[Name of your Project goes here with no square brackets]

Project Management Plan

Submitted to DeVry University

Undergraduate Faculty of the School of Business

In Partial Fulfillment of the

Requirements for the Degree of

[Insert your degrees here, stacked on top of each other]

by

[Put team member names here in capital letters, one per line]

Month Year

Executive Summary

[At the very end of the project, when it is time to make your final submission, write a one page summary of the project management plan. Do not give an overview of the general topics!! Give us the most important **detail** from each section. This executive summary should provide a busy person all the information they need to understand the most important details of the project management plan. It is not like the introduction to an essay – it is detail oriented, but only the most important details. A reader should be able to infer the structure of the paper through the details. Unlike most headings in APA style, the Executive Summary heading is not bold. This Executive Summary should be on its own page with no other parts of the document on it. Please remove this and all other comments in square brackets from this template.]

[Text note – all text should be in a 12 point, New Times Roman font. The paper should be double spaced, with the first sentence of each paragraph indented five spaces. There should be no more than 1 blank line before after any heading, subheading, table, figure, or paragraph, unless you have to put a table or figure on the next page to avoid splitting it across pages]

[Table of Contents Note: the Table of contents is found on the next page. It is an automatic table of contents. Each heading the template is set to Heading 1, bold and centered (look under the styles group under the Home menu item in MS Word. Subheadings should be formatted as Heading 2 to automatically appear in your Table of Contents. If you click on the table of contents on the next page, and select Update Table – page Numbers only, your Table of Contents should automatically populate with the page numbers of each section after your paper is written. After you have updated the table of contents, change the heading Contents to read Table of Contents in a centered, regular, New Times Roman Font. It was created by putting the mouse on the page for the Table of Contents, going to References – Table of Contents – Automatic Table 1]

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# Project Overview

[Give a brief overview of the project by giving the main ideas from the Project Charter and Scope Statement. Again, this is not an introduction – it is an overview of the most important details from the Project Charter and Initial Scope Statement. The Charter and Scope statement go into Appendix A and Appendix B at the end of your paper respectively. You should refer to them in your Project Overview so the reader knows to look for them. We call this an initial scope statement because, as an agile project, we expect scope changes. But an initial definition is highly useful and advised. Make sure you delete this guidance before you submit your paper! Also, make sure there isn’t any more than one blank line between any paragraph, section, heading, table, figure or subheading (if any)]

# Justification of the Project Organization Selected

[Here is where you should indicate what type of project organization you are going to use for this project – a pure project, matrix, or functional organization. Justify why this project organization is appropriate. Cite any sources, including the textbook(s) that indicate the circumstances under which you should use each type of structure. Give reasons why the project you chose requires the structure you chose for this project. Give an organizational diagram that shows the relationships between departments and individuals, from a project perspective. Make sure the organization chart is in APA format, whose structure is given below – just paste your diagram into the middle of the box outline. Also make sure you refer to the diagram BEFORE the reader sees it. In other words, write Figure 1 demonstrates the reporting relationships for this project. THEN display the figure. Throughout the paper, never display a table or figure without first referring to it in the text and describing its meaning before the reader sees it.]

|  |
| --- |
| Insert a cropped diagram of your organizational structure in this space |

Figure 1. The Project Organizational Structure

# Justification of the Hybrid Project Management Methodology

[You were supposed to pick a project that lends itself to a hybrid methodology, using Traditional and Agile methods in the same project. Here is where you should justify this Hybrid methodology that suits your project. You could refer to significant learning required by the team, requirements that are expected to change as the project evolves, or other reasons. Check the Agile Practice Guide from PMI Section 3.3 or other research to justify why this project demands a hybrid methodology. Cite our sources]

# Project Kick-Off Meeting Agenda

[Here is where you should describe who will attend the project kick-off meeting and its purpose. Refer to the roles indicated in Figure 1 for consistency. You should also provide a simple agenda for the kick-off meeting in Appendix C.]

# Project Scheduling

## The Product Backlog

Here is where you should describe the Agile/Scrum approach to project scheduling you will use in this hybrid project. Refer to Section 5.2 of the Agile Practice Guide for ideas. Refer to Appendix D, which should indicate brief versions of your epics (large categories of requirements, and the individual stories that make up these epics). Include points for each story that indicate their size relative to an average sized story. Describe who prioritizes the items in the product backlog for inclusion in the sprint backlog, and how they determine these priorities.

