
<Company Name>

<Project Name>

Project or Software Development Plan

Version <1.0>

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Revision History

Date	Version	Description	Author
<dd/mmm/yy>	<x.x>	<details>	<name>

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Project or Software Development Plan

1. Introduction

[The introduction of the Project or Software Development Plan should provide an overview of the entire document. It should include the purpose, scope, definitions, acronyms, abbreviations, references and overview of this Project or Software Development Plan.]

1.1 Purpose

[Specify the purpose of this Project or Software Development Plan.]

1.2 Scope

[A brief description of the scope of this Project or Software Development Plan; what Project(s) it is associated with, and anything else that is affected or influenced by this document.]

1.3 Definitions, Acronyms and Abbreviations

[This subsection should provide the definitions of all terms, acronyms, and abbreviations required to interpret properly the Project or Software Development Plan. This information may be provided by reference to the project Glossary.]

1.4 References [Partial]

[This subsection should provide a complete list of all documents referenced elsewhere in the Project or Software Development Plan. Each document should be identified by title, report number (if applicable), date, and publishing organization. Specify the sources from which the references can be obtained. This information may be provided by reference to an appendix or to another document. For the Software Development Plan, the list of referenced artifacts should include:

Iteration Plans

- Requirements Management Plan

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- Measurement Plan
- Risk Management Plan
- Development Case
- Business Modeling Guidelines
- User Interfaces Guidelines
- Use Case Modeling Guidelines
- Design Guidelines
- Programming Guidelines
- Test Guidelines
- Manual Style Guide
- Infrastructure Plan
- Product Acceptance Plan
- Configuration Management Plan
- Evaluation Plan
- Documentation Plan
- Quality Assurance Plan
- Problem Resolution Plan
- Sub-contractor Management Plan
- Process Improvement Plan]

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1.5 Overview

[This subsection should describe what the rest of the Project or Software Development Plan contains and explain how the document is organized.]

2. Project Overview

2.1 Project purpose, scope and objectives

[A brief description of the purpose and objectives of this project, and a brief description of what deliverables the project is expected to deliver.]

2.2 Assumptions and constraints

[A list of assumptions that this plan is based on, and any constraints (e.g. budget, staff, equipment, schedule) that apply to the project.]

2.3 Project deliverables

[Tabular list of the artifacts to be created during the project, with target delivery dates.]

2.4 Evolution of the Software Development Plan

[Table of proposed versions of the Project or software development plan, and the criteria for the unscheduled revision and reissue of this plan.]

3. Project Organization

3.1 Organizational Structure

[Describe the organizational structure of the project team, including management and other review authorities.]

3.2 External Interfaces [Optional]

[Describe how the project interfaces with external groups. For each external group, identify the internal/external contact names.]

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3.3 Roles and Responsibilities

[Identify the project organizational units that will be responsible for each of the core workflows, workflow details, and supporting processes.]

4. Management Process

4.1 Project Estimates

[Provide the estimated cost and schedule for the project, as well as the basis for those estimates, and the points/circumstances in the project when re-estimation will occur.]

4.2 Project Plan

4.2.1 Phase Plan

[Include the following:

Work breakdown structure.

A timeline or Gantt chart showing the allocation of time to the project phases/iterations.

Identify major milestones with their achievement criteria

Define any important release points and demos]

4.2.2 Iteration Objectives [Optional]

[List the objectives to be accomplished for each of the iterations.]

4.2.3 Releases [Optional]

[Brief descriptions of each software release, whether demo, beta, etc.]

4.2.4 Project Schedule

[Diagrams/tables showing target dates for completion of iterations and phases, release points, demos, and other milestones.]

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4.2.5 Project Resourcing

4.2.5.1 Staffing Plan [Optional]

[Identify here the numbers and type of staff required (including and special skills or experience), scheduled by project phase or iteration.]

4.2.5.2 Resource Acquisition Plan

[Describe how you will approach finding and acquiring the staff needed for the project.] [Optional]

4.2.5.3 Training Plan

[List any special training project team members will require, with target dates for when this training should be completed.] [Optional]

4.2.6 Budget

[Allocation of costs against the WBS and the Phase Plan.]

4.3 Iteration Plans [Optional]

[Each iteration plan will be enclosed in this section by reference.]

4.4 Project Monitoring and control

4.4.1 Requirements management plan

[Enclosed by reference]

4.4.2 Schedule control plan

[Describes the approach to be taken to monitor progress against the planned schedule and how to take corrective action when required.]

4.4.3 Budget control plan [Optional]

[Describes the approach to be taken to monitor spending against the project budget and how to take

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corrective action when required.]

4.4.4 Quality control plan [Optional]

[Describe the timing and methods to be used to control the quality of the project deliverables and how to take corrective action when required.]

4.4.5 Reporting Plan [Optional]

[Describes internal and external reports to be generated, and the frequency and distribution of publication.]

4.4.6 Measurement Plan [Optional]

[Enclosed by reference]

4.5 Risk Management plan

4.6 Close-out plan

[Describe the activities for the orderly completion of the project, including staff reassignment, archiving of project materials, post-mortem debriefings and reports etc.]

5. Technical process plans

5.1 Development Case [Optional]

[Enclosed by reference]

5.2 Methods, tools and techniques

[Lists the documented project technical standards etc by reference:

Business Modeling Guidelines

User-Interface Guidelines

Use-Case Modeling Guidelines

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Design Guidelines

Programming Guidelines

Test Guidelines

Manual Style guide]

5.3 Infrastructure plan [Optional]

[Enclosed by reference]

5.4 Product acceptance plan [Optional]

[Enclosed by reference]

6. Supporting process plans

6.1 Configuration management plan

[Enclosed by reference]

6.2 Evaluation plan

[Part of the SDP: describes the project's plans for product evaluation, and covers the techniques, criteria, metrics and procedures used for evaluation – this will include walkthroughs, inspections and reviews. Note that this is in addition to the Test Plan, which is not enclosed in the SDP.]

6.3 Documentation plan [Optional]

[Enclosed by reference]

6.4 Quality assurance plan [Optional]

[Enclosed by reference]

6.5 Problem resolution plan [Optional]

[Enclosed by reference]

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6.6 Subcontractor management plan [Optional]

[Enclosed by reference]

6.7 Process improvement plan [Optional]

[Enclosed by reference]

7. Additional plans [Optional]

[Additional plans if required by contract or regulations.]

8. Annexes

[Additional material of use to the reader of the SDP.]

9. Index