



# PROPOSAL KIT SAMPLE

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# Software Development Plan (SDP)

<< THE SDP PROJECT DOCUMENT TITLE >>

Author(s)

Title(s)

<<Company>>

<<CurrentDate>>

Document Version Control Information

V 1.0

## 1. Introduction

### 1.1 Purpose of this Document (Objectives)

<< Insert the purpose of this document, its objectives, and its intended audience. >>

### 1.2 Scope of Document

<< Insert description of the scope of this Software Development Plan. >>

#### 1.2.1 Scope Constraints

<< Insert constraints, such as schedules, costs, interactions, overview or any other information relevant to the testing of the development requirements. >>

### 1.3 Overview

<< Insert an overview or brief description of the product, software, or other desired end result that is being tested under this Software Development Plan. >>

### 1.4 Business Context

<< Insert an overview of the business or organization desiring the development of this project. Include the business or organization's mission statement and its organizational goals and objectives. Note: If you have already completed a Software Requirements Specification, the majority of this material is copied verbatim from that document. The purpose of this preamble is to familiarize staff recently attached to the testing portion of a project who may not have been present or involved with earlier stages of the project. >>

### 1.5 Definitions, Terms, Acronyms or Abbreviations

<< Insert definitions of any terms used throughout this Software Development Plan. Be sure to define specific acronyms or abbreviations used in your project. >>

## 1.6 References and Reference Material

<< Insert a list of all reference documents and other materials related to the Software Development Plan. References will often include, but are not limited to: >>

- ◆ Requirements Management Plan (RQMP)
- ◆ Risk Management Plan (RMP)
- ◆ Business Modeling Guidelines
- ◆ Development Case
- ◆ Software Requirements Specifications (SRS)
- ◆ Design Specifications
- ◆ Programming Guidelines
- ◆ User Interface (UI) Guidelines
- ◆ Human Interface (HI) Guidelines
- ◆ Test Guidelines and Test Measurement Plan
- ◆ Software Quality Assurance Plan
- ◆ Software Management Plan
- ◆ Project Outline and Management Plan
- ◆ Project Acceptance Plan

## 1.7 Documentation Items

<< Insert references to documentation. >>

## **2. Overview of Project**

### **2.1 Purpose of Project**

<< Insert a description of the purpose of the project and expected outcome. >>

### **2.2 Scope of Project**

<< Insert a description of the scope of the project, including the departments it may affect or include, vendors it may impact, business processes it may enhance or replace, or anything else relating to or regarding the scope of the project that this Software Development Plan may include. >>

### **2.3 Project Objectives**

<< Insert a description of the objectives that are to be met by the project itself and not necessarily by the Software Development Plan. >>

### **2.4 Assumptions and Constraints of the Project**

<< Insert a list and descriptions of all assumptions that the Software Development Plan is based upon. Constraints may also be detailed in this section, including any variable or conditional constraints that may exist. >>

### **2.5 Software Development Plan History**

<< Insert references or a table of prior versions of the Project, Software Development Plan or any other information detailing revisions, edits or changes to this Software Development Plan or Project as a whole. >>

### **2.6 Specific Objectives and Requirements Not to be Met**

<< Insert any objectives and requirements for this project that are not to be met. This section is used to better clarify areas that you would like to be made clear are not the intended goals of this Software Development Plan. >>

### 3. Organization of Project

<< Insert a description of how the project and its components are to be organized – including a hierarchical organization chart or diagram of entities that details authorities. This includes project teams, third-party vendors, third-party contractors, management duties, “report to” lists and any group that is to be included into the overall organizational structure of the project. >>

#### 3.1 Internal Interfaces

<< Insert all information pertaining to how the project interfaces with internal groups in the Company. This includes all direct team members involved with the development: however, this may also include departments that may have little or no say in the development of the project, yet have roles as end-users. >>

#### 3.2 External Interfaces

<< Insert all information pertaining to how the project interfaces with external groups in the Company. This includes all vendors and contractors involved with the development, including those with testing or end-user responsibilities. >>

#### 3.3 Roles and Responsibilities

<< Insert the organizational units that are responsible for determining or supporting processes. Include all points of contact for these organizational units. >>

## 4. Project Management

<< This section describes the management processes that oversee the costs, timeline, schedules, decision making and evaluation points in the project. >>

### 4.1 Estimates

This section will provide the estimated costs for a project, including a schedule for all payments. Include a detailed basis for all costs and a description of the point at which a re-evaluation of those costs should take place. Thresholds should be detailed, even if they are conditional or variable costs.

### 4.2 Project Plan Detail

This section will describe the project plan in detail. This section will often span multiple pages. Criteria for developing a project plan include, but are not limited to:

- ◆ The phases that the project plan will be broken into, including any “friendly names” you may use for them, such as “Prototype, Core Development, Production,” etc.
- ◆ A breakdown of the work structure and

# DEMO CONTRACT

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<https://www.proposalkit.com/html/legal-contract-templates/software-development-contracts/software-development-plan-template.htm>

Customer Initials \_\_\_\_\_ Developer Initials \_\_\_\_\_

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Customer Initials \_\_\_\_\_ Developer Initials \_\_\_\_\_



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