Project Management Office

Project Name

Development Plan

**Development Plan Template Instructions**

**(Please remove this section before completion of template)**

The Development Plan should take the Design Phase to become a working document on configurations, migrations, development and change control. Include customizations and roles and responsibilities of the participants.

Be sure to maintain version control as the analysis is modified and/or edited.

All instructions within the template are italicized within the document.

Any examples are in a red font.

Any portion of the template that does not fit or pertain to your project should be documented that it was reviewed and is not relevant. See below for requirements for a project and deliverable approvals.

Be sure to unlock table of contents by selecting TOC then Ctrl-Shift-F11 to enable TOC updating in Word docx.

| **Project Deliverable** | **Requirements by Project Size** |  |  |
| --- | --- | --- | --- |
| **Planning/Development Phase** | **Large** | **Medium** | **Small** | **Requirements** | **Approvals** |
| **Development Plan (SDLC)** | **O** | **O** | **O** | **This deliverable is optional for all project sizes, unless requested by the Sponsor, Steering Committee or IT management.** | **The Development Plan will have two approvals. The first approval will be the plan for the development of the system or application, and the second will be for the completion of the installation in a test environment. The Development Plan should be approved by the Sponsor, the Steering Committee and the Implementation Team, at a minimum.** |

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# Introduction

## Purpose

*A purpose statement may be as follows:*

*The purpose of this Development Plan is to define the activities and processes to be used for system and/or software development, the methods to be used, the approach to be followed for each activity, and project schedules, organization, and resources.*

## Assumptions

##

# Version Control

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Person | Change |
| 1.0 |  |  | Initial Document Creation |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Project Summary

## Project Scope and Objectives

This section should be divided into the following paragraphs:

* + 1. Identification

This paragraph shall contain a full identification of the system and the software to which this document applies, including, as applicable, identification number(s), title(s), abbreviation(s), version number(s), and release number(s).

* + 1. System Overview

This paragraph shall briefly state the purpose of the system and the software to which this document applies. It shall describe the nature of the system and software; summarize the history of system development, system sizing, operational and maintenance and requirements and constraints on the system and software to be developed. This paragraph should summarize the purpose and contents of this document and should include an overview of the required work.

* + 1. Roles and Responsibilities

List the responsibility for each person involved with the system and/or software development and what they are responsible for.

Example:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Title | Contact Info | Responsibility |
|  |  |  |  |
|  |  |  |  |

# System/Application Detail

## System/Application Configuration

Document the standard configuration of the system and/or software being developed.

## System/Application Customizations

Document known customizations that will need to be developed to meet the business and system requirements.

* + 1. Development Process

Describe or reference the software development processes to be used. Include descriptions of manual and automated tools and procedures to be used in support of these.

* + 1. Standards for Products

Describe the standards to be followed for representing requirements and design, code. Standards for code shall be provided for each programming language to be used. They should include at a minimum:

Standards for format (such as indentation, spacing, capitalization, and order of information.)

Standards for header comments (requiring, for example, name/identifier of the code; version identification; modification history; purpose; requirements and design decisions implemented notes on the processing (such as algorithms used, assumptions, constraints, limitations, and side effects); and notes on the date (inputs, outputs, variables, data structures, etc.)

Naming conventions for variables, parameters, packages, procedures, filed, etc.

Restrictions, if any, on the use of programming language, constructs, or features.

## Hardware Resource Utilization

Describe the approach to be followed for allocating computer hardware resources.

# Data Migration

Reference the Data Management Plan created during the Design Phase.

# Integration Plan

Describe how the new system and/or software will be integrated into the related systems and applications.

# Testing

Reference the portions of the Testing Plan that will be used to make sure all requirements have been met and are working as expected.

# Change Control

Define and document process for tracking all changes, include the approval and reporting processes.

# Implementation/Production Plan

Define and document the process and/or plan for moving project deliverables into a production environment once that point is reached. This will be expanded on later in processes, but this is an initial plan.

# Approvals

## Plan Approval

The individuals below agree that they have reviewed and approved the plan outlined in this Support Documentation.

|  |
| --- |
| APPROVED BY: |
| Function Role | Name and Title | Signature | Date |
|  |  |  |  |
|  |  |  |  |
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## Completion/Installation Approval

The individuals below agree that the plan outlined in this Support Documentation has been executed to completion.

|  |
| --- |
| APPROVED BY: |
| Function Role | Name and Title | Signature | Date |
|  |  |  |  |
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