UrbanBeesRemote
Project Management Plan

1 Purpose, Scope and Overview

1.1 Purpose and Scope of this Document

This document is the **Project Management Plan** of the UrbanBeesRemote (UBR) project. It serves as an entry point to all the information and documentation that is prepared in the scope of this project. It provides a short overview of the project goals and objectives, it details the project organisation and it provides a description of the project managerial processes.

1.2 Project Overview

The UBR project is a scientific project that consists of installing some 400 instrumented beehives on the roofs of Lorbrulgrud with the aim of monitoring remotely external and internal parameters. This experimental setup will allow the LUE to conduct very promising research on the bee collapse syndrome.

For further details, refer to the **Project Roadmap** (pregit.uob.ac.brg/?doc=314159-C).

2 Project Organization

2.1 Project Board

2.1.1 Project Board Membership

Person	Affiliation	Role
Archibald B.	UoB DES, LUE, head	Project board chairperson
Célestine D.	UoB DEng, µELab, head	Project board member
Ernestine F.	CoL SEP, head	Project board member
Gustave H.	BBA, chairperson	Project board member
Léoncie M.	UoB, DES, LUE, UBR project leader	Convener and meeting secretary

2.1.2 Project Board Meetings

Project board meetings are held every second month, at the end of every phase of the project, and upon special request from regular project board members.

Project Board Minutes and Decisions are stored on Pregit: pregit.uob.ac.brg/?node=1234

2.2 Project Team

2.2.1 Project Team Membership

Person, email	Affiliation	Role
Basilou C. basilou@uob.ac.brg	UoB, LS, legal advisor	project participant
Isaure K. isaure@uob.ac.brg	UoB, Deng, µELab, senior electronics engineer	key project participant *

Person, email	Affiliation	Role
Léoncie M. leoncie@uob.ac.brg	UoB DES, LUE, senior researcher	project leader *
Nestor O. nestor@uob.ac.brg	UoB, DES, LUE, PhD candidate	project participant
Péroline Q. peroline@uob.ac.brg	UoB, QSO, quality support engineer	PM support officer and configuration manager *
Rogatien S. rogatien@uob.ac.brg	UoB, DEng, µELab, associate professor of electronics	deputy project leader *
Vincelette X. vincelette@uob.ac.brg	UoB, DES, LUE, reseach assistant	project participant
Yann Z. yann@uob.ac.brg	UoB, DEng, µELab, junior electronics engineer	project participant

* members of the UBR project management core team.

In addition, master students from the Microcontroller Design course (spring term) and from the Microcontroller Project course (autumn term) both courses given by Rogatien S. will also be project participants.

2.2.2 Project Team Meetings

As a general rule, project team meetings are held every second week. Meetings are held on Mondays from 10:30 to 12:00 in LUE conference room.

Project team meeting schedule, minutes, presentations and decisions are stored on Pregit: pregit.uob.ac.brg/?node=1258

3 Project Managerial Processes

As a general rule, the UBR project implements the openSE project management and systems engineering methodology promoted by the Quality Support Office (QSO) of the university.

3.1 Requirements Management

The project management core team develops and regularly updates a **Project Requirements Register** (PRR): pregit.uob.ac.brg/?rqts=UBR

The project deliverable is described by means of the **Product Breakdown Structure** (PBS): pregit.uob.ac.brg/?pbs=UBR

Together, the PRR and the PBS form the **Experimental Setup Baseline** (ESB).

3.2 Scope Management

The UBR project is broken down into work packages and activities. The project scope is managed by means of a **Work Breakdown Structure** (WBS): pregit.uob.ac.brg/?wbs=UBR

Manpower and financial resource assignment and responsibility assignment to activities is done by means of a **RACI Matrix**: pregit.uob.ac.brg/?raci=UBR (see also § 3.4).

3.3 Time Management

3.3.1 Project Master Schedule

The project management core team develops and regularly updates a **Project Master Schedule**: pregit.uob.ac.brg/?doc=315405

3.3.2 Project Coordination Schedule

The project management core team develops and regularly updates a resource-loaded **Project Coordination Schedule**: pregit.uob.ac.brg/?gantt=UBR

Superseded versions of this schedule are stored on Pregit: pregit.uob.ac.brg/?doc=315416

3.4 Resource and Cost Management

The project management core team develops and regularly updates dated:

- a **Project Cost Estimate** (manpower + financial resources): pregit.uob.ac.brg/?doc=315407
- a **Resource Breakdown Structure**: pregit.uob.ac.brg/?rbs=UBR

3.4.1 Monthly Timesheets

Project participants fill up **Monthly Timesheets**. They are notified by monthly electronic mails. Direct access to timesheets is provided with the following URLs:

pregit.uob.ac.brg/?ts=UBR or pregit.uob.ac.brg/?ts=UBR&part=XXX&year=YYYY&month=MM where XXX is the participant login, YYYY is the year (e.g. 2017) and MM is the month (e.g. 01).

