

## SEPG Document 35 Rev B : Software Project Management Plan / Log

Software Project Title:

File Name and Version:

Software Class:

Supervisor or Branch Head:

Software Manager:

Schedule Start Date:

Schedule End Date:

### **Requirements:**

#### **Requester Approval of Requirements Record:**

*Examples of constraints on the software development are completion date and programming language. An example of constraints on the software produced is the platform it will run on.*

#### **Life Cycle and Approach Record:**

*Several software life cycle options and development approaches are explained in Appendix I. The software manager adopts the software life cycle and approach most appropriate to their project. E.g., if the software project is too complex to allow a direct transition from user requirements to code, then a design phase is added to the minimum software life cycle.*

#### **Deliverables Record:**

*Examples of deliverables include design description, source code, component/unit tests, the test results, lists of tools used to create the source code and executable program, and libraries and software upon which the executing software depends.*

#### **Trade Study and Purchases Record:**

*Describe the rationale for the make or buy decision.*

**Type of Review, Verification, and Validation Activity(ies):**

**Schedule for Reviews, Verification, and Validation:**

*Verification ensures that the product of each life cycle phase satisfies the conditions imposed at the start of the phase. (E.g., the requirements are reviewed to ensure that each requirement is feasible, unambiguous, and verifiable; the code is reviewed to ensure that all user requirements are fully addressed.) Validation involves ensuring that the product meets requirements. Validation activities include qualification testing to ensure that the user and software requirements have been satisfied (See Figure E.1). Review, verification, and validation can be treated as separate activities or integrated and performed as one activity.*

**Development Schedule and Personnel Record:**

**Requester Acceptance Criteria Record:**

**Risk Identification, Mitigation, and Avoidance Record(s):**

**Installation Plan:**

**Installation Schedule Record:**

**Maintenance Plan:**

**Configuration Management Plan:**

**This SPMP / Log must be updated as the software development evolves for all the above planned activities. Slippage in the scheduled end-date and changes in other applicable project variables must be reported to the supervisor or branch head to enable the LaRC Form 193 *Development Schedule for Low, High, and Critical Class Software* to be updated.**

**List of products placed under configuration management:**

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Verification and/or validation test procedure(s)

Verification and/or validation test results

The name of the files containing the final version of the software, deliverables, and corresponding test inputs and outputs, including references to and version numbers of all items used in the tests

Review results and reviewers

Record of the software that is being delivered

Installation records

Maintenance records

Requester acceptance record

Others products identified by the software manager:

**Configuration Management Records:**

Retention period for all items under configuration control

Final location of the items under configuration control

**Activity Log:**