## The Sprint Backlog

[Indicate the stories that make up your first three-week sprint for the project in Appendix E. Also, provide a screen shot of your three week project schedule in Microsoft Project. Crop all of the menus and surrounding graphics from the screen shot, giving only the 3 week project schedule. Make sure you have a project summary task (naming the project and the sprint number, and summary tasks, as necessary that outline the three week schedule of the first sprint. Put this screen shot in a figure. Check the files section of the course for three labs on how to setup MS Project, create a project, and display it properly. There are also three videos that go through how to point and click through the labs.

**Video 1:** Setting Up Microsoft Project (<https://www.youtube.com/watch?v=QU1y-10xwgU>)

**Video 2:** How to Create a Project Schedule in MS Project (<https://www.youtube.com/watch?v=7ebShADuyCw&t=23s>)

**Video 3:** How to Display Your Project (https://www.youtube.com/watch?v=oWwXh7gikgA&t=158s)

Include when review of work will occur, and when you will hold your sprint retrospective. Refer to the early pages of the Agile Practice Guide for information on Agile practices as they relate to backlogs and “scheduling”.]

|  |
| --- |
| Put a screen shot of your MS Project schedule for the first sprint here. Use multiple figures if necessary. See the lab on displaying your project for ways of displaying your sprint. |

Figure 2. The Project Schedule for the first sprint.

# Project Budget

[In this section, provide an expected budget for the project. Use an APA formatted table structured like Table 1 below, but use your own estimates for the project direct costs and the percentages for various overhead costs. Make sure you introduce the table with a line of text before the table! Put no more than 1 blank line before and after the table, unless you must put the table on the next page to avoid splitting it across pages. Indicate how these estimates were achieved]

**Table 1: Estimated Project Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Cost | Assumption | |
| Direct Project Costs | $20,000 | From Estimate | |
| Project Overhead | 600 | 3% of direct project cost | |
| General and Admin Overhead | 400 | 2% of direct project cost | |
| Budget Reserve | 800 | 4% of direct project cost | |
| Management Reserve | 600 | 3% of direct project cost | |
| Total project budget | $ 22,400 |  |  |

# Human Resource Plan

[In this section, describe your an resource plan. You should address the roles required on your team, their responsibilities, level of competence and skills required, from where you will recruit members of the team, whether they are salaried, part-time, contractors of volunteers, training, needs, compensation, recognition and rewards, etcetera. Refer to *PMBOK® Guide* section 9.4 and 9.5 for human resource areas to address in your plan]

# Quality Management Plan

[In this section, address your quality management plan. Refer to how you will measure quality, which tools and techniques of quality you will use in your project and how you will incorporate ongoing improvement of your project management and other processes used to create your deliverable in this project. Refer to the *PMBOK® Guide* sections 8.1.2, 8.2.2, and 8.3.2 and the textbook for items to consider in this section of your project management plan].

# Risk Management Plan

[Put your risk management plan here. Provide an APA formatted table that shows your top five risks and their severity, in order of declining severity score. 5 is a high risk or probability risk event, and 1 is a low risk or low probability event. Severity is the result of multiplying these two items. Make sure you introduce the table before you display it to the reader]

**Table 2: Risk Severity Assessment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk # | Short Description | Impact (I) (1 to 5) | Probability (P)  (1 to 5) | Severity Score  (I X P) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

[Provide a risk response plan. Create the table yourself in APA style. Include the risk #, short description, the generic plan for dealing with the risk (share, mitigate, prevent, transfer, accept, avoid), who is responsible for authorizing the response plan for each risk]

# Procurement Plan

[Describe any outside suppliers you might need, your selection criteria, what qualifications they must have, the types of contracts you will use, number of estimates needed, a statement of work for major suppliers, any insurance or performance bonds you might require, how you will measure and monitor suppliers work, what guidance you will give them regarding how they integrate with your project schedule. Demonstrate any procurement tools and techniques you will use in your plan for managing suppliers. Also, and this is important, incorporate Agile procurement practices into this project as defined in section 6.3 of the Agile Practice Guide. Use APA formatted tables or figures as necessary. Check the *PMBOK® Guide* section 12.1 for content as it applies to your specific project].

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# Stakeholder Management Plan

[In this section, describe key stakeholders in your project. Indicate how you will manage them based on their power and influence.]

