**<Project Name>**

**Project Plan**

**Version<Version No>**

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| **Document Name** | **Project Plan** |

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| **Author** | **Reviewer** | **Approver** |
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#

# **1. Introduction**

## 1.1 Purpose

## 1.2 Background

## 1.3 Scope and Application

**A. In Scope**

**B. Out of Scope**

**Definitions, acronyms and abbreviations**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Abbreviation** | **Description** |
|  |   |   |
|   |   |   |
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## 1.4 References

|  |  |  |  |
| --- | --- | --- | --- |
| **Document Title** | **Version No.** | **Published by/ Author** | **Released Date** |
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# **2. Project Information**

## 2.1 Tasks and deliverables

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Project Phase/Task** | **Key Deliverable** | **Delivery Date** | **Stakeholder****(Customer, Internal)** | **Responsibility** | **Acceptance Criteria** |
| 1 |  |  |   |   |   |   |
| 3 |  |  |   |   |   |   |
| 5 |  |  |   |   |   |   |
| 6 |  |  |   |   |   |   |
| 7 |  |  |   |   |   |   |
| 8 |  |  |   |   |   |  |

## 2.2 Project Defined Process

## 2.3 Milestones

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|  |  |
| --- | --- |
| **Milestones** | **Target Date** |
|   |   |
|   |   |
|   |   |
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# **3. Assumptions, Dependencies and Constraints**

# **4. Use of Structured Decision Analysis**

# **5. Project Organization**

## 5.1 Organization Structure

## 5.2 Roles & Responsibilities

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Role** | **Responsibility** |
|  |  |  |
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## 5.3 Stakeholders Involvement

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.No.** | **Phase** | **Activity** | **Stakeholder’s Role** | **Output** |
|  |  |  |  |  |
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**5.4 Project Teams**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Location** | **Teams** | **Team Objective** | **Team Members with Role** | **Stakeholders** | **Responsibilities/Interrelationships** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## 5.5 Escalation Mechanism

Please refer Communication spreadsheet.

##  5.6 Communication Plan

Please refer Communication spreadsheet

# **6. Monitoring, Controlling and Reporting**

# **7. Risk Management Plan**

# **8. Quality Assurance Plan**

## 8.1 Quality Goals

## 8.2 Peer and external Reviews

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Phase** | **Items to be reviewed****(E.g. SRS, PMP)** | **Readiness Criteria** | **Type of Review (Peer, Walkthrough, Inspection)** | **Reviewer role and skills** | **Planned Start Date for Review** |
|  |  |  |  |  |  |
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## 8.3 Internal Audits

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Phase** | **Criteria** |
| 1 |   |   |
| 2 |   |   |
| 3 |   |   |

# **9. Test Plan**

<Please attach the [Test Plan Document](https://drive.google.com/open?id=1N8AwL6_Hq0hhlwxA2m_Q8GeH8PNnyEd1HIaSPpqEgy0) Link>

# **10. Measurements and Metrics Plan**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Derived Metric** | **Base Measurement** | **Source for Base Measurement** | **Unit** | **Frequency of collection** | **Target** | **Upper Limit** | **Lower Limit** |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |  |

# **11. Plan for management of project data**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Work Product** | **Storage Mode****(Soft Copy, Hard Copy)** | **Storage Location** | **Responsibility** | **Access** | **Frequency of generation** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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# **12. Configuration Management Plan**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Configuration Management Activity** | **Responsibility** |
|  |  |  |
|  |  |  |
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## 12.1 Configuration Identification

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **CIs** | **Level of Configuration** | **Stage when CI gets base-lined** | **Naming Conventions** | **Baseline Criteria** | **Access** | **Approving Authority** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |  |

## 12.2 Directory Structure

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Name of folder** | **Purpose** | **Access to** **(R,W,F)** |
|  |  |  |  |
|  |  |  |  |

## 12.3 Check-in/Check-out Procedures

## 12.4 Change Management

**CCB Authority**

|  |  |
| --- | --- |
| **CCB Member** | **Responsibility** |
| <PM> | <evaluate/approve change requests |
| <Customer> | NA |
| <Configuration Controller> | <Manage change requests> |
| <Configuration Controller> | Conduct configuration audits |

**CCB Approval**

|  |  |
| --- | --- |
| **CR Effort Impact percentage** | **CCB Approval authority (role)** |
|  |  |
|  |  |
|  |  |

## 12.5 Create & Release baselines

## 12.6 Configuration Management Tools Used

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Tool** | **Purpose of tool** | **Location/URL link** | **Version** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## 12.7 Configuration Status Accounting

## 12.8 Configuration Audit

## 12.9 Backup & Recovery

# **13. Resource Requirements**

## 13.1 Manpower Requirements

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  **Sr. No.** | **Role** | **Number of Resources** | **Skills Required** | **Skills Available** | **Skills Gaps** | **Planned Actions for Skill Gaps** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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## 13.2 Software Requirements

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Software Item** | **Version No.** | **Purpose** | **Licenses Required** | **Licenses Expired By**  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## 13.3 Hardware Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Hardware Items** | **Specification** | **Quantity** |
|   |   |   |   |
|   |   |   |   |
|   |   |   |  |

## 13.4 Standards & Guidelines

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Work Item** | **Standards/Guidelines** | **Publisher/author** | **Version** |
| 1. |   |   |   |  |

## 13.5 Other Tools Used

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Tools** | **Source** | **Stage/ Activity** | **Purpose** |
| 1.  |   |   |   |   |
| 2.  |   |   |   |   |
| 3.  |   |   |   |   |
| 4.  |   |   |   |  |

# **14. Buy/Reuse Plan**

# **15. Training Plan**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Training Requirement** | **Type of Training** | **Duration** | **Role** | **No of Resources** | **Expected Level** |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |  |

# **16. Work environment standard**

**17. Annexure(s)**

**Document History**

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| SEPG (Reviewer) |  |
| SEPG (Approver) |  |
|  |  |

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