

Project management plan

AllForOne - Shipment management system

Team: All4one

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Executive summary

This project aims to create a web-based system to manage shipment between Melbourne and Jakarta. There are several companies in Melbourne responsible for shipping from Melbourne to Jakarta since an Indonesian community exists in Melbourne and the business is booming. As a worker with six-year experience in this field, Susanto has found many inadequacies of the current business system that need to be improved. For example, customers have to send their boxes to storage by themselves and cannot receive the information of shipment in time. To solve these problems and improve efficiency, this project is proposed by Susanto. Our team, All4one, are responsible for implementing this system in two months from August to October.

The web-based system supports three roles. Two of them, shipper and collector, are super user and the last one is customer. Customers can input their shipping information such as number of boxes, pick-up address and destination address from web interface. Then shipper reply corresponding acknowledgement to every shipping order and change state of them at any time. After boxes arrive in Jakarta, collector delivers them to destination by querying the information of shipping order. The main advantages of this project include several aspects. Firstly, by using it, shipper provide door-to-door service which means customers do not need to send boxes to storage by themselves. Secondly, all information about shipping can be query through website. It is easier for shipper and collector to manage shipping and customers also can query the state of their boxes in time.

Considering the complex requirements, diverse technology and the urgency of time, Scrum model, one kind of Agile method, is chosen to be used to complete the whole project. By using Scrum, functions that are mentioned in the former paragraph will be decomposed into small tasks and allocated to different team members. The team communicate their completion and thoughts in meetings such as daily stand-up and review. Burn down chart will be used to manage the progress of project and estimate the delivery date. Scrum can accommodate changes and guarantee the work efficiency and high quality of outcomes.

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1. Introduction

1.1 Purpose of document

This document is a project management plan (PMP) for a web-based shipment management system. It introduces the functions that this system requires, the planning of the whole project process, the Software Development Life Cycle (SDLC) model and technologies used by the development group. This document can provide a clear and comprehensive plan for the project, so that the reader of this document will be able to exactly know how to process this project and how to develop this shipment management system.

This document can be regarded as a reference throughout the whole project, it is the basis of how the project should be processed and how the program should be implemented. Any problems or challenges during the development stage should be addressed by reference to the planning in this document. In addition, although this PMP document is written at the beginning of the project, it is not constant. Moreover, the document doesn't complete the whole content of PMP at the beginning, it needs to be added and updated continuously according to the project schedule and new requirements.

1.2 Audience of document

The audiences for this document are members of the project team, the product owner and the client. Because this project is a small start-up, the product owner and the client are the same person: Susanto. Meanwhile, because Susanto wants to have lower initial costs, he did not pay for a professional software development team. Instead of, he decided to get this web-based software through a student group, that is our team: All4one. Therefore, the readers of this documents are Susanto and four members of All4one. Susanto is responsible for requirements of program and inspection of the product while our project team is responsible for project planning and software development.

1.3 Limitations of document

The first limitation is the possible lack of effective communication. When Susanto made the plan and key requirements for the project, he did not discuss and communicate with the developer team and the project stakeholders. This may cause that it is difficult to make other project members and project stakeholders have a better understanding of his plan. It may even cause that the project plan lacks the support of project team members, which will bring unnecessary losses to the project.

The second limitation is the possible lack of project management experience. According to case study, Susanto has experience in all aspects of the shipment business, such as container scheduling and customer management. But he may have no experience in software project management and software development. Therefore, it may be difficult for Susanto to provide a detailed and accurate product requirement plan. This may cause that some tasks in the project process do not have corresponding specific plans. Moreover, it may even lead to project delay and difficulty in achieving effective progress control.

The third limitation is the possible lack of risk assessment experience. Our group members are still students, we have not been involved in many project management tasks hence we have limited experience in risk assessment. As a result, the risk types we assume may be too simple, meanwhile there may be no corresponding strategies which are used to solve risks. This will lead to uncontrollable high risks in the final program, which will cause serious damage to the project.

1.4 Evolution of document

Version	Created by	Date created	Location	Comments
1.0	All4one group	12/09/2018	The Baillieu Library in Parkville campus	An initial version that describes the purpose, plan and approach of the project.
1.1	All4one group	15/09/2018	The Baillieu Library in Parkville campus	First sprint ended. Record the progress of product.
1.2	All4one group	26/09/2018	The Baillieu Library in Parkville campus	Second sprint ended. Record the progress of product

2. Project Information

2.1 Key Stakeholders

Client: Susanto who is ready to start his own box shipping company. He is an innovative and dynamic young graduate, with good experience in shipper things, but might not have enough fund and employees to support a company.

Customers: registered customers who can enjoy door-to-door ship service. The residence of customers is limited in Melbourne and Jakarta, Indonesia.

Collector and deliverymen: The collector, Susanto's brother-in-law who takes charge of arranging deliveries to doorsteps and potential deliverymen, his employees from the truck fleet, who may help provide a doorstep delivery service.

2.2 Scope

2.2.1 in-scope

- A website is to be built and maintained to allow users access.
- A web user interface to fill in and update personal information.
- Shipping booking feature:

- a web interface for customers to enter request information.
- The information includes number of boxes, destination and pickup address, preferred ship departure and arrival date and optional message.
- At least three options of departure and arrival date (coded in or read from file/database) should be shown to choose from.
- Already bookings can be viewed but not be modified by customers.
- Ack fill-out feature: Items filled out and modified by the Shipper includes status, cost, HBL number, pickup date and time and optional message. Status among them including To be Approved, Request Accepted, Pick-up Scheduled, To be Shipped, Shipped, Arrival at Destination, Delivered and Delivery Delayed.
- Store and update feature: a database is to be set up to store all needed information including user personal information and constantly updated shipping orders.

2.2.2 out-of-scope

- The team takes no charge of verifying the correctness and validity of customers' personal information, such as home address, contact phone number...
- The team takes no charge of bad website performance influenced by network conditions.
- The team takes no charge of extra advanced information encryption and hiding technology except the encryption technology based on website software and database software.

2.3 Delivery approach/ SDLC

Agile approach is chosen. The reasons are as follows:

- The requirements are not precise and detailed. Agile embrace changes. To be more specific, for example, in scrum, each sprint starts with a sprint planning aiming at identifying a sprint backlog and ends with a sprint retrospective. In this way, the team and stakeholders can collaborate on what to work on next, thus improving client satisfaction by easily modifying requirements.
- Agile focuses on delivering the highest business value in the shortest time. Product owner and customers are more satisfied by rapid, continuous delivery of usable software and the timely and useful feedback from them can be involved in following development. From a business perspective, Agile such as Scrum can lead to the best solution concerning the risk that the software may have unexpected market.

2.4 Business Value

- For customers: the product can improve customer experience. It becomes safer, more convenient and reliable for customers to deliver goods. They are able to say goodbye to traditional shipping mode, such as customers/receivers having to bring/pick up the packed boxes to/from the warehouse themselves, and accept door-to-door service. Besides, customers can search shipping information published on the website any time

anywhere, which makes transportation transparent and intelligent. It is easier to know which part goes wrong if goods are lost.

- For shipper and collector: provide a shipping service to customers to obtain benefits in the form of charging a courier fee.

2.5 Constrains

- Website design may not be what the team members are excellent at, and it may take a while to skillfully use web design platforms.
- Manpower constrains. The team has just four developers which may lead to a longer development circle.
- Constrains in specific requirements communication. Since Susanto is both the product owner and client, who has no IT background, he probably cannot provide professional option in regard to some technical matters of software and business methods. Deviation may appear when clients and developers think about the certain details of development.

3. Project Governance

3.1 Roles and Responsibilities

- **Scrum Master:**

The leader and manager of the team and the project, responsible for removing obstacles and improving work efficiency.

- **Product owner/ Client:**

Lack of foundation and human resources, Susanto are both client and product owner as this is a small-scale.

His responsibility is to drive the project from a business perspective, to disseminate a clear vision of the product, and to define its main characteristics.

- **Dev team:**

4 students enrolled in SWEN90016 at the University of Melbourne, they are self-organizing teams which are responsible for the building the product increment and testing of the daily procedures. Their performance directly influences the quality of the software.

