

**Project Management Plan**

**Revision History**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version** | **Date** | **Notes** | **Prepared By** | **Reviewed By** | **Approved By** |
| 1.0 | 18th May 2011 | Initial Release Version | Abhishek Rautela | Jyotsna Bareja | Sudhir Saxena |
| 2.0 | 11th Sep 2012 | Update section 1.2, 2.3, 2.5, 3.0, 4.0, 5. | Rahul Raj | Dhananjay Kumar | GM Dua |
| 2.1 | 20th Jan 2014 | Update section 1.2 & section 3.2 for security audit | Rahul Raj | Dhananjay Kumar | Ajay Kumar Zalpuri |
| 3.0 | 29th July 2015 | To meet the new requirement of ISO 27001:2013 clause (A.6.1.5 – Information Security in Project Management), the process is modified in section 1.2, 1.3, 1.4, 1.5, 2.7, 2.12Communication matrix introduce as per new explicit requirements for both internal and external communications in section 2.12.a under communication matrix.Rename section 1.5 from Project Organization chart to Project structure. And also change project structure. | Rahul | Dhananjay Kumar | Ajay Kumar Zalpuri |
| 3.1 | 12th Dec 2016 | Update section Metric plan | Rahul | SEPG Team | Ajay Kumar Zalpuri |
| 3.2 | 28th Sep 20 | Update section 5 for Metric plan | Rahul | SEPG Team | SEPG Team |

**Table of Content**

[1. Overview 4](#_Toc78488069)

[1.1 Customer Information: 4](#_Toc78488070)

[1.2 Project and Information Security Roles & Responsibilities 4](#_Toc78488071)

[1.3 Areas of the standard addressed 4](#_Toc78488072)

[1.4 Related Document 4](#_Toc78488073)

[1.5 Project Structure 5](#_Toc78488074)

[2.0 Description 5](#_Toc78488075)

[2.1 Scope of work 6](#_Toc78488076)

[2.2 Project Approach/Methodology 6](#_Toc78488077)

[2.3 Project deliverables 6](#_Toc78488078)

[2.4 Project receivables 6](#_Toc78488079)

[2.5 Acceptance criteria 6](#_Toc78488080)

[2.6 Project estimates 6](#_Toc78488081)

[2.7 Risk management 7](#_Toc78488082)

[2.8 Development Environment 7](#_Toc78488083)

[2.9 Testing Environment 7](#_Toc78488084)

[2.10 Back up & Recovery Plan 7](#_Toc78488085)

[2.11 Training plan 8](#_Toc78488086)

[2.12 Project monitoring and control 8](#_Toc78488087)

[2.13 Project schedule 9](#_Toc78488088)

[2.14 Product Integration Strategy (Build Plan): 9](#_Toc78488089)

[3.0 Quality Plan 9](#_Toc78488090)

[3.1 Quality Control Strategy 9](#_Toc78488091)

[3.2 PQA Activities 10](#_Toc78488092)

[4.0 Configuration Management Plan 10](#_Toc78488093)

[4.1 Configuration Management resources and Responsibility 10](#_Toc78488094)

[4.2 Configuration Management Activities 10](#_Toc78488095)

[5.0 Project metrics plan 11](#_Toc78488096)

[6.0 Project Tailoring 12](#_Toc78488097)

[7.0 DAR 12](#_Toc78488098)

# 1. Overview

<*Write the overview of the project*>

## 1.1 Customer Information:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Name** | **Address** | **Phone** | **Fax** | **Email** |
| Customer |  |  |  |  |  |
| Contact Person |  |  |  |  |  |

## 1.2 Project and Information Security Roles & Responsibilities

*<If required could be as an annexure to the project plan>*

| **Name** | **Role**  | **Responsibilities** |
| --- | --- | --- |
|  | Project Manager | * Perform project risk assessments for information security
 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Note: All the Security related Rules & Regulation as per organization Information Security Management System will be adhere to by all stakeholders.

