

PROJECT MANAGEMENT PLAN
XYZ WEB DEVELOPMENT

XYZ CORPORATION
2253 MONTGOMERY AVENUE
MEMPHIS, TN. 56321

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Project Management Plan

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INTRODUCTION

Total Software Incorporated (XYZ) has recently approved the WebDev-101 project to move forward for project initiation within the research and development (R&D) group. This project will result in the development of a new web interface that supports XYZ's corporate strategy of providing progressive solutions to clients which improve productivity in both the workplace and home environment. While a web interface is currently available, XYZ believes that new technological developments will enable our team to develop a solution far superior to what is currently available.

XYZ has been successful in gaining market share because of its aggressive pursuit of product quality, ease of use, flexibility, and customer service. Additionally, customers understand that our products may be applied to a wide range of uses for business and personal functions. By leveraging our reputation for superior quality and user-friendly products, and capitalizing on new technology, XYZ can position itself as the premier provider of effective and easy to use technology efficient web interface software in today's marketplace.

PROJECT MANAGEMENT APPROACH

The Project Manager, Angel Diaz, has the overall authority and responsibility for managing and executing this project according to this Project Plan and its Subsidiary Management Plans. The project team will consist of personnel from the coding and development group, quality control/assurance group, technical writing group, and testing group. The project manager will work with all resources to perform project planning. All project and subsidiary management plans will be reviewed and approved by the project sponsor. All funding decisions will also be made by the project sponsor. Any delegation of approval authority to the project manager should be done in writing and be signed by both the project sponsor and project manager.

The project team will be a matrix in that team members from each organization continue to report to their organizational management throughout the duration of the project. The project manager is responsible for communicating with organizational managers on the progress and performance of each project resource.

The project methodology used for the development of XYZ company website will be a waterfall approach. Such that each project phase will be completed and approved then signed off before the team moves onto the next phase of production. Approval and sign off is required from stakeholders, sponsor and project manager.

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PROJECT SCOPE

The scope of XYZ's WebDev-101 project includes the planning, design, development, testing, and transition of the WebDev-101 to a fully integrated web interface. This software will meet or exceed organizational software standards and additional requirements established in the project charter. The scope of this project also includes completion of all documentation, manuals, and training aids to be used in conjunction with the software. Project completion will occur when the software and documentation package has been successfully executed and transitioned to XYZ's manufacturing group for production.

All WebDev-101 project work will be performed internally, and no portion of this project will be outsourced. The scope of this project does not include any changes in requirements to standard operating systems to run the software, software updates or revisions.

The new website will provide a list of all the company products and services. As well as allow customers to purchase products and services via the website. XYZ would like the new website designed, built, and set up within three to six months.

CRITICAL SUCCESS FACTORS

The success of the project will be dependent on the following project objectives:

- Successful completion of all specified milestones
- Project delivery within 3-6 months
- All provided XYZ requirements functioning properly
- Project is completed within budget
- Project meets quality targets
- End user satisfaction is high

Whereas there will be other critical aspects associated with the completion of this project, the six success factors listed above are the most critical.

PROJECT DELIVERABLES

Project deliverables for this project will include the following:

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- A fully functional website that has been successfully integrated with identified XYZ applications
- The “about page” contains pertinent XYZ information
- The resulting website supports all business, functional, non-functional and user requirements
- The resulting website meets or exceeds specified performance requirements
- The resulting website meets or exceeds specified supportability, security, and compliance requirements

MILESTONE LIST

The below chart lists the major milestones for the WebDev-101 Project. This chart consists only of major project milestones such as completion of a project phase or gate review. There may be smaller milestones which are not included on this chart but are included in the project schedule and WBS. If there are any scheduling delays which may impact a milestone or delivery date, the project manager must be notified immediately so proactive measures may be taken to mitigate slips in dates. Any approved changes to these milestones or dates will be communicated to the project team by the project manager.

