

Development / Implementation Plan

<Project Name>

<Department Name>

<Version Number>



Document history

Date	Version	Author	Reviewed by	Approved by	Description
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1. Executive summary

This section should summarize the job to be done, and should answer the following questions:

- What is to be delivered
- The Requirements Document being responded to e.g., 445-06XXXXXX
- When has it to be delivered
- Who will deliver
- Why the project is being done
- Where the project development and manufacturing (if known) will take place
- Product Cost for H/W projects (target and best estimate)
- Development Cost.
- Development Process & Lifecycle Model to be used. *(Section 17 should go into this in detail)*
- *List any major items in the project that are to be developed by a supplier or procured off-the-shelf.*

2. Project / Product overview

2.1. Project / Product Overview

2.2. Deliverables Plan

This section lists the software, hardware and information products that will be delivered (orderable or pre-release) as a result of this project.

2.2.1. Software

List of software deliverables and release number.

2.2.2. Hardware

List of hardware deliverables (including hardware kits) and Product Identification Number.

2.2.3. Information Products

List of Information products that will be produced. (Optional, Mainly required for Product)

2.2.4. Pre-Releases

List any planned product pre-releases, including specific customers and committed dates. Ensure that consideration is made during the estimation and scheduling of additional effort to support pre-release. The support and defect tracking mechanisms should be defined here for the pre-release.

2.3. Interdependencies Plan

Identify the various deliverables (e.g. hardware, software, training, documentation etc.) required from the involved functional areas or other organizations (internal or external to [Global, technology solutions provider] Financial Solutions Division), which are required for the completion of the project but whose delivery is not covered by this project plan

2.4. Global Operations Plan

This section should be completed for Hardware projects by the Global Operations representative and the SLM/Manufacturing (Operations) representative for the project in conjunction with the Project Manager.

3. Project resources

3.1. Schedule and Key Milestones

Show here the Key milestones and the detailed MS Project Schedule.

Phase Name	Baseline Finish	Plan (Best estimate Finish)	Actual Finish	Phase Status
Concept	21/03/2006	10/2/2006		Planned
Task/Milestone Name	Baseline Finish	Plan Finish	Actual Finish	Status
MRC Decision to proceed	20/10/2005	20/10/2005		Planned
Vendor Selection Workshop Complete	23/10/2005	15/12/2005		Planned
RFI-RFP Sent out	19/01/2006	19/01/2006		Planned
Phase Name	Baseline Finish	Plan (Best estimate Finish)	Actual Finish	Phase Status
Plan	15/10/2006	1/5/2006		Planned
Task/Milestone Name	Baseline Finish	Plan Finish	Actual Finish	Status
Planning Phase Started (Authorization to Sta	8/5/2006	20/10/2005		Planned
Requirements Signed Off	26/08/2006	24/10/2005		Planned
Development Readiness Review	12/1/2006	9/2/2006		Planned
Component Architecture Specification Signed	22/03/2006	22/03/2006		Planned
Vendor Selected	22/03/2006	22/03/2006		Planned
All Vendor PPSR(s) Signed Off	9/9/2006	30/03/2006		Planned
Project Plan Signed Off	5/10/2006	30/03/2006		Planned
Arch/Design Selection Report Signed Off	4/11/2006	4/11/2006		Planned
All H/W Functional Spec(s) Signed Off	9/4/2007	9/4/2007		Planned
Phase Name	Baseline Finish	Plan (Best estimate Finish)	Actual Finish	Phase Status
Develop	21/08/2007	3/4/2007		Planned
Task/Milestone Name	Baseline Finish	Plan Finish	Actual Finish	Status
A Model Review	26/10/2006	26/10/2006		Planned
PCB Layout	16/01/2007	16/01/2007		Planned
SOW Signed off	20/01/2007	20/01/2007		Planned
All S/W Functional Spec(s) Signed Off	16/04/2007	16/04/2007		Planned
B Model Review	30/04/2007	30/04/2007		Planned
Safety Test	6/5/2007	6/5/2007		Planned
Acoustics Test	7/5/2007	7/5/2007		Planned
EMC Test	8/5/2007	8/5/2007		Planned
S/W Component Test	26/07/2007	26/07/2007		Planned
Device Integration Test (SI Team)	2/8/2007	2/8/2007		Planned
H/W Unit Test	2/8/2007	2/8/2007		Planned
Device UTC Position Statement Approved	9/8/2007	9/8/2007		Planned
Phase Name	Baseline Finish	Plan (Best estimate Finish)	Actual Finish	Phase Status
Deployment	19/11/2007	2/7/2007		Planned
Task/Milestone Name	Baseline Finish	Plan Finish	Actual Finish	Status
Development Stage Summary Released	21/10/2007	15/12/2006		Planned
Product Integration Support	19/11/2007	13/01/2007		Planned

3.2. Resources Plan

Identify the personnel, software, hardware and funding resources required for the development.