3.2 Communication plan

Events	Purpose	Audience	Frequency	Owner	Authority to release
Sprint Planning	Defines how to achieve sprint goal	Whole team	First day of each sprint	Product owner	sprint backlog (User Stories)

	Estimate sprint backlog in team velocity and Story Points				
Daily Stand-up	Update from everyone on yesterday's result, today's plan, obstacles encountered	Whole team	Daily	Scrum master	
Sprint reviews	Inspect the product increment & Adapt the product backlog	Whole team & stakeholders invited	Last day of each sprint	Scrum master	Revised product backlog Update burndown chart
Sprint retrospective	Inspect and adapt the scrum team's system of work	Whole team	After sprint reviews	Scrum master	Improvement plan

3.3 Risk Management

Risk ID	Risk Type	Description	Probability (0-100%)	Impact (1-5)	Justification
01	Project	The product cannot be delivered on time	30%	2	it may reduce users' expectations
02	Project	Client has unrealistic requirements	10%	3	This may affect the product progress
03	Business	Lack of user	70%	5	It will lead to the failure of project
04	Product	Failure of database design	5%	5	It causes data disaster
05	Product	Unreasonable estimated arrival date	70%	2	It may affect user experience
06	Product	Invalid personal information such as phone	40%	4	It may make the shipping

		number			unsuccessful
07	project	Not enough start-up capital for the project	80%	2	The product may eventually fail to well deployed.
08	product	The team lack of web design and development skills	10%	4	An adverse influence on the quality of product or the progress of development
09	project	Unreasonable project management plan	30%	4	It may be difficult to achieve effective progress control
10	product	Lack of effective maintenance	70%	4	A good maintenance guarantees the long lifetime of system

Risk ID	Trigger	Owner	Response	Resources Required
01	Many tasks have not been completed when the expected delivery date is coming.	Team	Transfer	None
02	This user story of this requirement cannot be decomposed into achievable tasks	Team and Susanto	Avoid	None
03	People do not want to use this product	Susanto	Avoid	Financial support and staff for propaganda
04	inconsistent personal information or shipping_booking information	Team	Avoid	Database knowledge
05	Boxes have not arrived at destination on the estimated date	Team	Mitigate	None
06	Shipper cannot connect with customers	customer	Avoid	None

07	Susanto haven't created budgets, and no investment in the project currently	Susanto	Accept	Financial support
08	The website is not well designed and developed	team	Mitigate	Technology support
09	The development progress is messy	team	Mitigate	Experience and technology support
10	There are errors existing	team	Mitigate	Time

3.4 technology

The goal of this project is to design an available web-based platform to manage shipping-related data. In order to achieve the goals, the following technologies need to be considered:

- Web framework—Wix

Wix is a mature web development framework, which integrates many excellent features, such as mobile optimization, graphical development etc. As the team is excellent at the process of website development and related languages and tools such as html5, learning and using these technologies from scratch may lead to backward development. Product quality may be not as good as expected or difficult to break through.

- Database—mySQL

To store and maintain large data, including user information, shipping information, etc., the system needs a reliable database. MySQL has become the most popular relational database management system due to its high performance, low cost and good reliability, and it is widely used in network applications. At the beginning of the project, there will not be too complex data due to a small scale of the project, and thus MySQL is sufficient to cope with. Besides, a free database is the only choice due to no financial support for software development.

- Language —JavaScript

In order to provide a user-friendly online experience, a variety of browser-based convenience features, and a close and efficient connection between front end and back end, a programming language that meets these needs should be used. Javascript acts as a built-in scripting language for browsers, giving web developers the ability to manipulate browsers. It can give the browser more functionality than just a web page. It can also provide server functionality based on Node.js and can also be used to connect to a database. These meet the needs of the system.

It is not only suitable for this system, but also relatively simple and similar to the mainstream language (java, c / c + +), easy to get started. It has a large community, an easy-to-use third-party library, and a lot of excellent Javascript tools, which provide quality assurance for

Javascript development.

3.5 Project Planning

The SDLC model chosen by our team is Scrum which is a kind of agile method.

User stories of this case is shown below:

- Story 1: As a user, after registering, I want to log into the system so that I can get the corresponding authority (shipper, collector, customer).
- Story 2: As a customer, I want to update my personal information.
- Story 3: As a customer, I want to book a ship by entering relevant information on the website and store my booking.
- Story 4: As a customer, I want check all my booking information.
- Story 5: As a shipper, I want to provide acknowledgement for booking ship request from customers.
- Story 6: As a shipper, I want to modify the information of ack except the cost.
- Story 7: As a shipper, after the ack is modified, I want to send an email to customers and the collector.
- Story 8: As a shipper, I want the shipment information includes departure date from Melbourne and estimated arrival date in Jakarta which can not be entered from a web interface.

Story list	Priority	Story points
Story 1	High	3
Story 2	Medium	2
Story 3	High	3
Story 4	Medium	2
Story 5	High	3
Story 6	High	2
Story 7	Medium	5
Story 8	Medium	4

In sprint planning meeting, story 1 is chosen to be completed in the first sprint due to its high priority. It is decomposed into following tasks:

- Task 1: Set super user account for the shipper and the collector.

- Task 2: Decide personal information needed during registration.
- Task 3: Design a relational database to store personal information of customer.
- Task 4: Establish the database.
- Task 5: Design and create the web interface for registration.
- Task 6: Design and create the web interface for logging in.
- Task 7: Connect the database and website.
- Task 8: Check whether the account exists and password is right when log in.
- Task 9: Testing.

Task list	hours
Task 1	4
Task 2	2
Task 3	6
Task 4	8
Task 5	5
Task 6	5
Task 7	8
Task 8	3
Task 9	8

4. Project Execution, Monitoring and Control

4.1 Project Status: Friday non-teaching week

The project now has an overall framework, and some important basic functions such as user registration, submitting reservations and reply bookings have been added, but they need to be improved before they are officially delivered. The next step is to add other required features to the framework and adjust them to incorporate existing functionality. All the requirements are divided into 8 stories and story 1,3,5 has been finished until now. After each sprint was finished, we will get a deliverable.

4.1.1 Process Related Artefacts

During this period, we hold three meetings, the agendas of these meetings are shown in appendix A, the minutes of these meetings are shown in appendix B, each member's timesheet is shown in appendix C.

As shown in 3.5, eight user stories are proposed. In the sprint planning meeting, three of them which are story 1, 3, 5 are chosen to be completed in the first sprint within 10 days (from 16/09/2018 to 25/09/2018). Each of them is decomposed into small tasks which can be completed in several hours.

- Story 1: As a user, after registering, I want to log into the system so that I can get the corresponding authority (shipper, collector, customer).
 - Task 1: Set super user account for the shipper and the collector.
 - Task 2: Decide personal information needed during registration.
 - Task 3: Design a relational database to store personal information of customer.
 - Task 4: Establish the database.
 - Task 5: Design the web interface for registration.
 - Task 6: Create the web interface for registration.
 - Task 7: Design the web interface for logging in.
 - Task 8: Create the web interface for logging in.
 - Task 9: Connect the database and website.
 - Task 10: Check whether the account exists and password is right when log in.
 - Task 11: Testing.
- Story 3: As a customer, I want to book a ship by entering relevant information on the website and store my booking.
 - Task 12: Decide shipping_booking information needed during booking.
 - Task 13: Design a relational database to store shipping_booking information.
 - Task 14: Establish the database.
 - Task 15: Design the web interface for booking.
 - Task 16: Create the web interface for booking.
 - Task 17: Connect the database and website.
 - Task 18: Testing.
- Story 5: As a shipper, I want to provide acknowledgement for booking ship request from customers.
 - Task 19: Decide acknowledge information needed to be input.
 - Task 20: Design a relational database to store acknowledge information.
 - Task 21: Establish the database.
 - Task 22: Design the web interface for ack.

- Task 23: Create the web interface for ack.
- Task 24: Connect the database and website.
- Task 25: Testing.

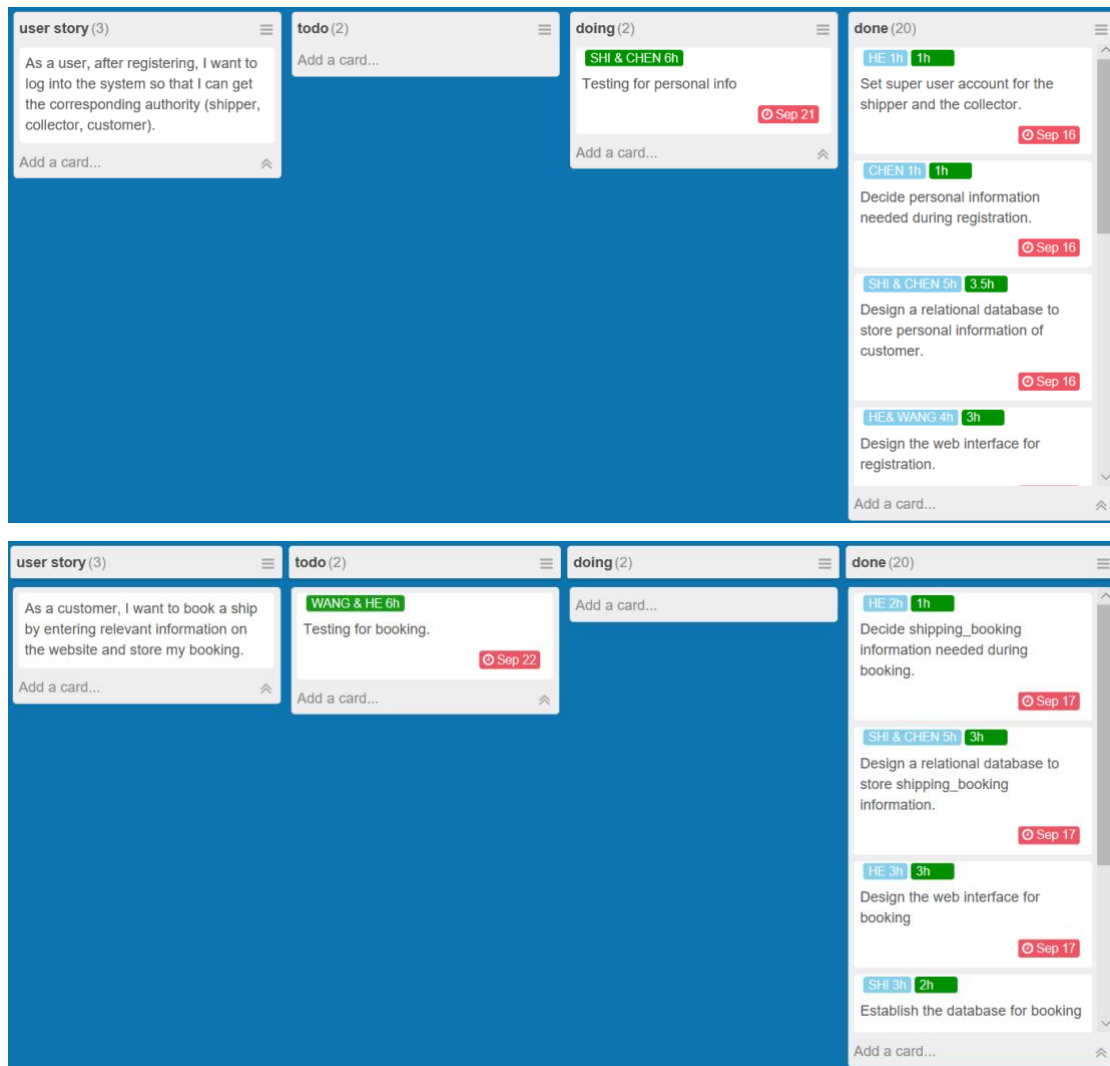
Task list	hours
Task 1	1
Task 2	1
Task 3	5
Task 4	4
Task 5	4
Task 6	4
Task 7	2
Task 8	2
Task 9	6
Task 10	2
Task 11	6
Task 12	2
Task 13	5
Task 14	3
Task 15	3
Task 16	4
Task 17	5
Task 18	6
Task 19	2
Task 20	3
Task 21	3
Task 22	3
Task 23	2
Task 24	4
Task 25	8