## 1.3 Areas of the standard addressed

The following areas of the ISO 27001:2013 standards are addresses by this document:

Annex A

A.6 Organization of information Security

A.6.1 Internal Organization

A.6.1.5 Information Security in Project Management

## 1.4 Related Document

|  |  |
| --- | --- |
| **Sl.** | **Document List** |
|  | Access Control Matrix |
|  | Software Configuration Management Plan  |
|  | Microsoft Project Plan / Project Schedule |
|  | Risk Register |
|  | Progress Report |
|  | DAR Criteria  |

## 1.5 Project Structure

# 2.0 Description

Managing Director

Test Lead/Architect

Test Engineer

Quality Assurance

Requirement Analyst

IT Support

Delivery Head

Offshore PM

Onsite PM

Client

DB Designer

CM Manager

Lead Developer

Developers

**Project Structure**

## 2.1 Scope of work

<*Write the scope of the project*>

## 2.2 Project Approach/Methodology

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

## 2.3 Project deliverables

|  |  |
| --- | --- |
| **S. No.** | **Deliverable Name** |
|  |  |
|  |  |
|  |  |

The delivery dates are as indicated in latest schedule

## 2.4 Project receivables

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Receivable Name** | **Latest Receipt Dt.** | **Project/Product Owner** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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

## 2.5 Acceptance criteria

<*Write the acceptance criteria agreed with the client*>

Or *<mention your own Acceptance Criteria">*

## 2.6 Project estimates

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

##

## 2.7 Risk management



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.

###

## 2.8 Development Environment

|  |  |
| --- | --- |
| Hardware |  |
| Networking |  |
| System Software |  |
| Development tools |  |
| Infrastructure/Facility |  |

## 2.9 Testing Environment

|  |  |
| --- | --- |
| Hardware |  |
| Networking |  |
| System Software |  |
| Third Party tools |  |
| Infrastructure/Facility |  |

## 2.10 Back up & Recovery Plan

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

## 2.11 Training plan

|  |  |  |
| --- | --- | --- |
| **Name** | **Training Topic** | **When Required** |
|  |  |  |

## 2.12 Project monitoring and control

The Project Manager will plan, execute and control the project management activities needed throughout the project life cycle.

Some of the project management activities are mentioned below:

1. Communication
	* Project Manager will interact with Requirement team.
	* For any conflicting point or any important issue for approval is needed, single point of contact will be onsite project manager.
	* Communication Plan: The purpose of a Communication Plan is to define who needs to be aware of and informed about the project, how and how often information will be distributed, and who will be responsible for the distribution. It is a part of the overall Project Management Plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What to communicate** | **When to communicate** | **With whom to communicate** | **Who shall communicate** | **Processes by which communication shall be effected** |
| Technical matters | To seek clarification, communicate execution and discussing options of delivery | Customer | Delivery Manager / Technical Lead | Email / Video Call/Phone |
| Non-Technical Business Development | when communicating upgrades / updates and offers of NST | Customer | Account Manager | Email / Video Call/Phone |
| Financial Information such as Invoices, Payment reminder, Proposal, upgrade offer etc. | As and when the event takes place | Customer | Accounts Manager | Email / Video Call/Phone |
| Technical matters | To get the action initiated on completion of delivery | Accounts Manager / Business Head | Delivery Manager / Technical Lead | Email / Video Call/Phone |
| Performance report | Monthly / quarterly | Business Head | Account Manager and Delivery Manager | PPT / Word / Excel  - Email/Phone |
| Technical Matters | As and when the event takes place | Project Manager | Developer/Tester | PPT / Word / Excel  - Email/Phone |

1. Status Reporting
	* Project manager will send weekly status report.
	* Sharing of issue tracker to track and resolve issues
2. Escalation
	* All issues will be recorded in an issue log and will be raised to the Project manager.
	* Issues unresolved for a period of time 4 business days will be escalated to onsite project manager.

