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Definition of a Plan
A plan is a predetermined set of activities which, when followed, are expected to lead to the accomplishment of one or more goals.
- Turk
Plans may be vague or well-defined.
A well-defined plan indicates these activities and their sequencing in sufficient detail so that it is clear to those who must use or assess the plan what must be done and that the plan may be reliably repeated.
- Turk





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Humphrey Ch. 3 - slide 11

Four Steps in Planning a Software Project (cf. Humphrey, 1995, p. 62) 1. Write explicit statement of work to be done. Check statement with customer.

- 2. Break work into multiple smaller tasks and estimate each separately.
- 3. Base estimates on historical data.
- 4. Record estimates and compare later with actual results.
- Following these steps helps build a stable and effective estimating process.

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Humphrey Ch. 3 - slide 10



Six Aspects of a High Quality Plan (cf. Humphrey, 1995, p. 65-67, 73)

1. Complete

All necessary information is included. 2. Accessible Can be found, in proper format, not cluttered with extraneous material. 3. Clear Clear
 Neat, clear, readable, organized, ...
 READ THE TEXT'S PARAGRAPH AND TAKE IT TO HEART!
Specific
 Absolutely clear on what, when, by whom, & cost.
Precise
 Level of granularity or detail of the measure compared with the total magnitude of measurement.
Accurate
 Amount of over. / under-estimation. Reliability over multiple people &
 Amount of over- / under-estimation. Reliability over multiple people & projects. Chapters 5-6 focus on this.

Well-designed forms help accomplish all of these. AU INSY 560, Winter 1997, Dan Turk Hu Humphrey Ch. 3 - slide 13