- Kanban

Kanban is a tool that help team members organize tasks and work efficiently (McLean & Canham, 2018). There are three phases existing in Kanban board which are todo, doing and done. Tasks are moved among these three phases. When the work is completed, all tasks should be in done phase. By using Kanban, developers can get the progress of product easily can clearly.

Our team use a team collaboration tool—leangoo to manage the agile develop process. It provide Kanban tool.

The Kanban board is updated at any time in the sprint, the one shown below is the image recorded in 21/9/2018.



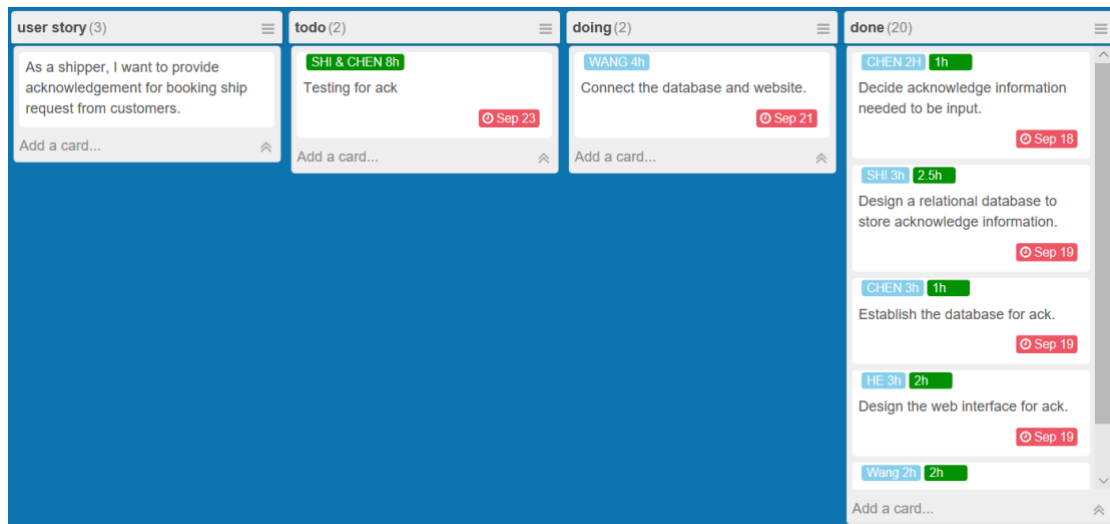


Figure 1. Kanban board

● Burndown Chart

Burndown chart is used to estimated the delivery date. It is generated according to sprint backlog (Viscardi, 2013). The x-axis represents date and y-axis shows the remaining hours. In our work, burndown chart is updated every morning in the daily stand-up meeting.

The burndown chart of first sprint is shown below. This sprint began on 16/09/2018 and ended on 25/09/2018. The estimated total working hour set in sprint backlog is 90. The blue line is estimated developing progress which is ideal. While the orange one shows the real situation. It is not linear because the real velocity of team is not constant.

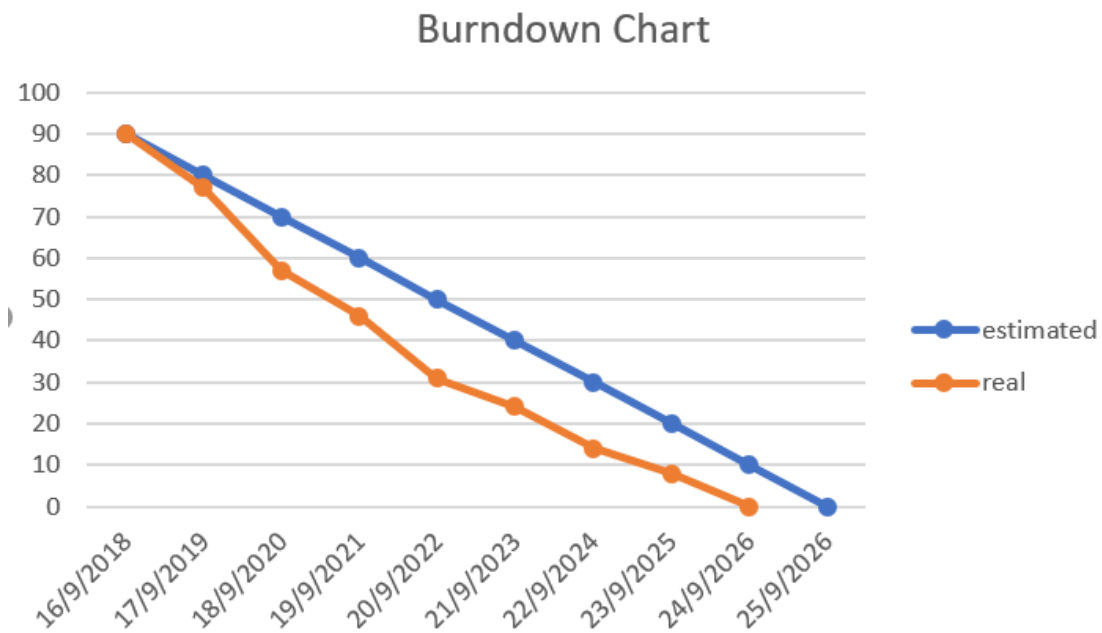


Figure 2 burndown chart

● Velocity

According to the plan, the average velocity should be nine user story points every nine days.

However, in the actual situation, they are completed in eight days. As a result, the velocity can

be updated into nine user story point every eight days. And since no extra efforts are paid, this velocity can be used in the next estimation.

- Sprint review

On 25/09/2018, we had a sprint review meeting for the first iteration. The scrum team, scrum master and the product owner attended this meeting. Firstly, we reviewed the spring backlog determined in sprint planning meeting. there were 3 stories which were divided into 25 tasks in the first sprint. Before this review meeting, our team has completed all these tasks.

We had a presentation of product on the review meeting. Shi demonstrated the registration and login functions of the website, Chen demonstrated the process of booking a shipment, He and Wang demonstrated the function that the shipper finds shipping requests and then returns ack for each request.

After the demo, whether a user story passes should be decided by the product owner who also determine whether to change or add requirements. However, we could not get effective contact with Susanto, hence our team analyzed and discussed according to the requirements he provided in the case study to decide whether the three user stories can pass or not. As a result, the three user stories were completed successfully and they can pass. In addition, there were three new requirements and one changed requirement for next sprint iteration. These requirements can be written as new user stories.

- Story 4: As a shipper, after the ack is modified, I want to send an email to customers.
- Story 5: As a shipper, after the ack is modified, I want to send an email to the collector.
- Story 7: As a customer, I want to register by using email address but not google account links.
- Story 8: As a customer, I want to register by using email address but not Facebook account link.
- Story 9: As a customer, I don't want to watch the "sign up" choice on the navigation bar.

After this meeting, we got an updated product backlog and a burndown chart (shown in figure 2) for the first sprint. In the new product backlog, those three user stories completed in first sprint disappeared and three new requirements appeared. The new product backlog is shown below.

- Story 1: As a customer, I want to update my personal information.
- Story 2: As a customer, I want to check all my booking information.
- Story 3: As a shipper, I want to modify the information of ack except the cost.
- Story 4: As a shipper, after the ack is modified, I want to send an email to customers.
- Story 5: As a shipper, after the ack is modified, I want to send an email to the collector.

- Story 6: As a shipper, I want the shipment information includes departure date from Melbourne and estimated arrival date in Jakarta which cannot be entered from a web interface.
- Story 7: As a customer, I want to register by using email address but not google account links.
- Story 8: As a customer, I want to register by using email address but not Facebook account link.
- Story 9: As a customer, I don't want to watch the "sign up" choice on the navigation bar.

Our team decided that the story point is 1 when a user story takes 10 hours to be developed.

Story list	Priority	Story points
Story 1	Medium	2
Story 2	Medium	2
Story 3	High	2
Story 4	Medium	4
Story 5	Medium	1
Story 6	Medium	4
Story 7	High	0.5
Story 8	High	0.5
Story 9	High	0.5

4.1.2 Product Related Artefacts

Three user stories are completed in the first sprint, In the following paragraphs, corresponding use case, design and features will be illustrated.

- **Story 1:** As a user, after registering, I want to log into the system so that I can get the corresponding authority (shipper, collector, customer).

➤ USE CASE 1: registration

Primary Actor: customer.

