

Department of Computer Science

University of Hong Kong

Final Year Project

Project Management Plan Standard

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1. INTRODUCTION

This document describes the layout and the contents of a software project management plan to be used by the Final Year Project. The plan produced by each group should follow the format and structure as closely as possible.

1.1 Project Overview

Project overview provides a summary of the project objectives, the product to be delivered, major work products, major milestones, required resources and master schedule. The project overview also describes the relationship of this project to other projects, as appropriate.

1.2 Project Deliverables

This section includes all items to be delivered to customer and the delivery dates.

1.3 Evolution of the Project Plan

This section specifies the plans for producing updates to the Project Management Plan.

1.4 Reference Materials

List of reference documents and other sources of related information.

2. PROJECT ORGANIZATION

This section specifies the process model of the project, describes the project organizational structure and define individual responsibilities for the various project elements.

2.1 Process Model

This section defines relationships among major project functions and activities by specifying the timing of major milestones, baselines, reviews, work products, project deliverables, and sign-offs that span the project. The process model must include project initiation and project termination activities. The process model can be described using graphical notation.

2.2 Organizational Structure

Internal management structure of the project.

2.3 Organizational Boundaries

This section describes the administrative and managerial boundaries between the project and each of the following entities: the parent organization and the customer organization.

2.4 Project Responsibility

This section describes the nature of each major project function and activity and identify the individuals who are responsible for those functions and activities. A matrix of functions and activities versus responsible individuals may be used.

3. MANAGERIAL PROCESS

3.1 Management Objectives and Priorities

This section describes the goals and priorities for management activities during the project. Topics to be included are: frequency and mechanisms of reporting to be used, the relative priorities among requirements, schedule, and budget for this project, risk management procedures to be followed, a statement of intent to acquire, modify or use existing software.

3.2 Assumptions, Dependencies and Constraints

This section states the assumptions on which the project is based, the external event the project is dependent upon, and the constraints under which the project is to be conducted.

3.3 Risk Management

This section identifies and assesses the risks factors associated with the project. It should also prescribe mechanisms for tracking the various risk factors and implementing contingency plans. Risk factors are: contractual risks, technological risks, risks due to size and complexity of the product, risks in personnel acquisition and retention, and risks in achieving customer acceptance of the product.

3.4 Monitoring and Controlling Mechanism

This section defines reporting mechanisms, report formats, information flows, review and audit mechanisms, and other tools and techniques to be used in monitoring and controlling adherence to the SPMP.

3.5 Staffing Plan

This section specifies the numbers and types of personnel requires to conduct the project. Required skill levels, start times, and duration of need shall be specified.

4. TECHNICAL PROCESS

4.1 Methods, Tools and Techniques

This section specifies the computing system(s), team structure(s), programming language(s), and other notations, tools, techniques, and methods to be used to specify, design, build, test, integrate, document, deliver, modify or maintain the project deliverables. In addition, the technical standards, policies, and procedures governing development or modification of the work products and project deliverable shall be included, either directly or by reference to other documents.

4.2 Software Documentation

This section contains the documentation plan, which specifies the documentation requirements, the milestones, baselines, reviews, and sign-offs for software documentation.

4.3 Project Support Functions

This section contains plans for supporting functions for software project, which should include:

- configuration management
- software quality assurance
- verification and validation

The responsibilities, resource requirements, schedules, and budgets for each supporting function should be specified.

5. WORK PACKAGES, SCHEDULE , AND BUDGET

5.1 Work Packages

This section specifies the work packages for the activities and tasks that must be completed in order to satisfy the project management.

Each work package must be uniquely identified. A diagram depicting the breakdown of activities into subactivities and tasks can be used to describe the hierarchical relationships.

5.2 Dependencies

The section specifies the ordering relations among work packages and dependencies on external events. Techniques such as critical path method can be used.

5.3 Resource Requirement

This section provides the estimates of the total resources required to complete the project: number and types of personnel, and the corresponding duration.

5.4 Budget and Resource Allocation

This section specifies the allocation of budget and resources to various project functions, activities and tasks.

5.5 Schedule

The section includes the schedule for various project functions, activities, and tasks. Schedules should be expressed in absolute calendar time. MS Project is recommended to be used for project tracking.

6. ADDITIONAL COMPONENTS

Any other additional components as required by specific project.

7. APPENDICES

List of appendices.