

Focused on Results



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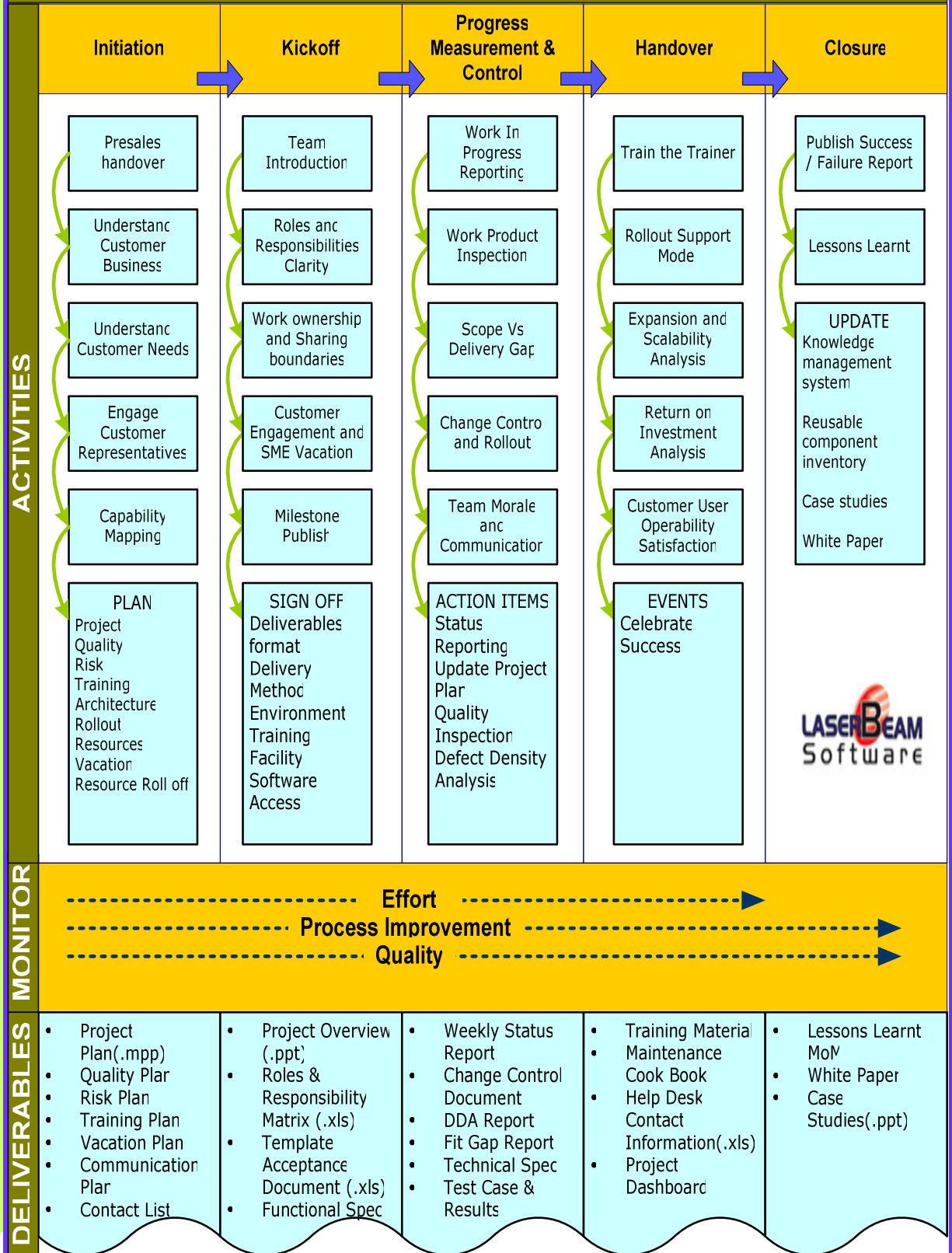
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Project Management Methodology

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PROJECT MANAGEMENT METHODOLOGY



Project Planning

Thorough project planning is essential during the early stages of a project. Our project managers tailor the organization process to suit each project's requirements and a suitable lifecycle model is defined. Project Managers prepare and maintain a detailed project plan for every project. These comprehensive plans cover all aspects of the project including:

- project objective and scope
- roles and responsibilities
- dependencies
- assumptions
- customer requirements
- project methodology
- project team structure
- client communication
- deliverables
- project phases schedule & milestones
- internal project deliverables
- resources
- tools & techniques
- problem reporting & corrective action

The Project Plan forms the basis for all project management activities. It is revised during the project as needed. We draw up detailed schedules using Microsoft Project and use them to continuously track the actual progress of various activities throughout the lifespan of the project. Other important planning documents include a detailed Quality Plan, Contingency Plan, Training Plan, and Configuration Management Plan.

Project Tracking & Control

We achieve project control through *reviews, checks, and controls* at every stage of the project. Management reviews, technical reviews, and status reporting are integral parts of project execution.

Weekly project reviews: Project reviews are conducted periodically (typically every week) with the project teams. These reviews address both project management and technical aspects. Schedule, effort, change management, review and test defects, planning and monitoring are all typically reviewed.

Internal management reviews: Internal senior management reviews are conducted periodically (minimum, once a month) to ensure the project is on track and to address any outstanding issues that have been escalated to senior management.

Joint reviews with client: Joint reviews are carried out once a month or more frequently, depending on the project requirements and duration. Any technical clarifications are addressed. Schedule and deliverables, project progress, and software conformance are also reviewed.

Technical reviews: Technical reviews and walkthroughs are conducted for all technical work products to ensure all deliverables are of high quality and meet customer requirements.

Status reports: Status reports containing details on project progress, overall status, major issues, and risk status are sent periodically to the client and senior management.

Minimized risks: We identify any high-risk modules at the start of the project and track them throughout. Critical incidents are logged and analyzed.

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We stress strict configuration management to identify, control, and trace the versions of each software item produced. This provides an effective mechanism for incorporating software changes. Approvals and reviews are necessary at specified points for implementing changes and verifying that the changes have been effectively implemented.

The configuration management activities cover the following items:

- Identify versions of each software item
- Identify versions of each product
- Identify build status of software in development or installed stage
- Control the simultaneous updating of software items by more than one person
- Provide simultaneous updating of multiple product versions
- Identify and track all change requests from initiation to release

Configuration Identification & Naming Convention, criteria for base lining, and the version-numbering strategy are all clearly defined at the start of the project. The responsibility for various configuration management activities is also established.

We maintain detailed procedures for library management, change management, and release management. Periodic configuration audits are conducted and Configuration Status Accounting is maintained for effective configuration control.

Project Closure

At the end of each project, a project closure review is conducted to gain insight on how to better our

managerial and technical processes. At this stage, we share experiences, identify best practices, analyze the problems faced and their resolution mechanisms.

All information and assets for the project are stored in the process library and database to be accessible for other projects. Best practices are reviewed and considered for inclusion in the organization process.