Description: user choose to register, inputs necessary information and submit to get identity.

Precondition: User already has email address.

Main success scenario:

1. User clicks registration icon.
2. System asks user input some personal information such as name, phone number and email address.

3. User fill all information.
4. User chooses to submit registration request.

Postcondition: successful registration. User has unique identity.

Extensions:

1. User does not fill all information.
2. Email address has already been registered.

➤ **Implementation**

Use forms to gather input from users. When the submit button is clicked, the button event is triggered and the API `wixUsers.register()` is called to complete the user registration.

Users use the mail address as the login name. In addition to the password, other necessary user information also includes the full name, the phone number and address.

➤ **UI:**

Figure 3 Sign up site

➤ **USE CASE 2: login**

Primary Actor: customer.

Description: user choose to log into the system, login by using email address ,Facebook account or google account.

Precondition: User already has registered or has Facebook or google account.

Main success scenario:

1. User clicks login icon or booking without login.
2. System asks user input email address and password or log in by email address, Facebook account or google account.
3. User fill needed information.
4. User chooses to log in request.

Postcondition: successful login. User can check their own information and order.

Extensions:

1. Super account (shipper and collector) can just login by email address and can check all shipping order.
2. User has no google or Facebook account and does not registered.

➤ **Implementation**

There is a user's area in the upper right corner of the page. The login button is displayed when not logged in, and the user name is displayed after login. The specific implementation of user functions such as login is integrated by the Wix platform. This system is further customized in other aspects of user functions.

➤ **UI**

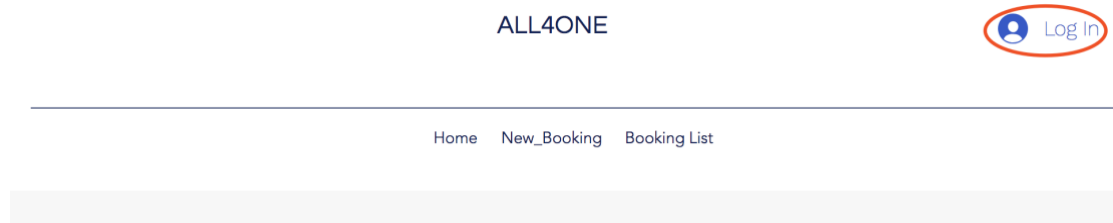


Figure 4 user area

Log In

New to this site? [Sign Up](#)

Email

Password

☐ Remember Me [Forgot password?](#)

Log In

or log in with



 

Figure 5 log in site

- Story 3: As a customer, I want to book a ship by entering relevant information on the website and store my booking.

- USE CASE 3: booking

Primary Actor: customer.

Description: user click new booking, fill all booking information and submit the order.

Precondition: User has logged into system.

Main success scenario:

1. User clicks new_booking icon.
2. System asks user input number of box, destination address, pick up address, optional message and choose departure date and estimated arrival date.
3. User fill all information.
4. User submits the order.

Postcondition: A new booking is successful generated.

Extensions:

1. customer has not login or even does not have an account.

- Implementation

Create a database ShippingBooking which is used to store order related data, including

number of box, destination address, pick-up address, ship departure and arrival date, user reference, UBL, optimal message, state, pickup date and customers . Use the user input component of the Wix to receive the data related to the custom and join the database. This data can be modified later by the shipper and collector to communicate with customers.

- UI

The screenshot shows the 'New_Booking' page of the ALL4ONE website. At the top, the logo 'ALL4ONE' is on the left, and a user profile icon with the text '70764...' and a dropdown arrow is on the right. Below the header is a navigation bar with links: 'Home', 'Sign up', 'New_Booking' (which is highlighted), and 'Booking List'. The main content area contains several input fields: 'number of boxes', 'pickup address', 'destination address', and a large 'optional message' text area. To the right of these fields are two date pickers labeled 'departure date' and 'arrival date', both showing '09/29/2018'. At the bottom right of the form is a 'Book' button.

Figure 6 New_Booking site

- Story 5: As a shipper, I want to provide acknowledgement for booking ship request from customers.
- USE CASE 4: Acknowledgement

Primary Actor: shipper.

Description: user click any item in the booking list, fill ack information and confirm the ack.

Precondition: Identity is shipper. Order has already exist.

Main success scenario:

1. Shipper clicks booking list icon then list of orders is shown in the screen.
2. Shipper chooses any item in the list.
3. The information of booking order is shown in the upper half part and shipper can fill information such as status, pick up date, cost, HBL number and optional message.


4. Shipper confirms the ack.

Postcondition: Acknowledgement of order is updated. Status of order which is shown in the list is changed.

- Implementation

Authorize shipper and collector as special users using Wix's user authorization feature. The customer does not have the viewing rights of this web page which prevents information leakage and malicious attacks. The data for this web page comes from the ShippingBooking database, and the optional status of the order is limited by the drop-down menu.


- UI

ALL4ONE  70764... ▾

Home Sign up New_Booking Booking List

ID	number of boxes	destination address	pickup address	departure date	arrival date	optional message	price	UBL	state	shipper message	pick up date
a	1	pijkn St	tub St	26/09/2018	26/09/2018	drink		123	Pick-up Scheduled	hello world	29/09/2018
b	5	asd St	qewr St	26/09/2018	26/09/2018	food		rt	Shipped	under the sea	28/09/2018
1	3	w St	q St	28/09/2018	06/09/2019	be careful		qwe	Arrived at Destination,		29/09/2018
2	3	w St	q St	28/09/2018	06/09/2019	be careful					
3	3	w St	q St	28/09/2018	06/09/2019	be careful					
4	3	w St	q St	28/09/2018	06/09/2019	be careful					
5	3	w St	q St	28/09/2018	06/09/2019	be careful					
6	3	w St	q St	28/09/2018	06/09/2019	be careful					

Figure 7 Booking List site

ALL4ONE  70764... ▾

Home Sign up New_Booking Booking List

Title	number of boxes	destination address	pickup address	departure date	arrival date	optional message	price	UBL	state	shipper message	pick up date
2	3	w St	q St	28/09/2018	06/09/2019	be careful					

Booking State

Booking state ▾

UBL

shipper message

pick up date

Submit

Figure 8 Booking_item site

4.1.3 Risk Monitoring and Control

Two risks originally identified occurred. One is No.8 risk: the inexperience for web design for the team slows down the rate of development. The delay may contribute to the project failure. The web developers have to learn to use the third-party web development platform Wix to develop the project, and technical difficulties are mainly reflected in the fact that developers are not clear about whether Wix provides some functions that can be used to achieve project requirements. For example, Wix integrates the features of registered users, but does not provide customization. Users who require registration must provide their name, home address, phone number, email address and password, but Wix only provides the template that registers only need to provide the mailbox and password and other information is optional. Thus, the developer used java script to program the feature.

This risk was mitigated as planned: the development team organized a learning session of the third-party platform, reviewed the problems encountered in the previous development, and discussed the technical difficulties and corresponding implementation methods that may be faced in the next sprint plan. The implementers of each function re-examined the previous products based on the results of the meeting and corrected the deficiencies. At the same time, it also reduces the technical difficulties in the subsequent development.

The other is No.9 risk: unreasonable project management plan. This is reflected in the inappropriate allocation of task time. Task 3 and task 4, design and establish a database to store shipping information, were given 10 hours in total. However, it spent less time on it by using Wix database API. Similarly, Task 9, connect the database and website, was given 6 hours but the time is actually longer.

This risk was mitigated as planned: at the retrospective meeting after the sprint, comparing the estimated time and actual completion time of each task, plus the more familiar with the development process, the plan should be more rationally assigned in the subsequent plan.

A new product risk was found during the development process, and the priority value corresponding to each ShippingBooking is missing from the user input. This caused Shipper to be unable to distinguish the urgency of different orders. When the company is actually operating, it may delay or miss some important shipping tasks, resulting in reduced users and reduced service quality.

4.2 Project Status: Friday week 10

The project is about to be completed, and the main functions are already in place. The website can perform the complete process from user registration to completion of the cutting, but some functions have room for improvement. The user story has been completed except story 1,5,6. After each sprint was finished, we will get a deliverable.

4.2.1 Process Related Artefacts

During this period, we hold two meetings, the agendas of the two meetings are shown in appendix A, the minutes of the two meetings are shown in appendix B, each member's

timesheet is shown in appendix C.

- Sprint planning

In last Sprint review, some improvement suggestions of demo was proposed and added into product backlog. The updated user story is shown below and we set points for each:

- Story 1: As a customer, I want to update my personal information.
- Story 2: As a customer, I want to check all my booking information.
- Story 3: As a shipper, I want to modify the information of ack except the cost.
- Story 4: As a shipper, after the ack is modified, I want to send an email to customers.
- Story 5: As a shipper, after the ack is modified, I want to send an email to the collector.
- Story 6: As a shipper, I want the shipment information includes departure date from Melbourne and estimated arrival date in Jakarta which cannot be entered from a web interface.
- Story 7: As a customer, I want to register by using email address but not google account links.
- Story 8: As a customer, I want to register by using email address but not Facebook account link.
- Story 9: As a customer, I don't want to watch the "sign up" choice on the navigation bar.

Our team decided that the story point is 1 when a user story takes 10 hours to be developed.

