

**Distance Education Program**  
**Project Management Plan**  
**Blackboard Installation**

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Project Management Plan Blackboard Installation

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Based on IEEE Standard 1058.1-1987 for Software Project Management Plans.

Page 1

## **TABLE OF CONTENTS**

### **ARTICLE 1: PROJECT OVERVIEW**

**Section 1.A: Project Purpose and Objectives**

**Section 1.B: Project Deliverables**

**Section 1.C: Assumptions, Dependencies and Constraints**

**Section 1.D: Evolution of the Plan**

**Section 1.E: References**

**Section 1.F: Definitions and Acronyms**

### **ARTICLE II: PROJECT ORGANIZATION**

**Section 2.A: Process Model**

**Section 2.B: Internal Organizational Structure**

**Subsection 2.B.1: Project Organizational Chart**

**Section 2.C: External Interfaces**

**Subsection 2.C.1: Blackboard**

**Section 2.D: Project Roles and Responsibilities**

**Section 2.E: Other Stakeholders**

### **ARTICLE III: MANAGERIAL PROCESS**

**Section 3.A: Management Objectives and Priorities**

**Section 3.B: Start-Up Plans**

**Subsection 3.B.1: Estimation Plan**

**Subsection 3.B.2: Staffing Plan**

**Subsection 3.B.3: Staff Training Plan**

**Subsection 3.B.4: Resource Acquisition Plan**

**ARTICLE IV: TECHNICAL PROCESS**

**Section 4.A: Methods, Tools and Techniques**

**Section 4.B: Configuration Management Plan**

**Section 4.C: Quality Assurance Plan**

**Section 4.D: Documentation Plan**

**Section 4.E: Project Support Functions**

**ARTICLE V: WORK PACKAGES, BUDGET AND SCHEDULE**

**Section 5.A: Work Packages**

**Section 5.B: Dependencies**

**Section 5.C: Resource Requirements**

**Section 5.D: Budget Requirements**

**Section 5.E: Budget and Resource Allocation**

**Section 5.F: Schedule**

**ARTICLE VI: PROJECT SUCCESS CRITERIA**

**Section 6.A: Network Diagram**

**Section 6.B: Project Milestones**

**Section 6.C: Approval Process**

**Section 6.D: Acceptance Criteria**

**Section 6.E: Critical Success Factors**

**ARTICLE VII: CONTROL PLAN**

**Section 7.A: Data Control Plan**

**Section 7.B: Requirements Control Plan**

**Section 7.C: Schedule Control Plan**

**Section 7.D: Budget Control Plan**

**Section 7.E: Communication, Tracking, and Reporting Plan**

**Section 7.F: Metrics Collection Plan**

**ARTICLE VIII: PROJECT COMMITMENTS**

**Section 8.A:**

**ARTICLE IX: RISK MANAGEMENT PLAN**

**ARTICLE X: PROJECT CLOSE-OUT PLAN**

**ARTICLE XI: ADMINISTRATION, FACULTY AND STUDENT COMPONENTS**

**ARTICLE XII: DISTRIBUTION**

**ARTICLE XIII: REVISION HISTORY**

**ARTICLE XIV: PLAN APPROVAL**

**ARTICLE XV: EXHIBITS**

## **ARTICLE 1: PROJECT OVERVIEW**

### **Section 1.A: Project Purpose and Objectives**

*Provide a concise summary of the Project objectives, the product to be delivered, major work activities, major work products, major milestones, required resources, schedule and budget requirements.*

*Define quantitative and measurable business objectives. Identify shared resources and their availability. Identify shared designs, code, and hardware components.*

### **Section 1.B: Project Deliverables**

<b>Deliverable</b>	<b>Recipients</b>	<b>Delivery Date</b>	<b>Delivery Method</b>	<b>Comments</b>

### **Section 1.C: Assumptions, Dependencies and Constraints**

*Known assumptions upon which the Project is based; any external events or externally-supplied items upon which the Project depends; and the constraints under which the Project will be conducted. Include schedule, cost, budget, staff, product, quality.*

### **Section 1.D: Evolution of the Plan**

*Schedule periodic Project reviews at specified milestones and update the Plan as needed following each review.*

### **Section 1.E: References**

*List all documents and any other materials used as sources of information for this Plan. For on-line documents, provide hyperlinks wherever possible.*

### **Section 1.F: Definitions and Acronyms**

## **ARTICLE II: PROJECT ORGANIZATION**

### **Section 2.A: Process Model**

*Outlines the relationships among major Project functions and activities by specifying the timing of major milestones, baselines, reviews, work products, Project deliverables, and sign-off procedures that span the Project from initiation to Project close-out.*

