

Project Plan Template

Contents

[Introduction](#)

[Overview](#)

[Deliverables](#)

[Assumptions and Constraints](#)

[Risks](#)

[Management Structure](#)

[Project Lifecycle](#)

[Project Organization](#)

[Roles and Responsibilities](#)

[Risk Management](#)

[Issue Management](#)

[Communication](#)

[Planning and Control](#)

[Resource Identification](#)

[Time](#)

[Resource Allocation](#)

[Schedule](#)

[Tracking and Control](#)

Introduction

Overview

In this section you will provide a summary of project purpose, scope, and objectives. Refer to the project charter for this information.

Deliverables

MILESTONE	DATE
Project Charter	10/17/2014
Project Plan	10/17/2014
Requirements Document/ Use Cases	10/24/2014
1st Wireframe Mockups	10/28/2014
Design Document	10/31/2014
Preliminary Design	11/7/2014
Development	11/21/2014
Test Plan	11/21/2014
MVP	11/28/2014
Testing	12/5/2014

Assumptions and Constraints

Many of the assumptions have to do with what technology used to build the Learning Paths like what language and the hosting. For the constraints there are important time constraints where we must complete a deliverable by the end of both quarters. More importantly we will need to hand off all deliverables at the end of winter because that is when the course ends. Other constraints involve the use of learning path code and design choices made by the previous owner.

Risks

Risk in the learning paths involve the lack of experience in the back-end and logic part of the work we must complete. There is a possibility of not being able to complete everything with the time left in the quarter. The only solution would be hard work and being able to narrow the scope to be able to deliver something of value by the end of the fall quarter. Another risk we may run is on the assumption of email based login and being able to make them secure from hackers. Once again the solution would involve a lot of research or the possibility of finding another source to deal with such an important subject.

Management Structure

Project Lifecycle

The lifecycle of the project entails the necessary procedures and deliverables in order to complete the development of the application. The first step of the cycle is to analyze what has been brought to us and provide insight as to how we will contribute to the project. The next step is to work on the application itself, enhancing what is already completed and making the necessary changes to improve it. The next step will be to conduct user testing to see what is wrong with the application and receive feedback as to what changes should be made for a better experience. The final step would be to implement these changes to satisfy the users and see if it enhances the experience.

Project Organization

The group will be meeting regularly on Tuesdays at 5pm to work on the project collectively. The team will also be meeting at 2pm on Fridays for Sponsor Meeting reports and will work as a group on the project afterwards. In addition, the group will use any lecture time from the current class if it is available. Ryan will work on the project Monday, Wednesday, and Friday from 6pm to 9pm; and Tuesdays and Thursdays from 9am-11am.

Roles and Responsibilities

Project Manager: Damon Wong

Front-end: Ryan Enshaie

UX: Byung Kim

CAS/Webcrawler: Adam Yee

Database: Antonio Montalvo

Risk Management

Possible risks include difficulty setting up the project from the previous owner, not delivering a quality product in time because of lack of knowledge of the current site, and security of user accounts. We plan to mitigate these risks by setting up the project and asking questions before the previous owner leaves, working on the project a small part at a time and learning the necessary knowledge, and research security measures or find an alternative way for secure accounts.

Issue Management

Any issues that arise as a result of, or externally from the project will be handled as a group. These issues will be communicated via our virtual application, GroupMe, or in person. If an issue is pertinent enough, we will communicate with the professor or sponsors, if need be. By working on these issues as a group, small issues will be dissolved and larger issues worked with more resources.

Communication

Daily communication will be needed among the group members to ensure smooth development. The group will communicate regularly on the GroupMe application to discuss deliverables and to confirm both meetings and assignments. In regards to in-person communication, the group will meet both Tuesdays at 5pm and Fridays at 2pm for recaps, sponsor meetings, and working sessions in addition to the lectures and discussions. More group working sessions may be added if they are needed, but most of the work will be done in the designated sessions or on each individual's schedules.

Planning and Control

Resource Identification

There are many resources we can consult for assistance with the project. The TA of our class (INF 191B), Tao Wang, has volunteered to help us with and web-design related issues, since he has experience in that area. His availability is variable throughout the week, but should always be reachable through emails. We may also consult Austin, the intern for ShowbizU who created the learning paths tool over the summer, for help in improving or integrating the learning paths tool. He may not be available in person for most of the time, but should be reachable through email. Our resources of course also include the sponsors themselves who may provide us with insight on our progress and also set a certain direction. The tools that we will be using include PHP, Ajax, HTML, Javascript and Java. We will use whatever coding environment that suits us best in these fields. Lastly, most of our group members should be able to commit at least five hours a week to the project outside of scheduled meetings and class times.

Time

The available calendar time for the project corresponds with the length of the current Fall quarter of 2014. We began on October 2, 2014, and will end on December 19, 2014. Some constraints on the time available will depend on the availability of each of the members in the group. We anticipate the weekends will often be a limiting factor in our work schedule because of certain responsibilities. Furthermore each of our members' job schedules are subject to change over time, and it may interfere with work on the project. Lastly, members will most likely be unavailable on or around some holidays such as Veterans day (11/11), and Thanksgiving day (11/27).

Resource Allocation

Describe the allocation of the resources to meet the project goals. Identify the teams that will be working on the project.

Our group as a whole will be working the project.

Schedule

During this project, the group will adhere to a general schedule of which the group and the sponsors have agreed to. On Fridays at around 4pm, the group will meet with the sponsors to discuss the progress of the project. On Tuesdays at around 5pm, the group will meet independently to discuss the project and get work done. Sponsors may meet on Tuesdays as well. A detailed schedule listing the milestones and deliverables are not available at this time.

Tracking and Control

The project should be monitored will throughout the quarter to ensure that it is progressing on track. As, mentioned before, we will have weekly meetings with our sponsors (either in person or over webcam) on Friday in order to give them a chance to advise us on our direction and give assignments.