CSCI 359 – Systems Analysis & Design

*<Project Name>*

project Planning

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**Prepared by < >**

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# Introduction

## Systems Request Summary

[The introduction contains a brief description of the problem that you are solving, its importance, the proposed system, the name of the company or client for whom the work will be done, and the name of the person or group who initiated the investigation.]

## Working Environment

[Briefly describe where the system will be used.]

## Benefits

[Briefly describe the main benefit of the proposed system then list the detailed benefits.]

## User Descriptions

[Identify and describe the types of users that will use the proposed system.]

## Business Case

[Make sure to go through the why, what, how, and who that are necessary to decide if the project is worthwhile. Please use the SWOT Analysis applied on the system. You can also use a Fishbone diagram to explain the main problem you are trying to solve.]

# principal activities and milestones

## Work Breakdown Structure

[Insert the project’s work breakdown structure.]

## Project Schedule

[Identify and document the relationships among the project activities/tasks. You need to estimate the duration of each task. You also need to estimate the type and quantity of materials, human resources, equipment, or supplies required to perform each activity. The Gantt chart will be used to describe the schedule for external readers while the PERT chart (with the critical path analysis) will be used by the team.]

## Visibility plan

[How will you keep in contact with the client and report progress?  How will you communicate among your team?]

# Project Features

[This project scope should be defined as clearly as possible. As systems analysts, you should limit the focus to the problem at hand and avoid unnecessary additions]

The features of the *<Project Name>* are as follows:

* *[Insert Objective 1]*
* *[Insert Objective 2]*
* *[Add additional bullets as necessary]*

# Assumptions, Constraints And Risks

## Assumptions

1. [Insert description of the first assumption.]
2. *[Insert description of the second assumption.]*
3. *[Add additional items as necessary]*

## Constraints

1. *[Insert description of the first constraint.]*
2. *[Insert description of the second constraint.]*
3. *[Add additional items as necessary]*

## Risks

[You can describe the impact of the risk and its probability.]

1. [Insert description of the first risk.]
2. *[Insert description of the second risk.]*
3. *[Add additional items as necessary]*

# Feasibility Study

*[Please describe the operational, economic, technical and schedule feasibility.]*

# Project Roles and Responsibilities

## Roles

[This section lists the people who will participate in the project, and describes each person’s role. Please keep in mind that I will be acting as your client. Add rows to the table as necessary.]

| **Name** | **Project Role** | **Project Responsibilities** |
| --- | --- | --- |
| <Name>  <Org> |  |  |
| <Name>  <Org> |  |  |

## Responsibilities

[Please indicate the responsibilities and tasks done by each team member.]

## Peer Evaluation

[Each team member evaluates the rest of the team members.]

APPENDIX A: REFERENCES

[Insert the name, description, and physical location of any documents referenced in this document. Add rows to the table as necessary.]

The following table summarizes the documents referenced in this document.

|  |  |  |
| --- | --- | --- |
| **Document Name and Version** | **Description** | **Location** |
| *<Document Name >* | *[Provide description of the document]* | *<URL or Network path where document is located>* |

APPENDIX B: KEY TERMS

*[Insert terms and definitions used in this document. Add rows to the table as necessary.]*

The following table provides definitions for terms relevant to this document.

|  |  |
| --- | --- |
| **Term** | **Definition** |
| *[Insert Term]* | *[Provide definition of the term used in this document.]* |
| *[Insert Term]* | *[Provide definition of the term used in this document.]* |
| *[Insert Term]* | *[Provide definition of the term used in this document.]* |