Story list	Priority	Story points
Story 1	Medium	2
Story 2	Medium	2
Story 3	High	2
Story 4	Medium	3
Story 5	Medium	2
Story 6	Medium	4
Story 7	High	0.5
Story 8	High	0.5
Story 9	High	0.5

The actual velocity in the first print is nine user story point every eight days. It is going to be about ten points every nine days. Since no extra effort or extra time was paid, the estimated velocity in this sprint should be updated. As a result, ten points should be completed in this sprint. According to priority of story, five of them which are story 2,3,4,7,8,9 are chosen to be completed in the second sprint (from 26/09/2018 to 05/10/2018). Each of them is decomposed into small tasks which can be completed in several hours. Since after the first sprint, our team has been familiar with the platform and related knowledge, the estimated time allocated to tasks is obviously shorter.

- Story 2: As a customer, I want to check all my booking information.

- Task 1: Design the web interface for display booking information.
- Task 2: Create the web interface for display booking information.
- Task 3: Connect the database and website.
- Task 4: Test. (webpage for a new customer, webpage after booking a shipping, webpage after the order is acknowledged by shipper)
- Story 3: As a shipper, I want to modify the information of ack except the cost.
 - Task 5: Get the data of the existing acknowledge of booking_shipping order from database and display them in the ack website page(has been created in the first sprint)
 - Task 6: Set all item except the cost editable.
 - Task 7: Update the connection between database and website so that the updated information can modify the corresponding database item.
 - Task 8: Test. Test whether the modification is successful and whether the operation affect other function.
- Story 4: As a shipper, after the ack is modified, I want to send an email to customers.
 - Task 9: Get the user information of booking_shipping order(access database).
 - Task 10: Design the email content and appearance
 - Task 11: Add an event to the update button. When it is clicked, the pre-reset email will be sent to the owner of order.
 - Task 12: Test whether the email is only sent to the correct user in time.
- Story 7: As a customer, I don't want to watch the "sign up" choice on the navigation bar.
 - Task 13: Remove sigh up navigation bar from home page.
- Story 8: As a customer, I want to register by using email address but not Facebook account link.
 - Task 14: Remove logging by Facebook account function from current website.
- Story 9: As a customer, I want to register by using email address but not google account link.
 - Task 15: Remove logging by google account function from current website.

Task list	Hours(h)
Task 1	1
Task 2	1.5

Task 3	2
Task 4	2.5
Task 5	1.5
Task 6	0.5
Task 7	2
Task 8	2
Task 9	1
Task 10	2
Task 11	4
Task 12	2
Task 13	1
Task 14	0.5
Task 15	0.5

● Kanban

The Kanban board is updated at any time in the sprint, the one shown below is the image recorded in 02/10/2018.



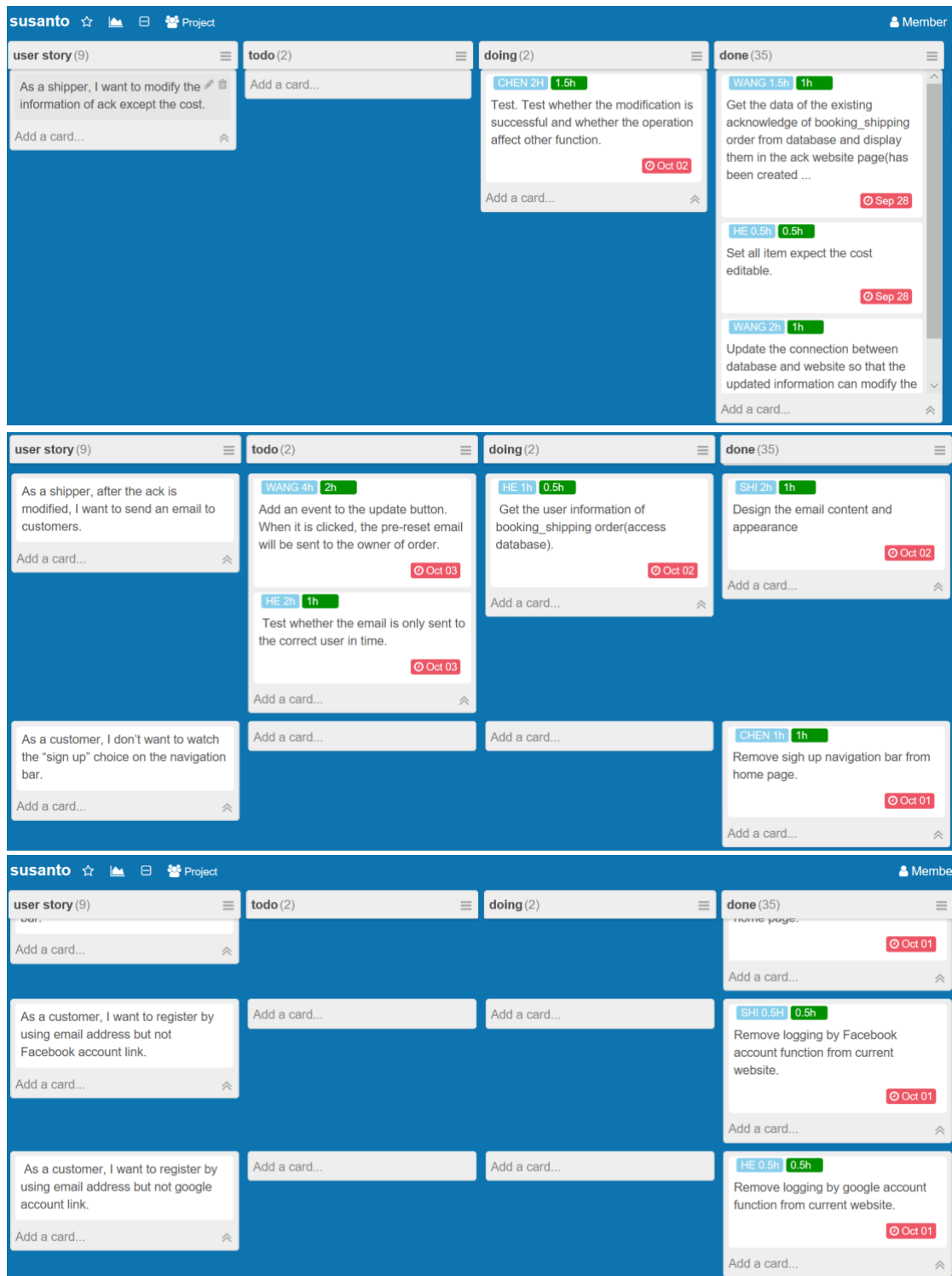


Figure 9. Kanban board

● Burndown Chart

Same as in the first sprint, burndown chart is updated every morning in the daily stand-up meeting.

The burndown chart of second sprint is shown below. This sprint began on 26/09/2018 and ended on 05/10/2018. The estimated total working hour set in sprint backlog is 24. The blue

line is estimated developing progress which is ideal. While the orange one shows the real situation. It is not linear because the real velocity of team is not constant. According to the chart, the first three days (26/09/2018-28/09/2018), team complete the work quicker than in estimation. Then in two days (29/09/2018-30/09/2018) no work is done. Remain work is completed in next three days (01/10/2018-03/10/2018). This sprint is completed one day ahead of schedule.

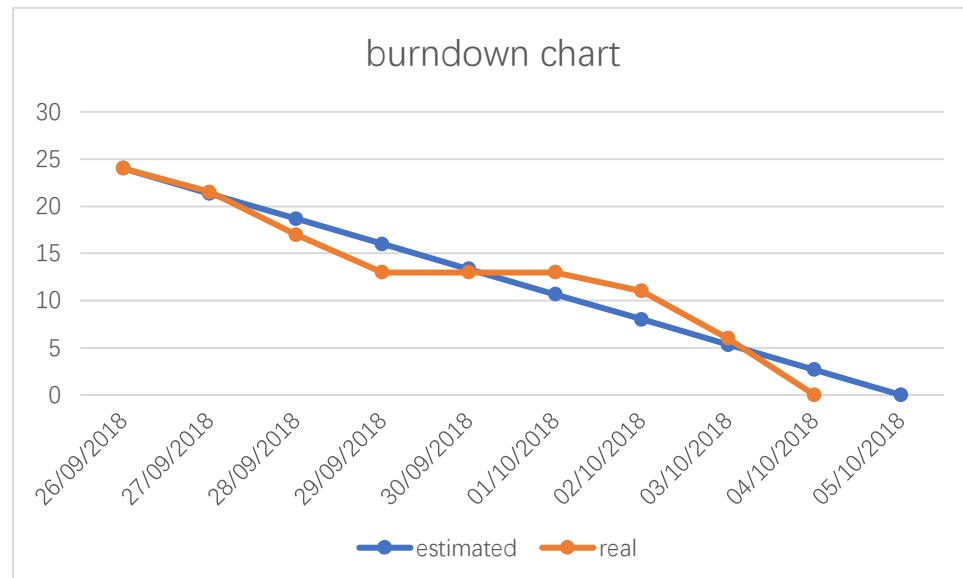


Figure 10 burndown chart

● Velocity

According to the plan, the average velocity should be ten user story points every nine days.

However, in the actual situation, they are completed in eight days. As a result, the velocity can be updated into ten user story point every eight days. And since no work is done in two days, and no efforts are paid in other days, this velocity can be updated to ten user story point every six days.

● Sprint review

On 04/10/2018, we had a sprint review meeting for the second iteration. The scrum team, scrum master and the product owner attended this meeting. Firstly, we reviewed the spring backlog determined in sprint planning meeting. there were 5 stories which were divided into 15 tasks in the second sprint. Before this review meeting, our team has completed all these tasks.

