

New Software Development Project Plan

UNIVERSITY OF WALES TRINITY SAINT DAVID

Presented By : Mumin Ahmed

Programme: BA Business Management

Course: Project Management

Professor: Kenny Tang

Schedule

In organizing my project plan regarding the development of new software, there is a need of presenting the project in a timely, quality and financially efficient way. Having an effective schedule will play an essential role in ensuring of achieving the project success. To have the project in line, there is the setting of realistic time frames, manage quality and assign resources appropriately to facilitate effectiveness and attainment of the project. It is with the concern of reduction of errors and risks associated with developing new software in the firm. In the long having an effective schedule will facilitate a reduction in costs and an increase in attainment of the project. In scheduling having proper financial, management, quality assurance and documentation in the project plan.

Project planning alters finances of a project. Time constraints demands project manager to have a schedule resources efficiently. It is with concern that resources need top highly specialized skills and knowledge with the aim of completing the project on time with available materials. Through documenting which is a form of scheduling provides a comprehensive breakdown which allows as the project planner in creating charts and all that is required purposely to have run of the new software development into place. Scheduling as it entails management, it is possible for the project manager to conduct regular meetings with the aim of getting a status report regarding the project. Thus, every individual can work towards attaining the task in the specified time in the

schedule. The following represents the schedule for development of the new software, in the firm:

Open Close New Save as File Print Preview PDF Print Information Calendar Projects Information Calendar Projects Save Baseline Clear Baseline Update Save Baseline Clear Baseline Update						
		Name	Duration	Start	Finish	Predecessors
1		Introduction	21 days	1/14/19 8:00 AM	2/11/19 5:00 PM	
2		Purpose Plan	7 days	1/14/19 8:00 AM	1/22/19 5:00 PM	
3		Contextual Information Options	7 days	1/23/19 8:00 AM	1/31/19 5:00 PM	
4		Project Approach	7 days	2/1/19 8:00 AM	2/11/19 5:00 PM	
5		Business Aims and Objectives	21 days	2/11/19 8:00 AM	3/11/19 5:00 PM	
6		New Software Development Aims and Objectives	10 days	2/11/19 8:00 AM	2/22/19 5:00 PM	
7		Project Goals and Objectives	12 days	2/22/19 8:00 AM	3/11/19 5:00 PM	
8		Opportunity	32 days	3/11/19 8:00 AM	4/23/19 5:00 PM	
9		Opportunity Definition	10 days	3/11/19 8:00 AM	3/22/19 5:00 PM	
10		Items beyond opportunity	9 days	3/22/19 8:00 AM	4/3/19 5:00 PM	
11		Project Budget	4 days	4/3/19 8:00 AM	4/8/19 5:00 PM	
12		Risk Assessment	3 days	4/9/19 8:00 AM	4/11/19 5:00 PM	
13		Initial Project Risk Assessment	6 days	4/12/19 8:00 AM	4/19/19 5:00 PM	
14		Milestones	2 days	4/20/19 8:00 AM	4/23/19 5:00 PM	
15		Assumptions	24 days	4/24/19 8:00 AM	5/27/19 5:00 PM	
16		Project Assumptions	24 days	4/24/19 8:00 AM	5/27/19 5:00 PM	
17		Constraints	27 days	5/28/19 8:00 AM	7/3/19 5:00 PM	
18		Project Constraints	15 days	5/28/19 8:00 AM	6/17/19 5:00 PM	
19		Critical Project Obstacles	12 days	6/18/19 8:00 AM	7/3/19 5:00 PM	
20		Project Management Approach	36 days	7/4/19 8:00 AM	8/22/19 5:00 PM	
21		Project Timeline	10 days	7/4/19 8:00 AM	7/17/19 5:00 PM	
22		Project Roles and Responsibilities	4 days	7/18/19 8:00 AM	7/23/19 5:00 PM	
23		Issue Management	4 days	7/23/19 8:00 AM	7/26/19 5:00 PM	
24		Communication Plan	9 days	7/27/19 8:00 AM	8/8/19 5:00 PM	
25		Communication	11 days	8/8/19 8:00 AM	8/22/19 5:00 PM	

Scope

Having a project scope is the beginning of the project planning process. It involves what is supposed to be attained at the end developing new software in the firm. Project scope is essential in that it manages project expectations and activities done. Having a clear scope, it is easier for every individual involved in the development of the project to have the same page throughout the whole cycle of development of new

software in the firm. It is with concern that a great structure scope of the project plan helps in minimizing issues such as:

- a. Requirements that change continuously in the course of development of the project.
- b. Requirements that need to be rethought in the course of the project.
- c. The final project outcome not being the one intended.
- d. Running of the project.
- e. The project will be behind schedule.