## **Section 2.B: Internal Organizational Structure**

### **Subsection 2.B.1: Project Organizational Chart**

*Lines of authority, responsibility and communication. Identify representatives of key units with contact information.*

## **Section 2.C: External Interfaces**

### **Subsection 2.C.1. Blackboard**

## **Section 2.D: Project Roles and Responsibilities**

<b>Responsibility</b>	<b>Person(s) Responsible</b>
Project Manager	TBD
Academic Dean	TBD
IT Manager	TBD
Configuration Management Manager	TBD
Quality Assurance Manager	TBD
End-User Documentation Manager	TBD
Faculty Expert	TBD
Etc.	TBD

## **Section 2.E: Other Stakeholders**

## **ARTICLE III: MANAGEMENT PROCESS**

## **Section 3.A: Management Objectives and Priorities**

## **Section 3.B: Start-Up Plans**

### **Subsection 3.B.1: Estimation Plan**

*Project size, cost, schedule and critical computer resource requirements. Documentation of estimates.*

### **Subsection 3.B.2: Staffing Plan**

*Number of staff needed by skill area.*

*Available internal candidates, their skill sets, and dates of availability.*

*Requirements for external candidates, including job classifications and descriptions.*

*Selection of candidates and assignments to tasks.*

*Availability and duration of assignment for all candidates.*

### **Subsection 3.B.3: Staff Training Plan**

*Number of people to be trained, types of training and methods.*

### **Subsection 3.B.4: Resource Acquisition Plan**

*Specifies the Plan for acquiring the resources other than personnel needed to successfully complete the Project. Describe the resource acquisition process. Specify the points in the Project schedule when the various acquisition activities will be needed. Development resources: the software and hardware tools required to execute the Project (number and size of computers, operating systems, databases, software tools needed, network connectivity needed, CMS and other support tools).*

*Test resources: the software and hardware tools required to test the software and integrated products (number and size of computers, operating systems, software products, tools for test case, test equipment, and network connectivity).*

*Product resources: memory, disk, and other resources required by the final product. At the end of development and engineering testing, this product will have its operating environment resources identified so they can be included in the user documentation that will be part of the product distribution.*

## **ARTICLE IV: TECHNICAL PROCESS**

### **Section 4.1: Methods, Tools and Techniques**

*Specifies the computing system, development methodology, team structure, programming language, and other notations, tools, techniques, and methods to be used to specify, design, build, test, integrate, document, deliver, modify, or maintain the Project deliverables.*

## Section 4.2: Configuration Management

## Section 4.3: Quality Assurance

## Section 4.4: Documentation

*Describe the plans for creating system documentation deliverables, including installation and maintenance guides, user guides, reference manuals, on-line help systems, release notes, version control requirements and so forth. List the documents to be created. For each type of documentation, describe: who will prepare it; who will review it; target dates for initial delivery; and information about recipients, distribution, or storage.*

Document	Template or Standard	Created By	Reviewed By	Target Date	Distribution

## Section 4.5: Project Support Functions

*Production support and operational support functions.*

## **ARTICLE V: WORK PACKAGES, BUDGET AND SCHEDULE**

### Section 5.A: Work Packages

*Specify the various work activities required to produce the Project's major deliverables, including contents and timing of the activities. Use a work breakdown structure or a table to depict the work activities, corresponding deliverables, and the relationships among the activities. For each work package, specify factors such as staff, budget, and other resources needed, estimated duration, work products to be produced, and predecessor tasks. Decompose tasks to a degree that will permit accurate estimation and will reveal risks and complexity.*

*Identify major progress milestones such that tracking against these milestones will indicate whether significant deviations are taking place from the planned objectives. Early milestones provide visibility to see if the Project is straying off course.*



<b>Work Product Name</b>	<b>Planned Completion Date</b>	<b>People Who Must Sign Off on the Work Product</b>
Software Project Management Plan This is the controlling document for managing a software project, and it defines the technical and managerial processes necessary to deliver the project requirements.	TBD	Project Manager, Academic Dean, IT Manager
TBD	TBD	TBD

### **Section 5.B: Dependencies**

*This Section will state the ordering relations among work packages to account for interdependencies among them and dependencies on external events. Techniques such as dependency lists, activity networks, and the critical path method may be used to depict dependencies among work packages.*

### **Section 5.C: Resource Requirements**

*Identifies, as a function of time, estimates of total resources required to complete the Project. Numbers and types of personnel, computer time, hardware, software, office facilities, travel, training, and maintenance requirements are typical resources that should be specified.*

### **Section 5.D: Budget Requirements**

*Identifies, as a function of time, estimates of total budget dollars required to complete the Project.*

