Centre for SOFTWARE Engineering

Process Improvement Plan

Doc ID:

Date:

Revision:

Status:

<u>Abstract</u>

This document describes the process improvement plan for Company XXX.

Approvals

Approvals.	Signed.	Date.
Author		

Revision History

Revision	Release Date	Author	Reason for Change
1.0			

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Table of Contents

1 Introduction

1.1 Purpose of the Document

The purpose of this document is to describe the Process Improvement Plan for XXX. Included is a description of the goals, activities and responsibilities for implementing this process improvement plan. It will describe how the project will be delivered and demonstrate the benefits that will be realised.

1.2 Definitions, Acronyms, and Abbreviations

CMMI   Capability Maturity Model Integration

PI   Process Improvement

QA   Quality Assurance

QAP   Quality Assurance Plan

1.3 References

2 Project Description

2.1 Project Overview

Process Improvement is a key area of advancement for XXX. This process improvement plan is a statement of all PI initiatives and should be used as a guide for the organisation. The PI goals are in direct support of the business goals and initiatives.

2.2 Project Scope

2.2.1 In-Scope

Identify the scope of the project. Which areas, groups, and or projects within your company will be included in your process improvement initiative?

2.2.2 Out-of-Scope

Identify what is not included for this improvement initative.

2.3 Project Goals

Identify the goals of the project:

Goal 1

Goal 2

Goal 3

2.4 Project Objectives

Identify the objectives of the project.

Objective 1

•

Objective 2

•

Objective 3

•

2.5 Key Stakeholders

The stakeholders for the process improvement project are as follows:

Role	Representative	Responsibility

2.6 Project Resources

To support the implementation of this process improvement plan the following resources will be required to be available as needed.

Role	Representative	Responsibility
Sponsor		Provide direction and support.
Process Champion		Act as Project Manager for the process improvement project, provide leadership and promote process improvement within the organisation
Steering Group		To provide assistance & expertise throughout the process improvement project

2.7 Critical Success Factors

The following are the critical success factors for the project.

Reference	Critical Success Factor
CSF1	
CSF2	
CSF3	
CSF4	

2.8   Assumptions

The following are the known assumptions, which have been identified for the project at the date of publishing the current version of the 'Project Plan'. It is possible that other assumptions will be made as the Project progresses and if so they will be covered in future releases of this document.

Reference	Assumption
A1	
A2	
A3	
A4	

2.9   Constraints

The following are the known constraints, which have been identified for the project at the date of publishing the current version of the 'Project Plan'. It is possible that other constraints will emerge as the Project progresses and if so they will be covered in future releases of this document.

Reference	Constraint
C1	
C2	
C3	
C4	

2.10   Dependencies

The following are the dependencies, which have been identified for the project at the date of publishing the current version of the 'Project Plan'. It is possible that other dependencies will emerge as the Project progresses and if so they will be covered in future releases of this document.

Reference	Dependency
D1	
D2	
D3	
D4	

3 Project Management

3.1   Risk Management

A Project risk is any event that may occur that can have a negative impact on the Project. The approach to 'Risk Management' on this Project will be to identify risks as early as possible, take remedial action necessary to remove or reduce the risk to an acceptable level. The Process Champions will be responsible for identifying, quantifying and reporting on risks during the Project.

The risks associated with this project have been identified and logged in the Project Risk Table shown in Appendix A.

3.2   Issue Management

As the Project progress issues will be identified and raised by Project Participants. These issues will require some 'Action' or 'Decision' to be taken.

All issues for the project will be logged in the Issue Log shown in Appendix B.

3.3   Project Tracking

Regular project meetings to discuss issues and progress will be held with all process improvement participants and management in attendance.

In addition the overall project status will be reviewed with the CSE Mentor on a monthly basis.

The project schedule and risks will be tracked and updated weekly.

3.4   Project Status Reporting

The overall project progress will be reviewed XXXX (daily/weekly/fortnightly) and a status report will be produced for the project on a XXXX basis.

The project status will be reported using the RAG (Red, Amber and Green) method. The current status is project status in the reporting period, while the Prognosis RAG Status will be the ultimate end result with Risk, Issue, Change Requests, Project dependencies and other mitigating actions taken into consideration.

The following criteria will be used to determine the Current RAG Status.

Current Status	Criteria
Green	All Project components are 'On-Target' when compared against plan
Amber	If more than 1/3 of the Project components are considered 15% or more behind expectations
Red	If more than 1/2 of the Project components are considered 15% or more behind expectations

Prognosis Status	Criteria
Green	No new or existing Issues, Risks, Changes or Project Dependencies that are likely to adversely affect the planned delivery date of the Project.
Amber	New or existing Issues, Risks, Changes or Project Dependencies are likely to adversely affect the planned delivery date of the Project.
Red	Any Issue, Risk, Change or Dependency that will cause a "threat" to the Project being able to deliver on time and to cost.

3.5   Management Review

Status reports will be sent to management on a weekly basis. In addition Management Project Reviews will take place on a periodic basis. These have been scheduled on the Project Schedule in Appendix C.

3.6   Implementation Management

An implementation plan will be produced to address how improvements will be introduced into the organisation. The activities associated with documenting the implementation plan will be included on the project schedule.

3.7   Configuration Management

All work products produced by this project will be placed under Configuration Management.

3.8   Training Requirements

Identify the training requirements for the project.

3.9   Project Deliverables

The following is a list of Project deliverables identified at the date of publishing current version of the 'Project Plan'. It is possible that other deliverables will be identified during the course of the Project and these will be included in future releases of this document.

Deliverable	Responsibility	Project Stage
Process Improvement Plan	Process Champion	Project Initiation
Project Schedule	Process Champion	Project Initiation
Project Risk Log	Process Champion	Project Initiation
Project Issue Log	Process Champion	Project Initiation
Status Reports	Process Champion	Throughout the project
Implementation Plan	Process Champion	Implementation Phase

3.10   Project Repository

Identify the location of all project deliverables.

It will be the responsibility of the process champion to maintain the project repository.

4 Project Breakdown

4.1   Work Breakdown Structure

The following are the high level tasks to be carried out for the project and the estimated effort required for each task.

Task Id	Task Description	Estimated Effort (Hrs)

4.2   Project Schedule

The project schedule is shown in Appendix B. The project schedule will be closely tracked and reported throughout the lifecycle of the project. This will enable planned action to be taken as soon as possible so that the project can be kept in control. The Project Schedule in Appendix C will be used to track the schedule on a XXXX basis.

4.3   Key Milestones

The key project milestones are as follows:

Milestone	Date

Appendix A

Project Risk Log

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Appendix B

Project Issue Log

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Appendix C

Project Schedule