Effective scope provides quality management which is essential in avoiding the above problems by having to define and communicating the project scope to all individual involved in the project. Through the project, it will be possible in distinguishing what is and not associated in the project and takes the management of what is permitted and not permitted as the project is executed. Through the scope of the project, it is possible in creating control factors which are utilized in addressing the elements which result in changes during the period of the project. The scope of the project is critical in that through it project manager will have a clue what cost, time and workforce which will be in place.

Requirements

Requirements in a project plan are essential in that without them it will not be possible in developing, running and launching the new software in the firm. Through the

project requirements, it is possible to strategize on how to attain the initial strategic intent of the project plan. Hence, it is possible in delivering exactly what is expected by the stakeholders and what the firm is in need. Having a requirement management plan it will be possible in explaining the requirements artefacts, requirement management process, and requirement types solely to develop new software in the firm.

Having the right requirements of developing new software in the firm, there is need of having requirement management as it is an iterative set of activities which ensures that refinement, changes, elicitation, and documentation of requirements are effectively dealt with during project execution period. Through requirements, it will be possible in satisfying the overall aims and objectives of the project. Having to manage requirements in the project is of essential as it reduces cost, decreases the time taken, reduces risks associated, improves quality of the project and enables effective scope management of the project within the set time. Finally, through requirements in the project, it will be possible in devising a strategic plan which is defined and quantified.

Deliverable

For effective project plan, there is a need of having defined deliverable as they are the outcome of a project in the specified period. The presence of the project deliverables it will be possible in defining how the project will be planned, executed and managed. In particular, this project has two deliverables that are the project deliverables and process deliverables in making the development of the new software in the firm. The

two deliverables will have to serve a particular purpose within the management of the project process.

The project deliverable is essential in that when taken into consideration it the project it will aid in the provision of unique and specific outcomes that are based on the uniqueness and specific needs. Therefore, in producing a required outcome in executing the project through the project deliverable, it is possible in defining the purpose, and the need of running the new software in the firm expressed in term of a plan, process, product, and policy. Secondly, through the process deliverables, it implies how participants in the project will realize the outcome in running the new software in the firm. For the effective realization of the outcome, it will have to involve multiple process deliverables which will be required and expected at the same time. It implies the project deliverable will serve as the destination and through the process deliverable will have to serve as a roadmap utilized in reaching the destination. For instance, in this project, some of the deliverables include code listing, document designing, executable code module, project plan, and user manual.

Cost

The project cost is essential in that through it; it will be possible in procuring all the required products, resources and services in executing, running and launching of the new software in the firm. The project manager is expected qualitatively manage the project in the provided period within the project budget. For instance, as a new product

development software project, the cost estimation will commence from product acquisition cost, new software running cost, product requirement cost, labor cost, direct and indirect costs inclusive of administration cost which shall be incurred in the project.

It will be impossible to run, execute and launch the new software development in the firm without an adequate and effective budget is in place. In having successfully developed the new software in the firm, it depends how well the project cost is handled. In the process, it is of significance to have a correct cost estimation required in running, executing and launching development of the new software in the firm as a project manager is required to come with accurate cost estimation which requires proper understanding the type of new software development project costs involved.

The following are the new software development required purposely to see the success of the project in the firm: variable cost, fixed cost, sunk cost, indirect cost, and direct cost. In knowing the given type of costs, it is possible in calculating the total cost as it is essential to step for the success of the project. It is with the project will have the inclusion of the costs either variable or fixed. Then the project cost demands effective and precise calculation and estimation have a positive development in each face of new software development in that it has a direct impact on new software development project scope, quality, and schedule.

Time

It entails time management which is essentially the potential of planning and organizing activities as presented in the project schedule in the whole period of the project. In realizing the success of the project, there is effective time management to increase the effectiveness and productivity of the project. Time management is a key aspect of new software development project management in the firm as it involves skills such as planning, prioritizing and setting goals and objectives for the success of the project.

Having effective time management will positively impact on the new software development project in the long run. Time is known to be one of the major constraints and if deviation from the schedule will result in affecting the cost and the scope of the project. Having excellent time management entails not working more but working more efficiently. As a project manager, there is the development of the time structure purposely in getting more done in less or located time in the project schedule.

