

Project plan – statement of work (28 points)

The project plan should contain at least the following subparts:

- **Background (0,5 p)**
 - Description of the project/information system area
 - Description of the starting position (why we start the project, should we continue the previously done work, what other systems will be used or which systems our new system will be serving etc)
 - Description of interconnection with other projects if any exists
- **Project goals (2 p)**
 - What we are aiming to achieve after building the project, i.e. project objectives (for example which problem will be resolved, how our project output will serve the company and what benefits it will derive from it [in comparison to the state it was in before we built the new system]) and what are acceptance criteria including expense / expected income.
- **Expected results (2 p)**
 - More detailed list of products, services, items, deliveries within the project scope in order to complete the project (for example documentation, scripts, software executables, designed hardware etc)
- **Project restrictions and constraints (1 p)**
 - What features will not be developed in this version
- **Target groups, stakeholders (0,5 p)**
 - What are persons, groups or organizations with an interest in a project. How they are affected, how they are going to affect the project (both positive or negative).

For example using:

Stakeholder	Major Benefits	Attitudes	Win Conditions	Constraints
Project Sponsor				
Project Manager				
User Class #1				
User Class #n				
etc.				

Or any other simpler description

- **Assumptions, dependencies and resources (2 p)**
 - Required roles and skills
 - Human resources include key individuals, teams, organizations, subcontractors or vendors, and support functions, how they are involved into the project (i.e. which part of the project they will be doing and what is expected outcome from each one)
 - High level description of responsibilities including: who should react on what event and how, geographic locations and their cooperative work
 - Hardware etc required to develop the project
 - Standards used/supported in the project (development standards, testing standards, documentation standards etc – mainly defined by the client).
- **Project risks (1 p)**
 - Risks associated with the project that can negatively affect expected results, schedule etc

- Project estimated cost (2 p)
 - Expected cost of resources, materials etc
 - Other expenses
- Project milestones (0,5 p)
 - Milestones defined together with the owner of the project (name, date)

You should present the following using a project management tool (for example: MS Project) (16,5 p):

- Project calendar (with at least bank holidays)
- Activities (tasks) including duration, start, finish dates, interconnections, assigned resources
- Milestones
- Grouping of tasks
- Resources calendars
- No conflicts or overwork
- The project should be saved as a baseline

Schedule should contain **at least**

- 5 milestones
- 45 tasks organised in no less than 3 levels
- 5 resources names