### **Section 5.E: Budget and Resource Allocation**

*Specify the allocation of budget and resources to the various Project functions, activities, and tasks.*

### **Section 5.F: Schedule**

*Specify the schedule for the various Project functions, activities, and tasks, taking into account the precedent relations and the required milestone dates. Schedules may be expressed in absolute calendar time or in increments relative to key Project milestones.*

## **ARTICLE VI: PROJECT SUCCESS CRITERIA**

*Describes the Project milestones and checkpoints, key deliverables, acceptance criteria, and management approval process for Project and product deliverables.*

### **Section 6.A: Network Diagram**

*This Section will define the Project network diagram, including the critical path. The network diagram may be included as an Appendix.*

### **Section 6.B: Project Milestones**

*This Section will identify the Project milestones. A milestone is a clearly identifiable point in time that summarizes the completion of a related or important set of tasks (e.g., design, testing). Milestones are commonly used as a reference point or summary of important events in a project.*

### **Section 6.C: Approval Process**

*Identifies the management process for obtaining approval of Project deliverables, as well as any "go" / "no-go" decision points in the Project.*

### **Section 6.D: Acceptance Criteria**

*Identifies the customer acceptance criteria for Project implementation*

### **Section 6.E: Critical Success Factors**

*Describes critical success factors (such as within budget, on schedule, 100% functionality) identified by the client as well as the Project quality goals. Identify and quantify all Project goals. Prioritize the Project goals: cost, schedule, or functionality.*

## **ARTICLE VII: CONTROL PLAN**

### **Section 7.A: Data Control Plan**

- *Types of data to be managed.*
- *Content and format description where pertinent (such as templates to be used).*
- *Data requirements lists for suppliers.*
- *Privacy requirements.*
- *Security requirements and procedures.*
- *Mechanisms for data collection, retrieval, distribution, and archiving.*

### **Section 7.B: Requirements Control Plan**

*Specify the mechanisms for measuring, reporting, and controlling changes to the product requirements. Describe how to assess the impact of requirement changes on product scope and quality, and on Project schedule, budget, resources, and risk factors.*

**Section 7.C: Schedule Control Plan**

*Prepare Gantt Chart.*

**Section 7.D: Budget Control Plan**

*Measure the cost of work completed, compare actual to budgeted cost, and implement corrective actions when actual cost deviates excessively from budgeted cost. Specify the intervals or points at which cost reporting is needed and the methods and tools that will be used to manage the budget.*

**Section 7.E: Communication, Tracking, and Reporting Plan**

Type of Communication	Communication Schedule	Typical Communication Mechanism	Who Initiates	Recipient
Status Report	Every Friday	Team Meeting	Project Manager	Project Team
Schedule and Effort Tracking Report	Weekly	Email	Project Manager	Project Manager
Project Review	Monthly	Face To Face	Project Manager	Project Team
Risk Mitigation Status	As Mitigation Actions Are Completed	Email	responsible team member	Project Manager
Requirement Changes	As Changes Are Approved	Email And Change Control Tool		Affected Project Participants
Supplier Management Review	At Project Life Cycle Gates	Videoconference	Project Manager	Project Manager, Affected Project Participants

**Section 7.F: Metrics Collection Plan**

**ARTICLE VIII: PROJECT COMMITMENTS**

**Section 8.A:**

Commitment	Made By	Made To	Due Date	Comments

*Specify how Project commitment changes will be communicated.*

#### **ARTICLE IX: RISK MANAGEMENT PLAN**

*Risk factors that should be considered include contractual risk, technology risk, size and complexity risks, personnel acquisition and retention risks, and risks to achieving customer acceptance of the product.*

#### **ARTICLE X: PROJECT CLOSE-OUT PLAN**

*Address staff reassignment, archiving of Project materials, recording of metrics, holding a Project retrospective, and preparation of a final report to include lessons learned and analysis of Project objectives achieved.*

#### **ARTICLE XI: DISTRIBUTION**

Recipient Name	Recipient Organization	Distribution Method

#### **ARTICLE XII: ADMINISTRATION, FACULTY AND STUDENT COMPONENTS**

*Certain additional components will be required. Additional items of importance will be administrative, faculty and student training plans, data conversion plans, and system transition and rollout plans. These are addressed by separate Project Management Plans attached as Exhibits to this Plan.*

#### **ARTICLE XIII: REVISION HISTORY**

Name	Date	Reason for Changes	Version
<author>		initial draft	1.0 draft 1

#### **ARTICLE XIV: PLAN APPROVAL**

*Identify plan approvals. List name, title, signature and date of approval.*

#### **ARTICLE XV: EXHIBITS**