# Communications Management Plan

[Create your communications management plan and describe it here. Make sure you address the communication platform the team will use such as Basecamp, Trello, or other software used for sharing files, documents, discussions, etcetera. Justify your use of such a platform. Also indicate each stakeholder group and how you will communicate with them. Make sure your communications management plan is consistent with the project organizational chart and stakeholder management plan you provided earlier in this template. In other words, if the product owner (sponsor) is the VP of Research and Development in your diagram in Figure make sure the VP of Research and Development is represented in your communications management plan. If there is an outside stakeholder who needs to be informed, then indicate in your communications management plan how that communication will occur. Indicate in your plan the frequency of status reporting from team members, and to others outside the team. You may use a table such as below, numbered by its position in this document. Please format that table in APA style using the borders menu items in the Table Tools menu, which activate when you click on the top left of the table. Refer to the textbook and the *PMBOK® Guide* and the Agile Practice Guide for further guidance if necessary – being careful to incorporate Agile methods where it fits your project]

**Table X: Project Communications Management Plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Target Group/Individual | Report | Frequency | Method | Person Responsible |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Project Monitoring and Control

[Describe how you will monitor and control cost, scope and schedule for this hybrid project. In this section, you should refer to burndown charts as a means of implementing schedule control. Also provide an example of such a chart and describe how you will use it to determine the expected finish date of a project. Refer to section 5.4 and particularly 5.4.1 in the Agile Practice Guide as you prepare this section. Refer to any variance reports you will use to monitor and control cost or the schedule in a sprint. Give an example of such a schedule variance report and how you will use it. Also indicate the kind of information you will receive from your team members]

# Project Change Management

[Scope changes are expected in a project with Agile elements. Read the *PMBOK® Guide* Section 4.6 about change control. Indicate how you will control changes to the project. ]

# Project Closing

[Research the elements of a project closing from the *PMBOK® Guide* and the textbook. Put the content in this section using any APA formatted tables or figures].

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# Lessons Learned

[Describe how you will incorporate lessons learned meetings and documentation for inclusion in the company’s knowledge management system, database or records. You could provide a template in an Appendix that shows what a lessons learned document looks like, created from your own research]

# References

(Note References page titles are a top level heading in the Table of Contents, but they are not bold. They should also be on their own page.)

# Appendices

[Leave this page blank, but delete this guidance. This is here to put the word Appendices in your Table of Contents as a Heading 1 level item, under which your Heading 2 level Appendices which fall]

# Appendix A: Project Charter

**(Note: Appendix A should be on its own page.)**

**Project Name Project Charter**

**Executive Summary/Background**

The Japanese Coffee and confectionery shop will draw customers who want to experience a high quality blended matcha coffee, and artisan-made confectionery. The space we rent has 1000 square feet with all the cooking and coffee equipment. We need to hire a contractor to design and renovate the space. Space will have 50 comfortable seats available. Our target audiences are business people in the area. The shop will also provide customers with free Wi-Fi, books, and live entertainment.

Baransu will be ready in one year of duration and production will be started by September. In the bakery, construction and machinery will be ready by October, and the interior designs will be prepared and completed by the designing company which will work under the supervision of the project manager. Finely project completed by November and then hand over to head baker.

The Baransu project is essential as it will help in serving the local people by offering them traditional Japanese coffee well roasted to meet their tastes. The project, in turn, will be benefiting considering that it will turn in profits from the first month of operating it. Baransu will also be run by aggressive marketers and highly qualified staffs that will be able to run the confectionary well. The aggressiveness will support techniques of talent management among the employees who will be able to attend to customers well, thereby boosting the overall performance of the business.

By considering a prime site location, the project will likely attract a lot of people. Inclusive of heavy pedestrian's traffic and tourists who visit the area from time to time. There is also a dynamic concentration of the local population and business, which will be useful in creating a wider market for the business. This project will boost revenue, thus benefiting the project owner.

**Goals**

•Sales of $70,000+ the first fiscal year, $70,000 in the second year and 1 Million in the third fiscal year.

•Achieve a total net profit of $150,000+ in Financial year I and $250,000 by financial year 3. Inclusive of a net profit margin of 15% within the first year.

•Baransu should be an active community member by providing investments through the participation of community activities. This participation will entail making a financial contribution to youth and local charity organizations.

**Scope**

What will be the end result of the project? Describe what phases of work will be undertaken. It’s also important to mention what activities will not be included in this project.