We had a presentation of product on the review meeting. Shi demonstrated the function that customers can check their own shipping booking list. Chen demonstrated the function that the shipper can modify the ack information of each booking except cost. He demonstrated the function that once an ack is modified, an email will be sent to customer. Finally, Wang demonstrated the new functions added from the first sprint, there is no “sign up” navigation bar, and customer can only register by using an email address.

After the demo, whether a user story passes should be decided by the product owner who also determine whether to change or add requirements. However, we still could not get effective contact with Susanto, hence our team analyzed and discussed according to product backlog and the requirements he provided in the case study to decide whether the five user stories can pass or not. As a result, the five user stories were completed successfully and they can pass. In addition, there were no new requirements and changed requirement for next sprint iteration.

After this meeting, we got an updated product backlog and a burndown chart (shown in figure 10) for the second sprint. In the new product backlog, those five user stories completed in this sprint disappeared and no new requirements appeared. The new product backlog is shown below.

- Story 1: As a customer, I want to update my personal information.
- Story 2: As a shipper, I want the shipment information includes departure date from Melbourne and estimated arrival date in Jakarta which cannot be entered from a web interface.

Our team decided that the story point is 1 when a user story takes 10 hours to be developed.

Story list	Priority	Story points
Story 1	Medium	2
Story 2	Medium	4

4.2.2 Product Related Artefacts

Five user stories are completed in the first sprint, In the following paragraphs, corresponding use case, design and features will be illustrated.

- Story 9: As a customer, I want to check all my booking information.
- USE CASE 1: check booking information

Primary Actor: customer.

Description: Users login to the system, click “My shipping-booking” booking button to check all their own booking information.

Precondition: User already has logged in.

Main success scenario:

1. User log into the system
2. Click the personal button in the top right corner
3. Click “My shipping-booking” booking button in the left column,.
4. The list of order will be shown in the right.

5. Click one item then the detail of this booking order will display in the screen

Postcondition: booking information display in the screen.

Extensions:

1. User have not booked a shipping.
2. Shipper is updating the ack of a booking order, then it cannot be display.

➤ **Implementation**

we created a database called Shipping-Booking. All order related information is stored in this database. When the customer submits a new Booking, the WIX database system reads the current user's ID and inserts it into the _own filed of the current entry. When displaying a personal Booking list, add a filter that matches the current user to the database to limit what is displayed. Should be a web space limit, only some of the key information for each entry is displayed, click on the entry to jump to a page that shows more details about the entry.

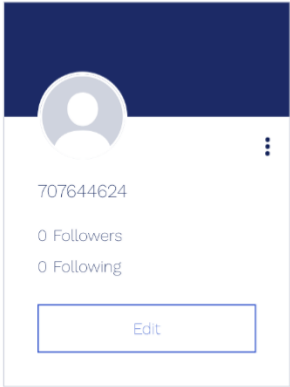
➤ **UI:**

After login and click personal button in the right top corner, the appearance of website page is shown in figure 11. Click the button in the left bottom column, booking shipping list is shown in the right column. Choose an item in the list, then the information of this order will display in the screen just like shown in the figure 12.

ALL4ONE

707644624 ✓

[Home](#)
[New_Booking](#)
[Booking List](#)



707644624

0 Followers

0 Following

Edit

My Account

My Shipping-Booking

My Booking

Title	state	arrival date	UBL	shipper message
	Pick-up Scheduled	03/10/2018	2	2
	Arrived at Destination,	03/10/2018	13	
	Arrived at Destination,	03/10/2018	13	asd
	Arrived at Destination,	03/10/2018	ASa	asdasd
	Delivered	03/10/2018	qwe	bndz
		12/10/2018		
12345	Pick-up Scheduled	03/10/2018	asdf	aadsf

Figure 11. Self shipping-booking list

ALL4ONE

707644624 ✓

[Home](#)
[New_Booking](#)
[Booking List](#)

Title	number of boxes	destination address	pickup address	departure date	arrival date	optional message	price	UBL	state	shipper message	pick up date
12345	15	asdfsdf	af	03/10/2018	03/10/2018	sdfsdfsdf	75	asdf	Pick-up Scheduled	aadsf	10/10/2018

Figure 12. information of the selected shipping-booking

- Story 3: As a shipper, I want to modify the information of ack except the cost.

➤ USE CASE 1: Modify the information

Primary Actor: Shipper.

Description: Shipper login to the system, choose shipping-booking needed to be updated and modify the ack. Then submit the modification.

Precondition: Role is Shipper.

Main success scenario:

1. Shipper log into the system
2. Click booking list.
3. Find the item that needed to be updated.
4. modify information
5. Click submit button to preserve the modification.

Postcondition: The acknowledge of the booking is changed.

Extensions:

1. No booking-shipping
2. Database is crashed.

➤ Implementation

Jump to this page by selecting a record from the BookingList web page. Connect the user input module on the web page to the corresponding field in the database, and click the submit button to trigger the event to update this record.

➤ UI:

Press Booking List button in the navigation bar, then all booking list will be displayed (figure 13). Click any item of the list to get the request and acknowledge information of this booking shown in figure 14. the bottom part which is circled is the acknowledge which can be changed by shipper. Shipper press submit button to preserve modification.

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Home New_Booking Booking List

ID	number of boxes	destination address	pickup address	departure date	arrival date	optional message	price	UBL	state	shipper message	pick up date
6782f5c0-5dd8-4626-ada3-858eee87e999	1	wqeqwewqe	qweqwe	04/10/2018	04/10/2018	qwewqewqe		13	Delivered	qwewe	06/10/2018
385f5b64-2335-4853-bf19-d7dfda63c2c	2	2	2	03/10/2018	03/10/2018	2		2	Pick-up Scheduled	2	09/10/2018
e9534a0d-e373-4712-9823-f0792a04830d	1	1	1	03/10/2018	03/10/2018	1		13	Arrived at Destination,		12/10/2018
4444ec5f-f4da-4d98-9a64-673bcb550467	123	qwe	qwe	03/10/2018	03/10/2018			13	Arrived at Destination,	asd	14/10/2018
9ueb6da3-e337-453f-a940-0a9c5abfa2d0	123	st	st	03/10/2018	03/10/2018			ASa	Arrived at Destination,	asdasd	13/10/2018
458a2d01-2782-4e3b-9af2-04ad0342bd33	14	st	st	03/10/2018	03/10/2018	null		qwe	Delivered	brdz	14/10/2018
960c7c3e-3cc5-49c2-b57b-4b4493d3987b	5	st	ST	03/10/2018	12/10/2018	null					
87e3f2b7-7e7b-4c02-8788-ccac66a5ee88	15	asdfsdf	af	03/10/2018	03/10/2018	sdfsdfsdf	75	asdf	Pick-up Scheduled	aasf	10/10/2018
53fda5bf-585d-4e81-bf39-01277a8c587	12	St	St	03/10/2018	03/10/2018	engagng	60		to be processed		

Let's Chat!

Figure 13. List of all shipping-booking

ALL4ONE 707644624 ▼

Home New_Booking Booking List

Title	number of boxes	destination address	pickup address	departure date	arrival date	optional message	price	UBL	state	shipper message	pick up date
	1	wqeqwewqe	qwewqe	04/10/2018	04/10/2018	qwewqewqe		13	Delivered	qwewe	06/10/2018

Booking State

Delivered
▼

Pick up date

10/06/2018
📅

UBL

13

Shipper Message

qwewe

Submit

Figure 14. Information of shipping-booking for shipper

- Story 4: As a shipper, after the ack is modified, I want to send an email to customers.

➤ USE CASE 1: Send an email to customers

Primary Actor: Shipper.

Description: Shipper modify the acknowledgement of a booking order, then an email will be sent to the owner of this booking.

Precondition: Role is Shipper. Email address is valid.

Main success scenario:

1. Shipper log into the system
2. Click booking list.
3. Find the item that needed to be updated.
4. modify information
5. Click submit button to preserve the modification.
6. An email will be sent to the owner of this booking.

Postcondition: User will receive an email to inform the booking has been changed.

Extensions:

1. Email address is invalid.

➤ Implementation

The button submit is used when Shipper submits changes to the record. To add a click

event to it, call the Wix API to send the pre-set trigger email to the owner of the record (the customer who submitted the booking).

➤ UI:

If shipper press button shown in figure 15. An email(figure 16) will be sent to the user.

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707644624

[Home](#) [New_Booking](#) [Booking List](#)

Title	number of boxes	destination address	pickup address	departure date	arrival date	optional message	price	UBL	state	shipper message	pick up date
	1	wqeqweqwe	qqweqwe	04/10/2018	04/10/2018	qwewqewce			Delivered		06/10/2018

Booking State

Delivered

UBL

shipper message

pick up date

10/06/2018

Submit

Figure 15 submit changing

Thanks For Getting in Touch

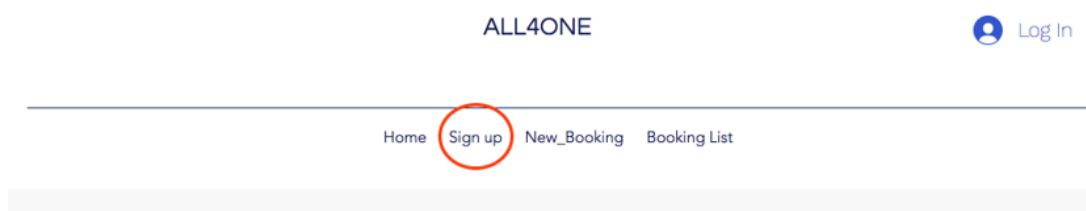
Hi, your Shipping Booking state has been changed. Please check on our website.
Thank you.