For effective management of time in the project, it takes account of:

- a. Taking list and priorities – planning is known to be the key in the new software development project. It is possible focusing on to do or task list.
- b. Avoiding distractions – it is essential in eliminating distraction which may be present as it will be possible in focusing on significant tasks which are at hand.

- c. Estimating and track timing accurately – after the identification and prioritizing of the tasks present in attaining the success of the project, it will be essential in estimating how much time will be required in the completion.
- d. Creating a schedule – after having fully planned and estimated, there is the creation of the project schedule as it includes all tasks inclusive of their duration.

Human resources

A human resource is an essential tool in the project planning as it comprises numerous elements that facilitate in the fulfilment of the plan of the project. The initial need of the human resource is for a workforce that will be required in the course of the project. Having a well-established workforce is of the essence, as it is very hard in project planning to have the required size workforce in that it demands strategic planning inclusive of strategic thinking in working through permanent and temporary layoffs.

To have effective workforce inclusion on the project plan, the individual department of the firm will have responsibility for selecting individuals known to be well informed on what is required. Additionally, to the selected individuals there is the need of the firm to be responsible for training and educating employees on what is expected for maximum attainment of the project plan in the future. Having effectively planned on the number of workforces required by the human resource department, it will be easier for the project manager to focus on attaining the project plan goals and objectives easily in that the project manager will be responsible for driving revenue rather than spending

time with administrative issues which takes place in the project plan. In attaining the project plan goals and objective through the required workforce, it is easy in gaining its new software development in the firm.

Risk management

Risk management in the project entails risk assessment which tries to characterize, document, prioritize and identify a mitigation strategy to those uncertainties which have the potential of being known before the commencement of the project. The risk assessment will involve constant monitoring and updated in each stage of the project which will include a monthly assessment that focuses on a status report which shall be open to amendment by the project plan executive. For instance, it will be possible in evaluating the nature of risks present either cultural, political or social in the course of the project plan.

There is a need of having mitigation strategies mutually agreed by the project members demands the need for allocating sufficient time in each steering committee meeting. The steering committee will be projected towards the identification of emerging risks and discuss mitigating strategies. Through the project administrator, recommendations contingencies and amendments will be conveyed to the steering committee on a monthly basis or two weeks' basis as conditions may permit.

To have risks identified, analysed and mitigated well the project will aim at having a risk manager who is aware of the risk which will be associated with the project.

It is with concern the risk manager in the project is aware of the mitigation process involved. Through the risk managers, it is possible to come up with a risk mitigation technique to be utilized making it easier in achieving the goals of the project plan.

Quality control

In project management, it is obvious to have a misconception, and that quality needs to be applied when the installation of the new software is taking place in the firm. Quality controls entail having entire new software development process inclusive of all elements involved during the project planning, developing, running and developing to be of high quality. Having quality control in the project facilitates spanning of the entire project management function, execution inclusive of the development. It is with concern that quality control entails quality assurance and quality costing. Having effective quality control in the project is attained by taking account of the elements involved in the development of the new software plan in the firm.

Quality assurance which is a form of quality control aims in ensuring the quality of the materials utilised in the development of the new software is of high quality inclusive of the services rendered. Quality requirements in developing new software in the firm include testing and verifying if the products in need have been implemented and that they are effective in developing the project. In having quality control, there is need of quality management in the project as it demands that all prerequisite and controls have

to be included in the whole process of project development, running and launching in which they need to be customized in meeting the project requirements.

Communication

Communication is essential to a project. It is with concern that communication will keep the project on track. The project manager will be required to be in charge and provide guidelines on all aspects of the project inclusive of the communication plan. Through the project communication plan, it will be possible in setting standards regarding when and how communication in the execution of the project will take place. As the project manager through communication, it will be possible in controlling the project and ensure all the stakeholders have the right information regarding the project execution. There is a need of having regular communication where meeting and timing will be of great consideration.

It has a solid communication in the project plan will result in increased consistency of how the project will be handled. Individuals involved in the execution of the project will have easy in following and communicating with one another. Through communication, it will be easier in communicating with stakeholders regarding the project requirements inclusive of changes which may take place during the project execution. Additionally, having a communication plan will ensure the workforce will remain productive in the whole period of the project execution. It is with concern that the workforce will be happy in their respective duties if kept in the loop on the project

progress. Lastly, through effective communication will facilitate in enabling the project manager to lead the team to the desired project outcome. Without proper communication with the stakeholders, it will be impossible in attaining the project goals and objectives.