

Project Plan Outline

1.0 Goals and Objectives

This section presents a general description of the project along with any general or technical constraints and/or considerations. Please include the sub-sections below.

1. Project name
2. Business goals and project goals
3. Scope
4. Time and budget constraints
5. General and technical requirements
6. Training and documentation
7. Installation

2.0 Project Estimates

This section presents a set of estimates for the completion of the project, including people, hardware and software. Please include the following sub-sections.

1. People costs
 - a. Historical or researched data used for estimates (Requires annotation listing where you got this information)
 - b. Salary requirements
2. Equipment costs (Requires costs for all hardware and software used. It is assumed that all hardware and software will be new).
 - a. Hardware
 - b. Software
3. Estimation techniques and results
 - a. Process-based (use the format shown in section 1.2.1 of the lecture)
 - b. Second method
 - c. Triangulation results

3.0 Project Schedule

This section presents an overview of project tasks and the output of a project scheduling tool. The following sub-sections should be included:

3.1 Project task list

The tasks that have been selected for the project are presented in this section.

3.2 Task network

Project tasks and their dependencies are noted in this diagrammatic form.

3.3 Timeline chart

A project timeline chart (Gantt chart) is presented. Please embed the Gantt chart in the document as this is the way end-users would see it.

4.0 Staff Organization

The manner in which staff are organized and the mechanisms for reporting are noted.

4.1 Team structure

The team structure for the project is identified. Roles are defined. Include an organization chart.

4.2 Management reporting and communication

Mechanisms for progress reporting and inter/intra team communication are identified

5.0 Risk Management

This section discusses project risks and the approach to managing them. Please include the following sub-sections.

5.1 Project Risks

Each project risk is described.

5.2 Risk Table

The complete risk table is presented. Name of risk, category, probability, and impact are provided.

5.3 Risk Mitigation, Monitoring, Management Strategy

Discuss a strategy to deal with each risk.

6.0 Tracking and Control Mechanisms

Techniques to be used for project tracking and control are identified. The following sub-sections should be included:

6.1 Quality assurance and control

An overview of SQA activities is provided. Note that an SQA Plan is developed for a moderate to large project and may be a separate document or included as an appendix. Use this section to list your business and technology metrics.

6.2 Change management and control

An overview of software configuration management (SCM) activities is provided. Note that an SCM Plan is developed for a moderate to large project and may be a separate document or included as an appendix. Use this section to describe your procedures for handling change to the specification while in development and the system after the system has been implemented.