All time spent shall be assigned to one of the project activities of the WBS (see § 3.2).

3.4.2 Budgets and Budget Codes

Project Budgets and Budget Codes (a.k.a. **Project Budget Document**) are stored on Pregit: pregit.uob.ac.brg/?doc=315408

All expenses shall be charged to one of the validated UBR project budget codes.

3.5 Quality Management

All project information (for internal use) is stored on a dedicated portal: pregit.uob.ac.brg/UBR

The applicable standards are those defined by the Quality Support Office (QSO) of the university: pregit.uob.ac.brg/?node=567 or pregit.uob.ac.brg/quality/standards

Quality assurance is insured by means of the present **Project Management Plan** which complement good project management and systems engineering practices promoted and made available by the QSO (see pregit.uob.ac.brg/quality/openSE).

The project configuration managers ensure that the project information and documentation has the right level of quality and is stored at the right location under the right status.

3.5.1 Document Management

All project documents shall be submitted to a verification and validation process and shall be stored on Pregit (pregit.uob.ac.brg/UBR/dropbox for *very draft* documents).

For further details, refer to **Project Document Handling** (pregit.uob.ac.brg/?doc=315394).

The document templates are downloadable from: pregit.uob.ac.brg/UBR/templates

3.5.2 Change Management

All changes with respect to the Experimental Setup Baseline (see § 3.1) but also all major changes to the validated Project Coordination Schedule or to the validated Project Budget Document shall be documented by means of **Change Records** (CRs) and submitted to the project management core team for assessment and validation prior to their implementation. All CRs shall be stored on Pregit: pregit.uob.ac.brg/?node=1270

The CR template is downloadable from: pregit.uob.ac.brg/UBR/templates

3.5.3 Nonconforming Product Handling

All nonconforming products with respect to the Experimental Setup Baseline (see § 3.1) shall be documented by means of **Nonconforming Product Records** (NPRs) and submitted to the project management core team for assessment and validation before the product is used as-is, repaired, reworked or rejected. All NPRs shall be stored on Pregit the nodes corresponding to the nonconforming products.

The NPR template is downloadable from: pregit.uob.ac.brg/UBR/templates

3.5.4 Project Information Security

All project information (and documentation) available through the project information portal (pregit.uob.ac.brg/UBR) is of restricted access. Its accessibility is limited to:

- project participants for released documents and information, or
- authors for draft (not yet validated) documents and information.

Project board members can only access released documents and information.

It is strictly forbidden to circulate files as electronic mail attachments; Pregit hyperlinks shall be preferred:

- https://pregit.uob.ac.brg/?doc=NNNNNN to refer to the latest release of a document, where NNNNNN is the unique ID of the document, or
- https://pregit.uob.ac.brg/?doc=NNNNNN-V to refer to a given version of a document, where NNNNNN is the unique ID of the document and V is its version (e.g. A, B, C, etc.).

3.6 Communication Management

3.6.1 General Public Outreach

The project management core team:

- develops and regularly updates a project public website: www.uob.ac.brg/ubr
- regularly posts press releases with the support of the press office of the university.

In addition, the UBR project is present on social media (#UrbanBeesRemote).

3.6.2 Project Board Members

Project board minutes and decisions are stored on Pregit: pregit.uob.ac.brg/?node=1234

Project board members receive monthly EVM-based **Project Progress Reports**. These progress reports are stored on the project information portal (pregit.uob.ac.brg/UBR/progressreports or pregit.uob.ac.brg/?node=1245).

3.6.3 Electronic Mailing Lists

Electronic mailing lists are regularly generated from the RACI Matrix and are made available to the project participants from the information portal (pregit.uob.ac.brg/UBR/mailinglists).

3.7 Risk Management

The project management core team develops and regularly updates a **Project Risk Register**: pregit.uob.ac.brg/?risks=UBR

For further details, refer to **UBR Project Risk Handling** (pregit.uob.ac.brg/?doc=315396).

3.8 Procurement Management

All procurement shall be done according to the University of Brobdingnag **Procurement Rules** (pregit.uob.ac.brg/?node=246 or pregit.uob.ac.brg/procurementrules).

In addition, the project participants shall follow the **Procurement Guidelines** set by the QSO (pregit.uob.ac.brg/quality/procurementguidelines).

Date	Version	Author(s)	Pages	Comments
2016-09-2X	A	Léoncie M., Péroline Q.	—	First draft submitted to PM core team members for verification.
2016-10-0X	B	idem.	2, 3	Minor typos corrected and discussed comments integrated; validated by Léoncie M., UBR project leader.