Phase Milestones	Description	Date
Complete Requirements Gathering	All requirements for WebDev-101 must be determined to base design upon	7/20/20
Complete WebDev-101 Design	This is the theoretical design for the software and its functionality	9/21/20
Complete WebDev-101 Coding	All coding completed resulting in software prototype	11/24/20
Complete WebDev-101 Testing and Debugging	All functionality tested and all identified errors corrected	12/22/20
Complete Transition of WebDev-101 to XYZ Production	Completed software and documentation transitioned to operations group to begin production	1/7/21

Project Milestones	Description	Timing
Project Launch	Initial project activities have begun	2 wks. from charter accept.

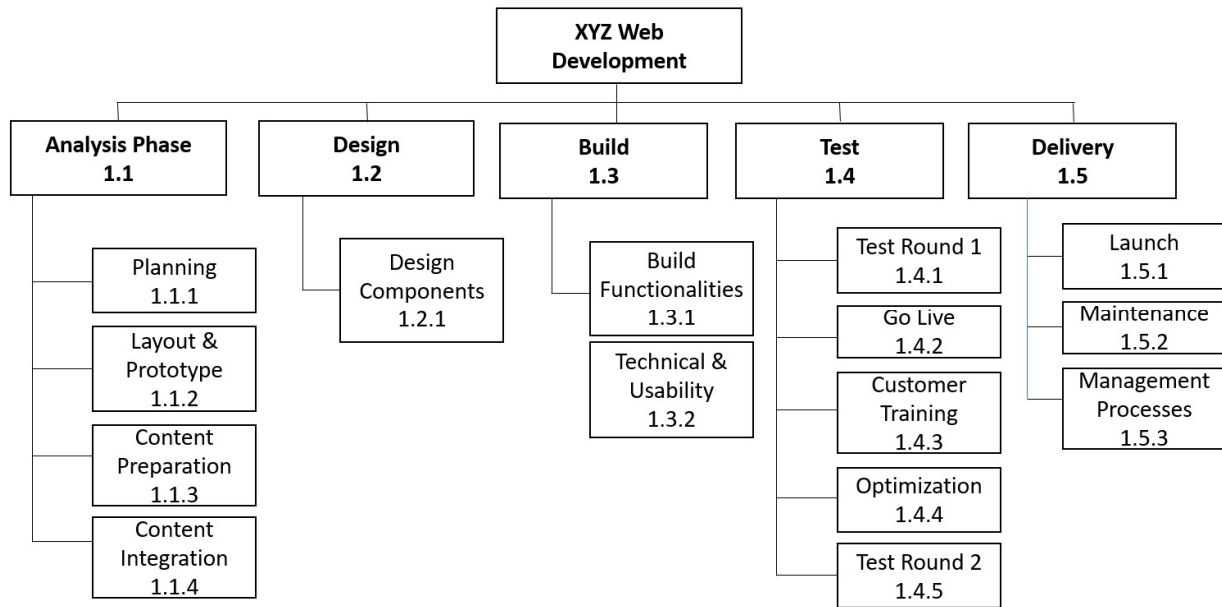
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Gather and finalize requirements	Finalize project requirements	3 wks. from project launch
Draft Design	Complete draft design	2 wks. from final requirements
Final Web Design	Final Web design completed	1 wk. from draft design comp.
Development Completion	Final Web Development Completion	7 wks. from web design comp.
User Testing Complete	Final User acceptance completion	3 wks. from dev. completion
Live Beta Completion	Completion of Beta Testing	4 wks. from user test complete
Beta Test Updates	Final Beta testing Updates	3 wks. from Beta test Comp.

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WORK BREAKDOWN STRUCTURE

The WBS for the WebDev-101 Project consists of work packages which do not exceed 40 hours of work but are at least 4 hours of work. Work packages were developed through close collaboration among project team members and stakeholders with input from functional managers and research from past projects.



SCHEDULE

The baseline schedule as established in accordance with several meetings with XYZ leadership has been established as stated below.