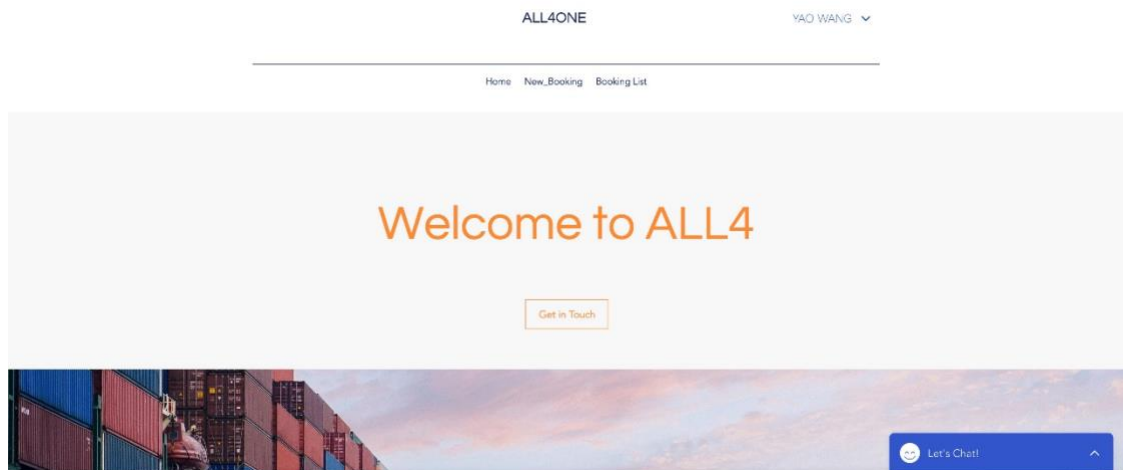
Figure 16. email

- Story 7: As a customer, I don't want to watch the "sign up" choice on the navigation bar.

The original navigation bars of website is shown in figure 16(a), it include four items. After modified in this sprint, Sign up button has been removed. The current one is shown in figure 16(b).



(a) Original homepage



(b) Current homepage

Figure 16

- Story 8 and story 9 are similar, two login ways which are by using google and Facebook account are removed. The demo of first sprint is shown in figure 17(a), and the updated one is show in figure 17(b). As a customer, I want to register by using email address but not Facebook account link.

Log In

New to this site? [Sign Up](#)

Email

Password

☐ Remember Me [Forgot password?](#)

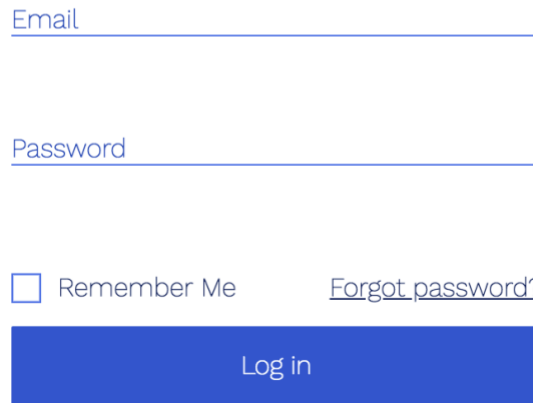
Log in

or log in with

(a). Original login page

Log In

New to this site? [Sign Up](#)



The screenshot shows a login form with the following elements:

- An input field labeled "Email" with a blue underline.
- An input field labeled "Password" with a blue underline.
- A checkbox labeled "Remember Me".
- A link labeled "Forgot password?".
- A blue button labeled "Log in".

(b) Current login page

Figure 17. login page

4.2.3 Risk Monitoring and Control

No.8 risk originally identified occurred again that the inexperience for web design for the team slows down the rate of development and the delay may contribute to the project failure. It is difficult and time-consuming for developers to understand all related programming details about API in Wix. In User Story 7, sending an email to Collector is not complete. The email is sent to Customer and the API `wixUsers.emailUser('R5OAu9A', item._owner)` is called. However, when the send object is specified as a collector (the second parameter of the function is changed to the specified collectorID), a type error occurs.

Unfortunately, this risk was not mitigated as planned. The feature detail in user story 7, sending e-mail to connectors, is a must-have feature for the project. There is not enough time to solve this problem in this Sprint. The feature in story 7 remains in next Sprint. This should be mitigated by organizing a learning session of the third-party platform, including learning manually passing parameters using specified API of Wix. In this way, the technical difficulties can be reduced.

A new project risk was found during the development process that some project needs are not clear enough. Before the sprint we discussed the product requirements to avoid this risk, but in the specific functional details of the project, the judgment of the developer and the customer is biased. As a result, the webpage design and the registration function are inconsistent as client expected. In the review meeting we pointed out the differences and discussed the modification methods. Rework has slightly affected the progress of the project. In the next sprint, our group should have a more detailed discussion of the functional design to avoid the risk.

Reference list

McLean, J., & Canham, R. (2018). Managing the Electronic Resources Lifecycle with Kanban. *Open Information Science*, 2(1), 34-43.

Viscardi S. The Professional ScrumMaster's Handbook[M]. Packt Publishing Ltd, 2013.

Appendix A

Team *All4one* Agenda

Date: 08/09/18

1. Introduction
2. Discussion about the shipment system case
3. Meeting tasks
 - a. Decide on the SDLC of this project
 - b. Decide on team role and responsibilities
 - c. Decide on communication plan
 - d. Decide on risk management
4. requirements
 - a. Decide on the user stories of this project
 - b. Decide on story points
 - c. Decide on story priority
 - d. Create product backlog
5. Next activities for the project

Team *All4one* Agenda

Date: 15/09/18

1. Introduction
2. Discussion about the requirements of this project
3. First sprint
 - a. Decide on user stories used in this sprint
 - b. Divide into tasks
 - c. Create sprint backlog
4. Product development for the sprint

Team All4one Agenda

Date: 25/09/18

1. Introduction
2. Presentation of product
3. Product outcome
 - a. Whether all tasks of the first sprint are completed
 - b. Whether bugs occur
 - c. Whether there are new requirements or changes
4. next sprint
 - a. Decide on strategies for bugs
 - b. Add new requirements and changes
5. Next activities for the project

Team *All4one* Agenda

Date: 26/09/18

1. Introduction
2. Discussion about the updated product backlog
3. Second sprint
 - a. Decide on user stories used in this sprint
 - b. Divide into tasks
 - c. Create sprint backlog
4. Product development for the second sprint

Team *All4one* Agenda

Date: 04/10/18

1. Introduction
2. Presentation of product completed in second sprint
3. Product outcome
 - a. Whether all tasks of the second sprint are completed
 - b. Whether new bugs occur
 - c. Whether there are new or changed requirements
4. Next sprint
 - a. Decide on strategies for bugs
 - b. Add new requirements and changes in product backlog
5. Next activities for the project

Appendix B

Meeting 1 - Minutes

Meeting of: *All4one*
Held at: *The Baillieu Library in Parkville campus*
Date: *08/09/2018*
From: *2:00 pm – 5:00 pm*

Opening:

The regular meeting of the All4one was opened at 2:00 pm on 08/09/2018 in the Baillieu Library in Parkville campus by Huiya Chen.

Present:

Yishan Shi, Huiya Chen, Tong He, Yao Wang

Approval of agenda:

The agenda was unanimously approved as distributed.

Approval of minutes

The minutes of the previous meeting were unanimously approved as distributed.

Project Plan: Week 7, Date 08/09/2018		
Task	Resources	Estimated Time
Decide on SDLC	All	1 hour
Decide on team roles	All	0.5 hour
Decide on communication plan	All	1 hour
Risk management plan	All	3 hours
Decide on user stories	All	3 hours
Create product backlog	All	2 hours

Next meeting

The next general meeting will be at 9:00 am on 15/09/2018 at the Baillieu Library.

Minutes submitted by: Huiya Chen

Approved by: All

Meeting 2 - Minutes

Meeting of: All4one
Held at: The Baillieu Library in Parkville campus
Date: 15/09/2018
From: 9:00 am – 11:00 am

Opening:

The regular meeting of the All4one was opened at 9:00 am on 15/09/2018 in the Baillieu Library in Parkville campus by Yishan Shi.

Present:

Yishan Shi, Huiya Chen, Tong He, Yao Wang

Approval of agenda:

The agenda was unanimously approved as distributed.

Approval of minutes

The minutes of the previous meeting were unanimously approved as distributed.

Previous Project Plan: Week 7, Date 08/09/2018					
Task	Resources	Estimated Time	Actual time	completed	comment
Decide on SDLC	All	1 hour	1 hour	Yes	Agile is better
Decide on team roles	All	0.5 hour	1 hour	Yes	A member may have one or more roles
Decide on communication plan	All	1 hour	1 hour	Yes	successfully
Risk management plan	All	3 hours	3 hours	Yes	Some confusion but finally completed.
Decide on user stories	All	3 hours	2 hours	Yes	Requirements are clear
Create product backlog	All	2 hours	3 hours	Yes	A little bit difficult on stories points and priority

Project Plan: Week 8, Date 15/09/2018		
Task	Resources	Estimated Time
Decide on user stories used in first sprint	All	1 hour
Divide into tasks	All	1 hour
Set super user account for the shipper and the collector	HE	1 hour
Design and Establish personal information database.	SHI & CHEN	10 hours
Design and create the web interface for registration.	HE & WANG	8 hours
Design and create the web interface for logging in	HE & WANG	6 hours
Design and Establish booking information database.	SHI & CHEN & HE	10 hours
Design and create the web interface for booking.	HE	7 hours
Design and Establish ack information database.	SHI & CHEN	8 hours
Design and create the web interface for ack information.	HE & WANG	5 hours
Connect database and website	WANG	15 hours
Testing	ALL	20 hours

Next meeting

The next general meeting will be at 1:00 pm on 25/09/2018 at the Baillieu Library.