3.2.1. Human Resources

List the personnel requirements and their responsibilities on the project,

3.2.2. Stakeholder Plan

At a minimum, this section should detail the responsibilities of stakeholders external to the development team

4. Project implementation

4.1. Legal and Regulatory Requirements Plan

Identify the legal and regulatory requirements applicable to the project.

4.2. Implementation Methodologies Plan

Identify the design methodologies and coding standards to be used and justification of their suitability for development.

4.3. Software Resources

List the software resources required for the project including development tools that will be used.

4.4. Hardware Resources

This section should detail: The Hardware Requirements for the project including test equipment.

4.5. Documentation / Code Plan

The following sub-sections list all the types of documentation to be produced along with the author and review, approval and distribution lists.

Review List: A list of inspectors (for peer review). This need not be a definitive list of inspectors for each document, but should indicate which groups will be invited to the code/document inspections. If inspections are not to be performed, the reasons should be detailed.

Approval List: Approval lists should give the **names or positions** of those responsible for approving each document.

Distribution List: Distribution lists should give the **names or positions** of those who should be notified of each document once approved.

4.5.1. Documentation

Project Documentation has to be maintained regularly.

4.6. Verification and Validation Plan

This section should describe reviews, inspections, performance evaluation, and test activities to ensure conformance to specification and requirements that must occur during the various stages of the development cycle.

4.6.1. Review/Inspection Plan

This section will list the development designs, documentation and code (where applicable) and describe the plans for their review and/or inspection.

4.6.2. Test Plan

4.6.3. RASUI Plan

This section should describe the specific activities to achieve and/or demonstrate the achievement of the RASUI requirements defined in the Functional Specification. If the RASUI details are suitably captured in Functional Specifications, then it is acceptable to simply reference them from here however these documents (or at least the RASUI details) must be available immediately on request during the review of this Project Plan.

When considering RASUI parameters it is important to take account of current field performance. Resource should be factored in to assist in addressing analysis that is required to analyze current field performance.

4.6.3.1. Reliability

Identify the inherent failures, which are visible to the user, or failures that contribute to support costs.

4.6.3.2. Availability

Identify recovery or corrective actions.

4.6.3.3. Serviceability

Discuss the ease and cost of restoring or maintaining functionality of the product

4.6.3.4. Usability

Define how the product meets the users' needs.

4.6.3.5. Installability

Define the ease, skill and cost to install the product.

4.7. Quality Plan

This section will be completed by the Project Manager in conjunction with the Quality Assurance representative for the project. The Quality Plan will indicate, directly or by reference, the quality activities to be carried out. The plan will be as brief as possible.

4.7.1. Quality Objectives

4.7.2. Resource Requirements for QA

The QA resource requirements should be discussed with the QA representative and any activities specifically called out in the schedule.

4.7.3. Schedule for QA Activities

4.7.4. Audits and Reviews

4.7.5. Post-Release Project/Product Performance Tracking Process

Document the activities, extent and resources for post-release product performance tracking in accordance with the *Post-Release*

4.7.6. Method and frequency of providing feedback on QA Activities

5. Project Management

5.1. Project Success Criteria

Clearly specify the criteria that must be met for the project to be considered successful by the stakeholders or acceptable.

5.2. Development Process

The purpose of this section is to communicate the Standard Development Process used and process tailoring.

5.3 Estimation Rationale

This appendix provides a rationale for the estimated project resources and schedule to allow its reasonableness to be assessed. This is in-addition to the detail on resources and schedule given in the body of the project plan.

5.3. Change Control Plan

5.4. Configuration Management Plan

This section specifies what configuration management practices will be performed and the artefacts that will be held under configuration management (which should be all code, drawings and documents).

5.5. Project Tracking, Reporting and Review Plan

This section identifies the project tracking and reporting mechanism and responsibilities as well as Project Stage Reviews.

5.5.1. Quality Records

Identify the responsibilities and mechanism used to record of all decisions affecting the project.

5.5.2. Project Tracking and Reporting

Identify how progress is to be tracked and reported and how issues will be escalated. This will include:

5.5.3. Project Review Plan

Identify the reviews that will take place (keep in mind to allocate resource for the reviews, and include them in Appendix A – Schedule / Detailed Milestones):

- Phase Reviews
- Milestone Reviews
- New Product Introduction (NPI) Synch Points
- List criteria that would trigger an Interim Phase Review
- (inspection/review of internal documents, code, etc., is dealt with in the Evaluation Plan and Documentation section)

Milestone Reviews should be carried out as follows:-

- Review commitments plan, status, and risks of the project.

- Identify and document significant issues and their impacts.
- Document the results of the review, action items and decisions
- Track action items to closure.

5.6. Support Plan

6. Glossary

A Glossary may also be included for the acronyms and terms used in the document.