PRODUCT version X.Y.Z

(June 26, 2007 – August 14, 2007)

My Role:

I was the project manager on this project.

Description:

The PRODUCT contained a software defect, which needed to be fixed to support the shipping of new hardware. Additionally the operating system used on the product was updated to support the latest security updated. COMPANY manages each release of the software as a project.

Scope:

The final scope contained one minor change. The software is available in three languages, English, German, and French. The deliverables were the following:

- New versions of the software for English, German, and French
- New hard drive images for the manufacturing process
- Backup hard drive image
- Three master CD for the creation of distribution CDs
- CD artwork for all master and distribution CDs.
- Validation protocols for all changes, for all three languages
- Updated regression test protocols for all three languages
- Validation testing results
- Regression testing results
- Release notes
- Updated change request forms
- Updated change requests in the change tracking system
- Updated source code captured in the source code management system
- Project closure documents, which confirmed that all software changes were documented, captured, and approved prior to the release of the PRODUCT to manufacturing

Team Description:

Software Developer (1)	Responsible for software updates and design documents updates.
Software Quality (2)	Participate in design reviews to understand the changes, write verification and validation protocols, execute tests and capture results
Documentation Specialist (1)	Documentation and process support.

Project Manager (1)	Manage the project from start to finish.
Product Manager (1)	Oversee the changes to the product, product documentation, and product release notes.
Graphic Artist (1)	Update the artwork for the CDs.
Process Engineer (1)	Perform process validation on updated hard drive.

Initiating:

I was responsible for the project initiating process, which includes a written engineering change request (ECR), a written agenda and meeting minutes for an initial design change review, written minutes from the design change meeting, and a design change plan.

The initial design review meeting was held and it was decided to proceed with an engineering change request.

An Engineering Change order was written and approved to start this project. I was responsible for the creation of the Design Change Document (DCD). The DCD contains purpose of new software release, scope, design and development plan, project design control references, product release strategy, project schedule plan, roles and responsibility, regulatory plan, verification and validation planning, communication and report plan, software configuration management plan, a list of documents that are to be reviewed and potential updated, and a list of documents that need to be created to follow proper documentation procedures.

The DCD was reviewed and approved which concluded the project initiation process.

My role was to outline the required effort, create the documents, identify and invite stakeholders to the review meeting and provide leadership for the team members to resolve issues.

I was also responsible for controlling scope on this project.

Planning:

I created the Work Breakdown Structure, and the schedule. These documents were reviewed in a team meeting to facilitate input from team members on the amount of effort each task would take and then report back that information to the stakeholders.

I was also responsible for reviewing the Verification and Validation plan once a Software Quality Engineer created it.

The plan was then informally reviewed with the stakeholders and approved.

Execution, Monitor and Control:

I was responsible for assigning tasks, and maintain a list of completed task, and reporting status on the project changes. The detailed design documents were created and reviewed and the outcome was captured in meeting minutes. I was responsible for ensuring that all Quality procedures, documentation, tasks, and reporting was accomplished.

Close:

The software release was managed in two steps. The first step was to review all of the documents for correctness. This included verification that those documents had been created, reviewed, and approved. The second step is an official release meeting, which included the list of actions that needed to happen to bring the new version of software in to production, and what should happen to existing product inventory. The project completed two week ahead of schedule schedule.

Time Estimates:

Process Group	Time (hours)
Initiating	10
Planning	10
Execution	140
Monitor and Control	10
Close	30