**Project Management Plan**

**<Your Project Name Here>**

**<Course, Semester, Year>**

Team Name: <your team name here>

Team Members:

* <person1>
* <person2>
* ...

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**Project Overview**

<Include a 1-paragraph description of what your project is about.>

**Applicable Standards**

* Coding Standard <The goal of a coding standard is to make maintenance easier. What is the minimal acceptable standard for code on your project? Include such things as required documentation, naming conventions, indentation style, etc. Make sure to cite your sources.>
* Artifact Size Metric Standard <What are appropriate measures of "size" for your project? Specifically how is each measured? Note that you will use these measures to monitor your progress, so it is important that you choose useful measures. For instance, predicted number of classes, number of input sources, APIs, data files can be examples of artifact size metrics.>
* <Optional: any other relevant standards>

<NOTE: Choose metrics that are clear and easy to monitor. Your team will be expected to follow any standards you list in this section.>

**Project Team Organization**

<Include a short description of your team, your team’s organization and any organizational issues. Some things to includes are:

* <Who is in the group?>
* <Who is responsible for what -- will one of you assume the role of project manager?
* <How will you handle communication -- scheduled face-to-face meetings, on-line meetings, Google hangout, Skype, etc?>
* <Any other relevant information>

**Deliverables**

|  |  |
| --- | --- |
| **Artifact** | **Due Dates** <some will have multiple deliveries> |
| Individual Weekly Progress Reports | Weekly (Fridays) submission throughout the semester through webcourses |
| Concept of Operations |  |
| Software Project Management Plan (SPMP) |  |
| Software Requirements Specification (SRS) |  |
| Test Plan |  |
| High-Level Design |  |
| Detailed Design |  |
| Test Plan |  |
| Test Results |  |
| Source, Executable, Build Instructions |  |

**Software Life Cycle Process**

<What process will your group follow? Give few sentences description of the process and the rationale for selecting this process. See chapter 2 of your textbook for background information. You may decide to implement a "hybrid" model which combines multiple processes.>

**Tools and Computing Environment**

<What operating system, programming languages, compilers, libraries, tools, and integrated environment, etc. will your team use to design and build your project?>

**Configuration Management**

<How will your group handle version control and change control? Who is responsible? What procedures will be followed? You are required to use GitHub for configuration management (CM). If you plan to use any other CM tool, you need an approval from the course instructor and you need briefly discuss here the reasoning of your CM tool choice.>

**Quality Assurance**

<What QA activities will your group do and when will each activity occur? ... Who is responsible for making sure this occurs? How will the results be reported?>

**Risk Management**

<Identify potential risks for this project. For each risk, how will you manage the risk? It is expected that this information will be at a high-level at the beginning of the project.>

**Table of Work Packages, Time Estimates, and Assignments**

<Break down your project into a hierarchy of work packages. For each work package, estimate how much work time it will take to complete. For each work package, state who is responsible for its completion. It is expected that this information will be at a high-level at the beginning of the project.>

**Technical Progress Metrics**

<You must estimate and track your technical progress using appropriate metrics for each phase of your project. What is a useful metric for each phase of your project? For example, for requirements phase, the total number of requirements, the number of requirements changes, the number of TBDs, etc.>

<For OO analysis and design, you might want to count UML diagrams completed. For detailed design and code, you might want to count packages, classes, methods. You will also want to think about other technical metrics such as: memory usage, execution speed, size of various documents, complexity of code (using any of the complexity metrics). These can help in planning and in tracking your project work.>

<Choose your metrics carefully -- select metrics that will be easy to collect, easy to report, and easy to interpret. The goal is to give management insight into the progress and risks of your project.>

**Plan for tracking, control, and reporting of progress**

<Briefly describe what data to collect, when to collect it, how and when to interpret it, how and when to report it. Following is an example that you can base your team’s plan on.>

Each team member will post their individual progress report weekly through webcourses: the weekly report should include time spent in each activity, completed task(s), tasks in-progress, tasks planned for the following week, and individual issues and problems.

Each week, each team member collectively read and analyze the logs; examine the technical content of the work done to date; examine the technical progress metrics; consider the QA results; reassess the potential project risks; and take corrective action if necessary.