Task Name	Duration	Work	Predecessors	Resource Names	WBS	Start	Finish
XYZ Web Development					1		
Analysis	20 days	275 hrs			1.1	Mon 7/20/20	Fri 8/14/20
Finalize Requirements	1 day	0 hrs			1.2	Fri 8/7/20	Fri 8/7/20
Design	23.5 days	448 hrs			1.3	Mon 8/17/20	Fri 9/18/20
Final Design	1 day	0 hrs			1.4	Mon 9/21/20	Mon 9/21/20
Build	46.25 days	700 hrs			1.5	Fri 9/18/20	Mon 11/23/20
Web Development	1 day	0 hrs			1.6	Tue 11/24/20	Tue 11/24/20
Test	18.25 days	260 hrs			1.7	Mon 11/23/20	Mon 12/21/20
Delivery	10 days	120 hrs			1.8	Mon 12/21/20	Wed 1/6/21

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BUDGET

The project budget has been established through the creation of a project baseline schedule that has been loaded with required resources and correlated with the established rates for required resources:

Total Development and Delivery	\$105,430.00
Estimated Project Risk Contingency Reserve (15%)	\$15,814.50
Project Cost Baseline	\$121,244.50
Estimated Management Reserve (10%)	\$12,124.45
Project Cost Budget	\$133,368.95

CHANGE MANAGEMENT PLAN

The following steps comprise XYZ's organization change control process for all projects and will be utilized on the WebDev-101 project:

Step #1: Identify the need for a change (Any Stakeholder)

Requestor will submit a completed [XYZ change request form](#) to the project manager

Step #2: Log change in the change request register (Project Manager)

The project manager will maintain a log of all change requests for the duration of the project

Step #3: Conduct an evaluation of the change (Project Manager, Project Team, Requestor)

The project manager will conduct an evaluation of the impact of the change to cost, risk, schedule, and scope

Step #4: Submit change request to Change Control Board (CCB) (Project Manager)

The project manager will submit the change request and analysis to the CCB for review

Step #5: Change Control Board decision (CCB)

The CCB will discuss the proposed change and decide whether it will be approved based on all submitted information

Step #6: Implement change (Project Manager)

If a change is approved by the CCB, the project manager will update and re-baseline project documentation as necessary as well as ensure any changes are communicated to the team and stakeholders

Any team member or stakeholder may submit a change request for the WebDev-101 Project. The WebDev-101 Project Sponsor will chair the CCB and any changes to project scope, cost, or

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schedule must meet his approval. All change requests will be logged in the change control register by the Project Manager and tracked through to completion whether approved or not.

COMMUNICATIONS MANAGEMENT PLAN

This Communications Management Plan sets the communications framework for this project. It will serve as a guide for communications throughout the life of the project and will be updated as communication requirements change. This plan identifies and defines the roles of WebDev-101 project team members as they pertain to communications. It also includes a communications matrix which maps the communication requirements of this project, and communication conduct for meetings and other forms of communication. A project team directory is also included to provide contact information for all stakeholders directly involved in the project.

The Project Manager will take the lead role in ensuring effective communications on this project. The communications requirements are documented in the Communications Matrix below. The Communications Matrix will be used as the guide for what information to communicate, who is to do the communicating, when to communicate it, and to whom to communicate.

Communication Type	Objective of Communication	Medium	Frequency	Audience	Owner	Deliverable	Format
Kickoff meeting	Team and project introduction. Review purpose and goals as well as management approach.	Face to Face	Once	Project Sponsor Project Team Stakeholders	Project Manager	Agenda Minutes	Soft Copy archived on Microsoft Cloud and Project website
Project Team Meetings	Project Status review with team	Face to Face	Weekly	Project Team	Project Manager	Agenda Meeting minutes Project schedule	Soft Copy archived on Microsoft Cloud and Project website

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Communication Type	Objective of Communication	Medium	Frequency	Audience	Owner	Deliverable	Format
Monthly Project Status Meetings	Report project status to management	Conference Call	Weekly	XYZ Management	Project Manager	Report slide Project Schedule	
Project Status Meetings	Report of the project activities, progress, costs, and issues.	Email	Monthly	Project Sponsor Project Team Stakeholders	Project Manager	Project Status Report Project Schedule	Soft Copy archived on Microsoft Cloud and Project website

Project team directory for all communications is:

Name	Title or Role	Organization	Preferred Contact	Emergency Contact
Angel Diaz	Project Manager	ABC Web Design	Email: adiaz@abcwebdesign.com 805-402-6125	805-402-6125
Tom Kane	XYZ Project Sponsor	XYZ Company	Email: tkane@xyz.com	555-888-0000
Jason Morris	Sr. Developer	ABC Web Design	Email: Jmorris@abcwebdesign.com Text: 555-555-001	555-555-0010
Scott Fassett	Sr. Web Designer	ABC Web Design	Email: Sfassett@abcwebdesign.com Text 445-602-2345	445-602-2345
Helen Peters	Web Designer	ABC Web Design	Email: Hpeters@abcwebdesign.com	555-000-9990
Cindy Lewis	Consulting Analyst	ABC Web Design	Email: Clewis@abcwebdesign.com Text: 559-999-0000	559-999-0000
Project Stakeholders	See Stakeholder Registry	See Stakeholder Registry	See Stakeholder Registry	See Stakeholder Registry

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Communications Conduct:

Meetings:

The Project Manager will distribute a meeting agenda at least 2 days prior to any scheduled meeting and all participants are expected to review the agenda prior to the meeting. During all project meetings the timekeeper will ensure that the group adheres to the times stated in the agenda and the recorder will take all notes for distribution to the team upon completion of the meeting. It is imperative that all participants arrive to each meeting on time and all cell phones and blackberries should be turned off or set to vibrate mode to minimize distractions. Meeting minutes will be distributed no later than 24 hours after each meeting is completed.

Email:

All email pertaining to the WebDev-101 Project should be professional, free of errors, and provide brief communication. Email should be distributed to the correct project participants in accordance with the communication matrix above based on its content. All attachments should be in one of the organization's standard software suite programs and adhere to established company formats. If the email is to bring an issue forward then it should discuss what the issue is, provide a brief background on the issue, and provide a recommendation to correct the issue. The Project Manager should be included on any email pertaining to the WebDev-101 Project.

Informal Communications:

While informal communication is a part of every project and is necessary for successful project completion, any issues, concerns, or updates that arise from informal discussion between team members must be communicated to the Project Manager so the appropriate action may be taken.

REQUIREMENTS MANAGEMENT PLAN –

RISK REGISTER

The Risk Register for this project is provided in Appendix C, Risk Register.

COST BASELINE

The cost baseline for the WebDev-101 project includes all budgeted costs for the successful completion of the project.

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Project Phase	Budgeted Total	Comments
Analysis	\$15,595.00	Includes work hours for all project team members for gathering requirements and planning project
Design	\$25,970.00	Includes work hours for all project team members for work on WebDev-101 conceptual design
Development	\$41,320.00	Includes all work hours for coding of WebDev-101
Testing	\$15,425.00	Includes all work hours for testing (including beta testing) of WebDev-101 software
Delivery Closeout	\$7,120.00	Includes all work hours for transition to operations and project closeout

QUALITY BASELINE

The WebDev-101 Project must meet the quality standards established in the quality baseline. The quality baseline is the baseline which provides the acceptable quality levels of the WebDev-101 Project. The software must meet or exceed the quality baseline values to achieve success.

Item	Acceptable Level	Comments
All Functions Operational	At least 98% recognition level with 2% or less errors in text	Using standard XYZ English language databases
Integration/Compatibility	No errors associated with running software with compatible applications	Using the 85% suite of applications
Supporting Documentation	Less than 1% failure rate in beta testing new users to run setup and execute software functionality	

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SPONSOR ACCEPTANCE

Approved by the Project Sponsor:

Tom Cane

Date: December 21, 2020

Project Sponsor

Manager of XYZ Facilities

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Appendix C: Risk Register

Category	Name	RBS ID	Probability	Impact	Mitigation	Contingency	Risk Score after Mitigation	Action By	Action When
Server(a)	Server unstable	1.1.	low	medium	Manage daily	Engage backup server	2	Ted.W	within 2hrs
Module 23	Periodic abnormality	1.2.	medium	low	Track issues weekly	Assign owner	3		Immediately
Night Ops	Availability	2.1.	low	high	Assign owner	Weekly status reporting	3		10mins
Nature	Fire	2.2.	low	highest	911	Implement the appropriate response plan	1	Everyone	As per plan
Technical Support	Availability	3.1.	medium	high	Ensure adequate assignment	Hire externally	1		30mins

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Functional Failure	Invalid response	3.2.	low	highest	Record and restart	Investigate further	1		30mins
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