The Project Planning: Process of Developing Project Plan at Trillium Software Inc.

Team #3 Members

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Agenda

- Project Objectives
- Literature Research on Project Plan
- Case Overview
- Results and Data Analysis
- Recommendations
- Conclusion
Overview

The objective of our team project is to analyze process of developing project plan at Trillium Software Inc. (TSI).

- About TSI
- About Project
- About Strategy used
Project Planning

- Sets goals and directions to complete a project in time, cost and required quality.

- Involves many activities to manage scope, time, cost, resource, quality and risk.

- Tools to help in planning

- Project planning and controlling
Project Plan

• Project plan is a formal document, listing elements like, scope, implementation plan, schedules, cost analysis, resource requirements, potential problems etc.

• Project plan acts like a driver for project execution and control

• Can vary from organization to organization

• Tools that can be used for creating project plans include, templates, past experience, data of previous similar projects, WBS.
Scope

- Project plan should clearly define the scope of project. It should clearly mention the goals and what is out of scope of the project.

- Clear scope helps in focusing on goal, it helps reduce confusion and state of uncertainty to some extent.

- WBS (Work Breakdown Structure): Output of scope management
Scheduling

• Who does what and when! (Use WBS)

• Tools: PERT/CPM/ CCPM/ Gantt charts/ RIM

• Resource allocation

• Planning for communication
Cost

- Find the cost of project, in terms of human and other resources.

- Cost Estimation tools:
  - Top-down estimating
  - Bottom-up estimating
  - Parametric modeling
  - Computerized tools

- Baseline: Baseline is the original approved plan ± approved scope changes.
Quality Planning

- Address quality standards associated with project

- Quality Planning tools:
  - Benchmarking
  - Flowcharting
  - Test plan
  - Use cases
  - Bug tracking system
  - Quality control engineers / department

- Cost of quality: The cost incurred to ensure quality.
Risk Analysis

- Identify potential problems
- Risk Identification
- Risk Analysis
- Risk Response Planning
- Risk Monitoring and Control

REVIEW ALL ELEMENTS TIME TO TIME...
Case Overview

- Trillium Software Inc.,
  - Small-Size Company
  - Custom Software Development with the Focus of Business Process Management
Organizational Structure

- President
  - Project Manager
    - Developer
  - Software Development Manager
  - Marketing Manager
    - Analyst
  - Sales Manager
    - Analyst
  - Cross-Functional Group
    - Developer
Project Planning in TSI

- Initial Requirements Gathering – Vision Document
- Defining Technical Requirements (SRS)
- Defining Technical Design (SDS)
Project Planning in TSI (Cont.)

- **Scope Management**
  - After the completion of technical documents
  - Change Orders

- **Cost Management**
  - Person-Hour

- **Resource/Scheduling Management**
  - Software Developers
Project Planning in TSI (Cont.)

• Quality Planning
  – Test Cases
  – Test Plans

• How about the other managements?
Results & Data Analysis

• Document plan checklist:
  ✓ Scope document
  ✓ Cost estimation uses the Bottom-Up estimating method
  ✓ Scheduling and Milestones in Excel, but made by individual
  × Quality plan
  × Risk Analysis
Results & Data Analysis

• Project have four parties involved
• Project terminated successfully
• Customer satisfied with the outcomes
• But, project was delayed from initial schedule
Results & Data Analysis

Causes

– Time waiting due to customers and EDI personnel
– Lack of good communication and commitment among different parties
– Incompetent technical skill of customer
– Underestimating man-hours for development process
– No formal schedule and milestones as a whole project
– No anticipation of potential risks/difficulties
– No quality plan
Results & Data Analysis

**Effects**

- Team developers spend longer time, as expected, gathering information from customers
- Needs of extra time
- Developers don’t realize the impact of depended/related activities from others
- Individuals play many roles in the project
- Each developer has to check and test the code of each other
Recommendations

- Create Project Plan
- WBS

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Recommendations

- Gantt Chart / Concrete Milestones
## Recommendations

- Responsibility Interface Matrix (RIM)

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### Responsibility Matrix

**Activities**

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- A: Approve
- O: Own
- P: Participate
Recommendations

• Risk Analysis
• Using QA engineer and developing a test plan
Conclusion

• The project plan is an important factor that helps implementing the successful project

• The project plan should be created in the project planning process
Thank You !