's physical and organizational environment. - Identify any problems with similar or existing products.
	User Problem Statement - which is the initial Software Requirements Specification
Exit Criteria:	Listed in the CCM

Requirements Phase (Phase 2)

Tasks:	Listed in the requirements sections of the CCM.
Inputs:	4746
	Initial PMP
	Approved and baselined budget.
	Develop mental models describing the system from the users' perspective and allocate functions between user and the system.
	User Problem Statement - which is the initial Software Requirements Specification.
Outputs:	This Project Management Plan (first approved release) .
	Software Requirements Specifications (SRS) (evolved from the User Problem Statement) and the System Architecture Specification (SAS) (as listed in Appendix <name> by the start of the phase) which also should meet the objectives specified for it under Verification/Validation below.
	<ul style="list-style-type: none"> - Develop user acceptance goals and document user scenarios. - Identify and document product interface requirements.
	Initial Software Test Plan - include usability testing schedule.
Exit Criteria:	Listed in the CCM.

Design Phase (Phase 3)

Tasks:	Listed in the design sections of the CCM.
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Inputs:	PMP - re-evaluate Risks and update PMP. SRS and SAS produced in previous phase (as listed in Appendix <name> by the start of the phase) Test Plan <document ref> and subordinate Test Design Specifications (TDS's) and Test Procedure (TPS's) as listed therein.
Specifications	
Outputs:	SDD (Software Detailed Design) documents to cover the SRS's (as listed in Appendix <name> by the start of the phase).
Exit Criteria:	Listed in the CCM.

Implementation & Unit Test Phase (Phase 4)

Tasks	Listed in the implementation sections of the CCM.
Inputs:	PMP SDD documents (as listed in Appendix <name> by the start of the phase) Those parts of the Test Plan & those subordinate TDS's & TPS's which relate to unit, integration & regression testing
Outputs:	Code to implement the SDD documents, which has been subjected to unit, integration & regression testing using those parts of the Test Plan & those subordinate TDS's & TPS's which relate to these types of testing. Provide feedback to designers based on usability tests. Test logs (TLR's) describing the results of the tests performed under each of the TPS's used to test the code
Exit Criteria:	Listed in the CCM.

System Integration and Testing Phase (Phase 5)

Tasks:	Listed in the integration sections of the CCM.
Inputs:	Code as produced and tested in the previous phase & associated design documents Those parts of the Test Plan & those subordinate TDS's & TPS's which relate to System Test and Alpha Test
Outputs:	The input code & associated design documents as tested by System Test and Alpha Test The System Test and Alpha Test results together with TLR's covering any lower-level retests required after resulting modifications
Verification:	All Test results to be reviewed to decide how all test failures shall be resolved
Exit Criteria:	Listed in the CCM

Release to Customer (Phase 6)

Tasks:	Listed in the installation sections of the CCM
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Inputs:	Code as tested in the previous phase & associated design documents The Beta Test Plan : part of the Test Plan governing Beta Test which addresses: features to be tested, product team & user-site responsibilities, restoration of user environment.
Outputs:	The input code & associated design documents as tested by Beta Test Post Project Analysis.
Exit Criteria:	Listed in the CCM

TECHNICAL REQUIREMENTS

Methods, Tools, and Techniques

The following environments and tools will be used:

- a) <list any tools/methods here, including, as appropriate things like...>
- b) <Host system description>
- c) <Target system description>
- d) <Host and target system resources needed (disk space, etc.)>
- e) <How the host and target systems will be linked>
- f) <Where the product SW is tested (host, target, both)>
- g) <How the hardware will be integrated (separate modules, etc.)>
- h) <How the SW will be integrated (by whom, how)>
- i) <Code and software techniques (CMS, MMS, etc.)>
- j) <Compilers, linkers, debuggers, test tools, data dictionaries>
- k) <Any other new or existing tools that will be needed to complete the project...>

Quality Measurements

Defect Reporting System

A defect Reporting system will be utilized during product development.

A defect review committee will consist of the following individuals:

Project Function / Title:	Individual(s):
Project Manager	
Sr. Analyst	
Team Leaders	

Product Measurements

Process Measures

Integral Processes

Software Configuration Management

This section of the PMP should describe how the project artifacts will be controlled adhering to the DHS Software Configuration Management Policy.

Traceability

This section will describe how the project will implement traceability for the items developed.

Appendix I -