Title: Acronym and short descriptive title of the project

You are expected NOT to change the Table Of Contents of this document.

You are also expected to address all sections.

Why do you need a project plan?

The project plan is necessary to define what the project is about and to align the expectations from all directly involved stakeholders, including the team-members, other teams, the principal, the coaches, the teaching team and outside resources. The plan is an articulation of the goals and the process to transform the goals into results. The project plan is a temporary agreement. The process is important only until the project is finished. The results will survive the project. The project plan is a living document. Reality can not always be foreseen and the plan must be updated during the process to accommodate new circumstances. Your project plan must follow the following template:

Summary

(Max 1500 characters)

1. Introduction

The introduction should place the project into a context and provide motivations and related work. Material can be found in the project description and/or in discussions with the principal and/or the coach.

1.1 Background
Place the project into a context

1.2 Motivations
Explain why this project is important

1.3 Related work
Give short summaries and references to what others have done that your project either will exploit or complement with new perspectives.

2. Goals

Overarching goals, measurable objectives, list of deliverables and delivery , unique contribution. Goals should be: S-Specific M-Measurable A-Achievable R-Realistic T-Time Bound

2.1 Overarching goals
There can be both primary goals and secondary goals that can be added if time allows.

2.2 Measurable objectives
Measurable objectives including criteria to be used by the teaching team at the end of the project to decide if the objectives were reached or not.

2.3 Deliverables and deliveries
A list of deliverables (both the generic and the project specific), delivery dates and organisation of the delivery of each deliverable. Observe that all software produced in the projects is expected to be delivered on the tslab svn-server and to be subject to an open source license, normally lgpl.

2.4 Unique contribution of the team members
*What **unique** contributions can the team members offer, individually and as a team?*

What are your strengths as a team and what skills are lacking (Max 500 characters)

2.5 Dissemination of results and expected impact
How do you intend to disseminate the results and what impact do you expect.

3. Approach

Approach, methods and tools to be used to transform the goals and the measurable objectives into results and deliverables.

4. Resources

Describe the resources you are planning for using, including lhuman resources, space, equipment, budget

4,1 Human resources

4,2 Space

4,3 Equipment

4.4 Budget
Separate spreadsheet if necessary

5. Work Breakdown Structure

The work breakdown structure includes work packages, activities, milestones and tollgates, Gantt diagram, individual responsibility matrix and resources.

5.1 List of work packages and activities
Work packages are sets of activities that naturally are grouped together, like project management, architectural design, software design, hardware design, system integration, dissemination activities, etc. Each work package must have a wp-leader assigned that is responsible for the coordination within the work package.

All activities must have a short description, a start date, stop date, work volume and an activity leader assigned.

5.2 List of Milestones and tollgates
Milestones are points in time between activities where decisions have to be made to decide how to proceed. The decisions are controlled by the team. Tollgates are milestones where the decisions are not controlled by the team but by the project owner or other external decision maker.

5.3 Gannt diagram
A Gannt diagram illustrates the logical order of activities and their start and stop times.

5.4 Individual responsibility matrix
The individual responsibility matrix has team members in the leftmost column defining one row per team member and work packages/activities in the first row defining one column per wp/activity. Each cell in the matric contains the work volume contributed by the corresponding team member to the corresponding wp/activity, The cells should add up per row to the total commitment of the team member and per column to the total work volume assigned to the wp/activity.

5.5 Organization
How you intend to organize yourselves

6. Stakeholder Analysis

The stakeholder analysis should list a broad set of stakeholders, both positive and negative, their attitude to the project (blocking, letting, helping, making) and what measures the team can take to improve their attitudes.

6.1 Making stakeholders

6.2 Helping stakeholders

6.3 Letting stakeholders

6.4 Blocking stakeholders

7. Risk Analysis

The risk analysis should contain risks identified, the likelyhood they occur (0-100%), severity (1-10), mitigation strategy to prevent them occur and contingency strategy to deal with them if they occur.

8. References

Sources and bibliography properly referenced.

9. Appendices

*Appendix 1 should be a **brief** but detailed CV of each team member, max half a page each, including education, professional experiences and other relevant information.*

9.1 Code of Conduct

This appendix should be signed by all team members to demonstrate that everyone is aware of its content. It should include the rules needed to create a positive working spirit and efficient disciplined behaviour in the team. Examples include rules for scheduling of the presence of part-time team members, deadlines for progress reporting, time keeping, compulsory participation in team meetings, etc.

This appendix should also state awareness of that plagiarism and cheating with time reports may lead to immediate exclusion from the project and the course.