

Project Planning Policy

<organization> is committed to establishing reasonable plans for managing software projects to deliver high quality products and services. The purpose of the Project Planning policy is to ensure that <organization> consistently develops and documents: estimates for work to be performed; necessary, agreed-upon commitments from affected groups and individuals; and a plan to perform the work.

This policy applies to all development projects that meet one or more of the following criteria:

- the Level of Effort is expected to exceed 800 hours;
- the number of <organization> personnel expected to be involved in project deliverables is 3 or more; or
- the time period over which the project is expected to be executed is 3 months or more.

For each qualifying project, the Project Manager establishes, according to a documented procedure and in cooperation with other members of <organization>, a Project Plan document. Other impacted members of the Leadership Team within the department review and approve the subsequent Project Plan, and the <organization> director reviews the external (to the department) commitments. In addition, any external group affected by the size, effort or cost estimates, schedule, or other commitments of the project will be asked to review that section of the Plan.

The Project Plan covers several areas including estimates of the software project's effort and cost, size of the software work product, critical computer resources, schedule with milestones and reviews, and an assessment of the software project's risks. The Project Plan is maintained and controlled as a living document that reflects the current state of a project's status.

<organization> management provides resources to the Project Manager(s) for creating the Project Plan document and conducting regular reviews of progress, as well as providing the necessary support to establish and maintain the project planning efforts.

Exceptions to this policy require the explicit approval of the <organization> Director, as indicated by signature.

Approved by _____
<Organization> Director

Date: _____
