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Note: SRS will depend on project to project basis.

Project Management Plan

(MIPL/PM/Temp/01 Version 1.0)

1. Overview

<Write the overview of the project>

2. Acronyms & Definitions

Abbreviations	Descriptions

3. References:

As for example:

- Emails from onsite co-coordinator
- Proposal/Contract
- Contract Review documents
- Communications

4. Customer Information:

Item	Name	Address	Phone	Fax	Email
Customer					
Contact Person					



5. Responsibilities

Role	Responsibilities

6. Scope of work

<Write the scope of the project>

7. Project Approach/Methodology

<Write the methodology chosen for the project with the appropriate phases / activities>

8. Project tailoring

9. Project deliverables

	Deliverable Name	Responsibility
1.		
2.		
3.		

The delivery dates are as indicated in latest schedule

10. Project receivables

	Receivable Name	Latest Receipt Dt.	Responsibility
1.			
2.			
3.			

< In case any receivable received from the client is unfit for use, it should be specified in Project Plan >

11. Acceptance criteria

<Write the acceptance criteria agreed with the client>

Or <mention your own Acceptance Criteria">

12. Project estimates

<Attach the basis of estimates prepared for the project with respect to size, effort and cost>

13. Project organization Structure

Mention the organization structure <If required, attach as an annexure>

14. Risk management

No	Risk	Probability (H/M/L)	Impact (H/M/L)	Value = Probability * Impact (H/M/L)	Mitigation Strategy

		Impact →		
		Low	Medium	High
Probability →	High	Medium	High	High
	Medium	Low	Medium	High
	Low	Low	Low	Medium

<Risks that have been mitigated can be shaded to indicate that they are no longer applicable. Unresolved high priority risks will be escalated to senior management through the Project Status Report. The same are also discussed during Project Review meetings.

15. Development Environment

Hardware	
Networking	
System Software	
Development tools	
Infrastructure/Facility	

16. Testing Environment

Hardware	
Networking	
System Software	
Third Party tools	
Infrastructure/Facility	

17. Back up & Recovery Plan

- Frequency: < >
- Location/Path: < >
- Responsibility: < >
- Method: < >

18. Training plan

Name	Training Topic	When Required

19. Project monitoring and control

➤ **Status reporting & progress monitoring**

- Management status reporting will be done fortnightly through Project Status Report and will be reviewed with senior management.
- Schedule should be updated weekly with actual data during tracking.
- Minor changes will be collated and updated together. (PM).
- Each project member will use time sheet system to track the project activities.

➤ **Project team meetings**

Team meetings will be held weekly. The minutes of the meeting will be prepared and circulated. The problems identified during these meetings will be escalated, if required. During these team meetings the following will be tracked:

- Review of action points of previous team meeting
- Technical issues
- Project risks
- Any Configuration Management related issues like pending Change Requests, changes to baseline library etc.
- Any other issues.

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➤ **Updation of Project Plan**

Project Plan and other project plans shall be updated under following circumstances

- When the project activities are not proceeding as scheduled and corrective actions need to be taken.
- Change in scope of work and other commitments
- To highlight any high priority risk identified during the course of the project
- To incorporate phase-end findings
- To incorporate review/audit findings
- To revise the project's defined software process based on the defect prevention measures identified, or introduction of new tools/technology

<Include any other factor that may be relevant for the project>

➤ **Project schedule**

- **Project schedule and work break-down structure**

Keep as an annexure

<Have separate task allocation sheets >.

20. Quality Control Strategy

S. No.	Item	Activity
1.	Type of reviews	
2.	Review check points	As for example: <ul style="list-style-type: none"> • Project Plan • System Requirements Specification • System Design Document
3.	Standards used	
4.	Types of testing	As for example: <ul style="list-style-type: none"> • Unit • Integration • System
5.	Test Stop criteria	
6.	Acceptance Testing	

21. Configuration Management Plan

➤ Configuration Management resources and Responsibility

This section should identify

- Configuration Manager
- Composition of SCCB and when a CR has to be escalated to SCCB
- Configuration Management tools used, if any

➤ Configuration Management activities

• Identification of Configuration Items (CIs)

Configuration Identification is carried out for the project receivables and deliverables. The Project Manager will identify and baseline all configurable items at the start of the project. Configuration Identification of the documentation during the project duration will be based on established baselines and releases. Software Configuration Items and documents identified and controlled in this plan include:

- Proposal
- Contract
- Project Plan with all annexure- Schedule, Team Organization, etc.
- Software Requirement Specification
- Design Documents
- Test Plans
- Test Cases
- Program Specifications
- Traceability matrix
- All receivables
- All deliverables
- Any other, as decided by the Project Manager

- < Include any other CI in this list. If annexure of plans are separately baselined, mention that here>

• Change control

Software configuration Management and Change Control are applied to all documents and code. This Configuration Management activity identifies the procedure for controlling changes in the CIs.

• Version Control

According to Configuration Management process



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- **Baselines**

The receivables from the customer will be baselined at the start of the project. Subsequently, the version of all the CIs will get incremented, as per version marking scheme defined, after they have passed through the review process.

- **Releases**

An item will be released after it has been baselined.

- **Storage and retrieval of CIs**

The section should identify the controlled software libraries for the project. For each CI identify its location.

- **Configuration status accounting**

Configuration Manager performs this Software Configuration Management activity. It helps in identifying the information regarding the status of the CIs and the changes to these. Accounting is done by maintaining a document that contains a master list of all baselined CIs.

22. Project metrics plan

This section should identify:

- Metrics intended to be used for the project (please refer list of metrics: Annexure to metrics process)
- Source of Data
- Frequency of the data to be collected and analyzed
- Roles and responsibility associated with metrics collection and analysis

Metrics	Data source	Frequency of the Data to be collected And analyzed	Responsibility for data collection and analysis



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Template for Project Schedule

(MIPL/PM/Temp/02 Version 1.0)

Project Code:

Project Name:

Customer Name:

Serial No.	Task / Activity Name	Planned Duration (w/Days)	Actual Duration (w/Days)	Planned Start Date	Actual Start Date	Planned End Date	Actual End Date	Preceding Task	Responsibility

Project Status Report

(MIPL/PM/Form/01 Version 1.0)

Reported by:

Project Code:

Project Name:

Period of Reporting:

Periodicity:



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1. Activities during the Period:

Sl. no.	Activity	Planned Duration (W/Days)	Actual Duration (W/Days)	Planned Start	% Completed	Actual Start	Planned Finish	Actual Finish	Reasons for Deviations, if any

2. Project Performance: *

Sl. no.	Description of Metrics	Goal set for Project	UCL for Project	LCL for Project	% Achievement	Reasons for variations, if any

3. Activities planned for the next Period:

Sl. no.	Activity	Planned Duration (W/Days)	Planned Start	Planned Finish

4. Risk Status:

Sl. no.	Risk Identified	Probability of occurrence	Impact of Risk	Suggested Mitigation Strategy



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5. Training of Project Team Members:

Sl. No.	Training need Identified	Planned Training Hours	Actual Training Hours	Planned Nominations	Actual Nominations	Waiver obtained, if any

6. Issues which need Management Attention:

7. Information to Share:

- Client Feedback -
- Project Specific Suggestion for Process improvements -
- Any Other Important Issues -

NOTE:

- This report is to be filled up for all Metrics defined in the Metrication Plan of the project.
- All Metrics must have goals.
- All current Projects must fill this form (Including Projects on hold)