**Key Deliverables**

|  |  |  |
| --- | --- | --- |
| **Project Deliverables**  **Project Charter Approved**  **Project Stakeholders Approve**  **Project Plan Approved**  **Project Team Assembled**  **Project Plans Initiated**  **Financing Obtained**  **Projects Plans Completed**  **Customer Acceptance of Plan**  **Project Completion** | **Target Date**  Sept. 15, 2020  Oct. 5, 2020  Oct. 10, 2020  Nov. 12, 2020  Jan. 15,2021  Mar. 30,2021  Jun. 1,2021  Aug. 20, 2021  Sept. 18,2021 | R**esponsibility**  Project Manager  Project Manager  Team Leader  Project Manager, Team leader  Project Manager  Project Manager  Project Manager  Project Manager, Team Leader  Project Manager |

**Key Stakeholders**

|  |  |
| --- | --- |
| Project Sponsor (Product Owner) | [name] |
| Project Manager (Scrum Master) | [name] |
| Project Team Members | [names] |

**Indicate Project Manager’s Authority Level**

(how much authority do they have over budget? What kinds of issues must they take to the project sponsor (owner) for approval? What do they have the authority to do?)

**Expected Project Milestones**

The project owners, on the other hand, need to determine the success of the project. In this case, they will be required to develop customer satisfaction by 50% and measure as well as monitor the project quality to determine the success of Baransu

**Project Budget**

|  |  |  |
| --- | --- | --- |
|  | Estimated Labor | $50000 |
|  | Estimated Materials | $100000 |
|  | Estimated Contractors | $20000 |
|  | Estimated Equipment and Facilities | $150000 |
|  | Estimated Travel | 40000 |
|  | **Total Estimated Cost** |  |

**Constraints, Assumptions, Risks and Dependencies**

|  |  |
| --- | --- |
| **Constraints** | Describe potential factors that will impact the delivery of the project |
| **Assumptions** | **•** The budget contingency is 20%  • Time reserved for project completion is limited  • Pressure due to the urgent need to finish before Christmas |
| **Risks and Dependencies** | • Getting investors in industries with high risks  • Getting the appropriate team to work in the coffee shop with skills needed in running it  • Making new changes to meet the market demand and requirements of the project  • Adopting the use of modern technological equipment's i.e., operational machinery  • Lack of enough budget to meet the costs of running the project  • Lack of adequate financing  • Failure to achieve a sufficient customer base |

|  |  |
| --- | --- |
| [Name], Project Sponsor | [Name], Project Manager |

**Approval Signatures**

# Appendix B: Initial Scope Statement

**(Note: Appendix B should be on its own page.)**

**[Project Name] Initial Scope Statement**

|  |  |
| --- | --- |
| **Project Purpose** | |
| A summary of the business justification for the project. This should be written in a way that project team members without a detailed understanding of the background and history of the project can understand and should seek to be an answer to the question, “Why is this project being done?” | |
| **Goals & Objectives** | |
| The key objectives that the project is aiming to deliver, ideally listed in decreasing priority order.  1.  2.  3.  4.  5. | |
| **Scope Summary/Boundary Conditions** | |
| This is the brief summary of the project scope that is then expanded on in the subsequent fields. This field should be sufficient to provide an overview of the project for individuals who simply need an overview. The concept of boundary conditions is for scenarios where the limits of scope can be defined--date ranges, geographic reach, offices, etc. | |
| **Scope Details** | |
| **In Scope**  Specific items/features that will be delivered as part of the project. At the scope statement level, this should still be fairly high level; details will be provided in requirements documentation, but this should identify the categories of requirements that will be developed and will establish a framework for the project work. Each different area of work should be separated, and in order to provide a complete summary of work to be performed on the project non-functional requirements can be included. | **Out of Scope**  This section identifies areas where there may be confusion around the scope and explicitly excludes those areas. This should only be used if it adds value or removes confusion from the scope--statements like “anything not defined as in scope” do not add value. |
|  |  |

# Appendix C: Kick-Off Meeting Agenda

**(Note: Appendix C should be on its own page.)**

# Appendix D: Product Backlog

**(Note: Appendix D should be on its own page.)**

[Please format this table in APA style]

**Table X: Project Epics and Stories**

|  |  |  |
| --- | --- | --- |
| Epics | Stories | Points |
| Playground Construction | Solicit three quotes  Accept Supplier  Negotiate Contract  Grade land  Install equipment  Do inspection  Train Maintenance Staff  Pay Contract Balance | 12  5  8  14  16  4  4  2 |
| etc | etc | etc |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Appendix E: First Sprint Backlog

**(Note: Appendix E should be on its own page.)**

# Appendix F: Put additional Appendices here and beyond

[Create additional appendices as specified in the template or as needed. To create an Appendix heading that appears in the table of contents, type the Appendix heading. Format it as heading 2, and then take off the bold by going to the Font group under the Home tab]