Click here and type Project Name

Management Foundations

# Purpose of this document

* To describe the overall approach for managing delivery of the project products.
* To identify where, amongst the three key constraints, (scope, time and resources/cost) contingency is most likely to be placed.
* To describe how the DSDM Atern approach needs to be tailored for use on this project, considering the DSDM Atern principles and the placement of contingency.
* To identify individuals playing key roles on the project and defining their responsibilities (including any external resources interfacing directly with the internal members of the project team).
* To describe how essential project management practices will be applied. (e.g. Risk Management, Configuration Management, Change Control, Communication, Monitoring and Control)

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| Workflow |
| Produced by: |
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| Reviewed by: |
|  |
| Approved / Accepted by: |
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# Project Overview

## Objectives and Success Criteria

*If required provide a brief explanation of why we are doing this project and how we are going to measure success. Use the ‘Business Vision for Success’ and ‘Scope of, and Success Criteria for the project’ sections of the* ***Feasibility Assessment*** *as the basis for this section, updating and adding detail as appropriate.*

*In terms meaningful to the technical development teams, explain why the project is being undertaken and how success for the project will be measured.*

*This should be based on the* ***Business Vision*** *section of the* ***Business Foundations*** *document.*

## Key Products, Milestones and Project Staging

*Define the key milestones and products. The* ***Delivery Plan*** *will provide the full schedule and resource allocations so this is the place for highlights only. Where the project is to be managed in stages using discretely funded packages of work ensure that the schedule for these is clear.*

***Note:***

*The work packages should be aligned with delivery increments where possible. A delivery increment normally has an elapsed time of between 3 and 6 months. Consider using a table to illustrate the combination of these items and their inter-relationship.*

|  |  |  |
| --- | --- | --- |
| Delivery Stages | Product (Deliverable) | Milestones |
|  |  |  |
|  |  |  |

## Major Project Dependencies

*Describe any key business dependencies, or dependencies associated with other programmes or projects that exist for this project. Outline the strategy for dealing with these.*

# Project Approach

## Development Approach

## Management / Governance Review Strategy

## Contract Management Strategy

# Project Organisation

## Roles and Responsibilities

*This is the latest point at which people must be allocated to roles and responsibilities. Describe these here. Ensure that any gaps are recorded in the risk log and a mitigation strategy is defined.*

*When agreed the roles are exported into the delivery phase.*

## Empowerment of Teams

*Optimal agility requires optimal empowerment of teams. Too little empowerment will slow the teams down. Too may result in too much ‘tactical’ compromise in the solution. In both cases quality is often sub-optimal. Describe here the level of decision-making and responsibility the team have and the escalation procedures when outside their empowerment boundaries, if different from standard terms.*

## Organisation Structure and Reporting Lines

*Describe here (ideally using organisation diagrams) the project team structures including the Atern Team roles and how they fit in the overall project structure. Definition of the reporting lines out of the project, e.g. for governance by a Steering Committee.*

# Project Controls

## Monitoring and Control Procedures

*Outline here the approach to estimation planning, monitoring and control on this project. This will include (if applicable): Progress reporting/tracking process and frequencies, key reviews, health checks and audits. The* ***Delivery Control Pack*** *is the product that encompasses the outputs of these processes.*

## Configuration Management Process

*The Configuration Management process must be defined and implemented by the end of Foundations. Describe which classes of deliverables are under configuration management control and outline what tools, techniques etc. will be used to ensure all the project assets are protected and kept in a known state. The detail of the configuration management of technical deliverables (software, testing products, user documentation etc. is dealt with in the* ***Development Approach Document****.*

## Change Control Process

*This section describes how changes will be managed. Remember that changes to the detail of requirements and the way these are reflected in the solution should not be managed through a formal change control process - it slows things down too much and usually leads to avoidance of the process. Formal change management should be applied to scope need to be managed by a formal process even if the detail of requirements, evolution.*

*The* ***Change Log*** *(if required) will be part of the* ***Delivery Control Pack****.*

## Risk Management Process

*The approach to managing risk and the risk escalation process.*

*The* ***Risk Log*** *is part of the* ***Delivery Control Pack****.*

# Appendix A - AgilePM Project Approach Questionnaire (PAQ)

# Appendix B - Delivery Plan