## 2.13 Project schedule

Project schedule and work break-down structure

May be kept as an annexure

## 2.14 Product Integration Strategy (Build Plan):

It may be in the form of email or release note.

The product integration will take place as follows:

1. Delivering integrated product to internal testing team
	1. The product would be compiled and unit tested by the coding team
	2. All the relevant code libraries will be integrated in the compiled code
	3. The coding team will ensure that all external APIs are working correctly
2. Delivering integrated product to customer after successful testing
	1. The testing will ensure that all the modules of the product have been integrated by doing functional testing including all the modules.
	2. The testing team will ensure that all the external APIs are integrated correctly to deliver required functionality of the product

# 3.0 Quality Plan

## 3.1 Quality Control Strategy

*<Refer to Quality Control, reviews, their frequency & responsibility>*

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Item** | **Frequency** | **Responsibility** |
| 1 | PMP review | Towards Phase-End | PM, Architect |
| 2 | Requirement/Gap/FRD Review | Towards Phase-End | Business Analyst, BD, PM |
| 3 | Design Review | Towards Phase-End | PM, Architect |
| 4 | Code Review | Towards Phase-End | PM, Team Lead, Project Lead, Architect |
| 5 | Test Case Review | Towards Phase-End | PM, QC Lead, Business Analyst |
| 6 | Functional Testing | Towards Phase-End | Tester, QC Lead, Business Analyst, PM |
| 7 | Integration/Validation Testing | Towards Phase-End | Tester, QC Lead, Business Analyst, PM |

##

## 3.2 PQA Activities

*<Refer to process and audits, their frequency, scope, schedule, responsibility>*

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Item** | **Frequency** | **Responsibility** |
|  | Process Audit | Weekly, Fortnightly, Monthly, Quarterly | QA Head |
|  | Configuration Audit | Weekly, Fortnightly, Monthly, Quarterly | Configuration Manager |
|  | Product and Release Audit | Weekly, Fortnightly, Monthly, Quarterly | QA Head |
|  | Security Audit | Weekly, Fortnightly, Monthly, Quarterly | QA Head |

# 4.0 Configuration Management Plan

## 4.1 Configuration Management resources and Responsibility

This section should identify

1. Configuration Manager
2. Composition of SCCB and when a CR has to be escalated to SCCB
3. Configuration Management tools used, if any

## 4.2 Configuration Management Activities

 Put Configuration Management plan document as an object

***4.2.1 Schedule of Configuration Audits (optional)***

Define the following:

* Date/Phase
* Responsibility
* Frequency

# 5.0 Project metrics plan

This section should identify:

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Metrics | Data source | Formula for Metric | Frequency of the data | Responsibility for data collection and analysis | Target for metrics | Targets for standard deviation |
| SV (Schedule Variance) | Timesheet | ((Actual End date for completed milestone(s) - Planned End date for milestone(s)) / Planned End date for milestone(s) - Planned Start date for milestone(s))\*100 |  |  |  |  |
| EV (Effort Variance) | Timesheet | ((Sum of actual effort for milestone(s)- Sum of planned effort for milestone(s) from revised baseline) / Sum of planned effort for milestone from revised baseline)\*100 |  |  |  |  |
| External DRE | Defect Report | (Internal QC defects (SIT) / Internal QC Defects (SIT) + external defects ( UAT+ Warranty) )\*100 |  |  |  |  |
| Internal DRE | Defect Report | (Internal defects (Unit, functional, Code reviews) / Internal(Unit, functional, Code reviews) + Internal QC defects (SIT) )\*100 |  |  |  |  |
| Defect Leakage | Defect Report | For each defect (Defect detection stage - defect Injection stage ) |  |  |  |  |
| Scope Change | CR Log | (# of paid change request / Total CR)\*100 |  |  |  |  |

#

# 6.0 Project Tailoring

NA

# 7.0 DAR

1. DAR would also be used for selecting the SDLC approach