

T16: NF's Technology Project Management SOP

Title	NF's Technology Project Management SOP
Document Type	Standard Operating Procedure
Security Classification	Technology, RB
Department	NF Technology
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Approval	
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Purpose of the Document

The purpose of this document is to outline the project management workflow for primarily technical projects.

Audience

This document is intended for RB, Management and the Technology Team.

References

Noolaham's Project Life Cycle

What is a Technology Project?

Any software development

Anything that needs significant input from the Technology Department
multiple steps

Establishing the Business Requirement (Needs to be Approved by Board)

- Business Requirements Document
 - Background
 - High Level Use Cases
 - Problem Description and Scope
 - Noolaham Objectives addressed by this project
 - Stakeholders
 - Designated User Communities
 - Project Sponsors (Internal or External)
 - Project Manager - External to Technical Team
 - Technical resources
 - Budget (Has a budget been allocated or requested for this project? What is a maximum amount that can be allocated to this project)
 - Scheduling (When do we need this project completed by?)
 - Resource Allocation
 - Technical resources
 - Management / staff resources
 - Equipment and devices
 - Facility if any required
- User Acceptance Testing

Requirements Gathering and Analysis (Needs to be Approved by RB)

- Software Requirements Specifications Document
 - Functional Requirements
 - Overview
 - Major Features
 - Design Goals
 - Use Cases / Scenarios
 - Non Goals
 - Storyboard / Flow Chart
 - Screen by Screen Specifications
 - Open Issues
 - Non Functional Requirements (Operational, Deployment, Build)
 - Maintenance

Inhouse Design or Request for Approval

Design (Needs to be Approved by Technology)

- Design Options
- Design
 - Package design
 - Class design?

Implementation (Needs to be Approved by Technology)

Testing (Needs to be Approved by Technology)

Deployment (Needs to be RB)

Maintenance

Documentation

- Technical
- User

End of Life Planning