

MVE385: Instructions for the Project plan

Purpose and procedures

The main purpose of the project plan is to provide a tool for all participants in the project (group members, industry partners, supervisor) to agree upon the goal, methods and scope of the project. It may well be that the work will deviate from the project plan in the end, but having a project plan will make it possible to know when and how the work deviates. The project plan will also be a tool for reflection and evaluation of the project.

After you have written the project plan, send it to your industrial partner for approval. Then submit it by e-mail to the course examiner.

Contents

The following sections should be present in the project plan:

- Background and aim
- Players and stakeholders
- Goals
- Deliverables and limitations
- Methods
- Milestones
- Gantt chart
- Infrastructure and game rules

Below follows a short description of what should be present in each section.

Background and aim

State the background to the project and the main aim. This will most likely be similar to the project description, but write it with your own words and keep it short.

Players and stakeholders

List the group members and industrial partners.

Goals

Formulate the project goals, i.e. what you should have achieved when you finish the project. Try to be specific but not too lengthy. Examples: “Learn to write parallel code in Matlab”, “Implement the algorithm XXX”, “Solve the YY-equation numerically”.

Deliverables and limitations

Using the goals you defined above, create a list of things the project needs to deliver in order to meet those goals. These should be specific, “tangible” things like documents, computer codes, etc. Make clear the limits and boundaries of what you intend to deliver.

Methods

List the methods you intend to use to achieve the goals and create the deliverables. This can be mathematical methods, algorithms, computer programs, etc.

Milestones

With the goals and deliverables in mind, create a set of milestones together with dates when you intend these to be finished. Also assign a responsible person for each milestone.

Gantt chart

Divide the work outlined above into activities to be performed by the group members. Estimate the time needed for each activity, assign start and end times and specify who will perform the activity. Illustrate the activities in a Gantt chart (Google it to see some examples).

Infrastructure and game rules

Indicate if you have need for special infrastructure (e.g. computer hardware and software) and decide on the game rules: when and how to work on the project, how often to meet the industry partners, etc.