Minutes submitted by: Yishan Shi

Approved by: All

Meeting 3 - Minutes

Meeting of: All4one

Held at: The Baillieu Library in Parkville campus

Date: 25/09/2018

From: 1:00 pm – 3:00 pm

Opening:

The regular meeting of the All4one was opened at 1:00 pm on 25/09/2018 in the Baillieu Library in Parkville campus by Tong He.

Present:

Yishan Shi, Huiya Chen, Tong He, Yao Wang

Approval of agenda:

The agenda was unanimously approved as distributed.

Approval of minutes

The minutes of the previous meeting were unanimously approved as distributed.

Previous Project Plan: Week 8, Date 15/09/2018					
Task	Resources	Estimated Time	Actual time	Completed	Comment
Decide on user stories used in first sprint	All	1 hour	1 hour	Yes	Choose high-priority stories
Divide into tasks	All	1 hour	1 hour	Yes	successfully
Set super user account for the shipper and the collector	HE	1 hour	1 hour	Yes	successfully
Design and Establish personal information database.	SHI & CHEN	10 hours	6.5 hours	Yes	successfully
Design and create the web interface for registration.	HE & WANG	8 hours	6.5 hours	Yes	successfully
Design and create the web interface for logging in	HE & WANG	6 hours	5 hours	Yes	successfully
Design and Establish booking information database.	SHI & CHEN & HE	10 hours	6 hours	Yes	successfully

Design and create the web interface for booking.	HE	7 hours	6 hours	Yes	successfully
Design and Establish ack information database.	SHI & CHEN	8 hours	4.5 hours	Yes	successfully
Design and create the web interface for ack information.	HE & WANG	5 hours	4 hours	Yes	successfully
Connect database and website	WANG	15 hours	8 hours	Yes	A little bit difficult
Testing	ALL	20 hours	18 hours	Yes	Too much time

Project Plan: no-teaching week, Date 25/09/2018		
Task	Resources	Estimated Time
Presentation of product	All	2 hours
Find and fix bugs	All	5 hours
Add new requirements, update product backlog	All	2 hours
Prepare for the next sprint	All	1 hour

Next meeting

The next general meeting will be at 8:00 am on 26/09/2018 at the Baillieu Library.

Minutes submitted by: Tong He

Approved by: All

Meeting 4 - Minutes

Meeting of: All4one
Held at: The Baillieu Library in Parkville campus
Date: 26/09/2018
From: 8:00 am – 10:00 am

Opening:

The regular meeting of the All4one was opened at 8:00 am on 26/09/2018 in the Baillieu Library in Parkville campus by Yao Wang.

Present:

Yishan Shi, Huiya Chen, Tong He, Yao Wang

Approval of agenda:

The agenda was unanimously approved as distributed.

Approval of minutes

The minutes of the previous meeting were unanimously approved as distributed.

Previous Project Plan: no-teaching week, Date 25/09/2018					
Task	Resources	Estimated Time	Actual time	completed	comment
Presentation of product	All	2 hours	1 hour	Yes	successfully
Find and fix bugs	All	5 hours	1.5 hour	Yes	Less bugs and fix successfully
Add new requirements, update product backlog	All	2 hours	1 hour	Yes	Three new requirements and one requirement needs to be changed
Prepare for the next sprint	All	1 hour	2 hours	Yes	successfully

Project Plan: no-teaching week, Date 26/09/2018		
Task	Resources	Estimated Time
Decide on user stories used in the second sprint	All	1 hour
Divide into tasks	All	1 hour

Design the web interface for display booking information.	Chen	1
Create the web interface for display booking information.	Shi	1.5
Connect database and website	Wang	2
Test for check function	He	2.5
Get the data of the existing acks from database and display them on website	Wang	1.5
Modify the ack through website interface and update ack information in database	He	2.5
Test for ack update function	Chen	2
Design the email content and appearance	Shi	2
Add an event to the update button for sending email to customers	He & Wang	5
Test for email to customer	Shi	2
Remove sigh up navigation bar from home page	Chen	1
Remove function that log in by Facebook account	Shi	0.5
Remove function that log in by google account	He	0.5

Next meeting

The next general meeting will be at 9:00 am on 04/10/2018 at the Baillieu Library.

Minutes submitted by: Yao Wang

Approved by: All

Meeting 5 - Minutes

Meeting of: All4one
Held at: The Baillieu Library in Parkville campus
Date: 04/10/2018
From: 9:00 am – 11:00 am

Opening:

The regular meeting of the All4one was opened at 9:00 am on 04/10/2018 in the Baillieu Library in Parkville campus by Yishan Shi.

Present:

Yishan Shi, Huiya Chen, Tong He, Yao Wang

Approval of agenda:

The agenda was unanimously approved as distributed.

Approval of minutes

The minutes of the previous meeting were unanimously approved as distributed.

Previous Project Plan: no-teaching week, Date 26/09/2018					
Task	Resources	Estimated Time	Actual time	Completed	Comment
Decide on user stories used in the second sprint	All	1 hour	1 hour	Yes	Choose high-priority stories
Divide into tasks	All	1 hour	1 hour	Yes	successfully
Design the web interface for display booking information.	Chen	1	1	Yes	successfully
Create the web interface for display booking information.	Shi	1.5	1	Yes	successfully
Connect database and website	Wang	2	1	Yes	successfully
Test for check function	He	2.5	1	Yes	No bugs
Get the data of the existing acks from database and display them on website	Wang	1.5	1	Yes	successfully
Modify the ack through website interface and	He	2.5	1.5	Yes	successfully

update ack information in database					
Test for ack update function	Chen	2	1.5	Yes	Bug fixed
Design the email content and appearance	Shi	2	1	Yes	successfully
Add an event to the update button for sending email to customers	He & Wang	5	2.5	Yes	successfully
Test for email to customer	Shi	2	1	Yes	No bugs
Remove sigh up navigation bar from home page	Chen	1	1	Yes	done
Remove function that log in by Facebook account	Shi	0.5	0.5	Yes	done
Remove function that log in by google account	He	0.5	0.5	Yes	done

Project Plan: week 10, Date 04/10/2018		
Task	Resources	Estimated Time
Presentation of product completed in second sprint	All	2 hours
Evaluate the results and fix bugs	All	2 hours
Add new requirements and update the product backlog	All	1 hours
Prepare for the third sprint	All	2 hours

Next meeting

The next general meeting will be at 8:00 am on 05/10/2018 at the Baillieu Library.

Minutes submitted by: Yishan Shi

Approved by: All

Appendix C

Timesheet 1

Member Name: Yishan Shi

Team name: All4one

Tutor: Eileen O'Callaghan

Date: 01/09/2018

Date	Activity	Planned	Actual
Saturday 1 September	Reading Assignment spec and case study	1 hour	1 hour
Tuesday 4 September	Look up relevant resources online	2 hours	2 hours
Saturday 8 September	Attend meeting 1	3 hours	3 hours
Monday 10 September	Decide risk management plan	1 hour	2 hours
Wednesday 12 September	Decide user stories	1 hour	1 hour
Thursday 13 September	Create product backlog	1 hour	2 hours
Saturday 15 September	Attend meeting 2. Decide on user stories used in first sprint. Divide into tasks.	2 hours	2 hours
Sunday 16 September	Design and Establish personal information database	5 hours	3.5 hours
Tuesday 18 September	Design and Establish booking information database	5 hours	5 hours
Wednesday 19 September	Design and Establish ack information database	4 hours	3 hours
Friday 21 September	Testing for personal information	4 hours	3 hours
Sunday 23 September	Testing for ack function	5 hours	4 hours
Tuesday 25 September	Attend meeting 3. Add new requirements and update the product backlog.	2 hours	2 hours
Wednesday 26 September	Attend meeting 4. Decide on user stories used in second sprint. Divide into tasks. Create the web interface for display booking information.	3.5 hours	3 hours
Monday 1 October	Remove function that log in by Facebook account.	0.5 hour	0.5 hour
Tuesday 2 October	Design the email content and appearance	2 hours	1 hour
Wednesday 3 October	Test for email to customer	2 hours	1 hour

Timesheet 2

Member Name: Huiya Chen

Team name: All4one

Tutor: Eileen O'Callaghan

Date: 02/09/2018

Date	Activity	Planned	Actual
Sunday 2 September	Reading Assignment spec and case study	1 hour	1 hour
Wednesday 5 September	analysis the assignment expectation	2 hours	2 hours
Saturday 8 September	Attend meeting 1	3 hours	3 hours
Monday 10 September	Decide risk management plan	1 hour	1 hour
Wednesday 12 September	Decide user stories	2 hours	1 hour
Thursday 13 September	Create product backlog	1 hour	1 hour
Saturday 15 September	Attend meeting 2. Decide on user stories used in first sprint. Divide into tasks.	2 hours	2 hours
Sunday 16 September	Design and Establish personal information database	6 hours	5 hours
Monday 17 September	Design and Establish booking information database	3 hours	2 hours
Wednesday 19 September	Design and Establish ack information database	4 hours	3 hours
Friday 21 September	Testing for personal information	3 hours	3 hours
Sunday 23 September	Testing for ack function	4 hours	4 hours
Tuesday 25 September	Attend meeting 3. Add new requirements and update the product backlog.	2 hours	2 hours
Wednesday 26 September	Attend meeting 4. Decide on user stories used in second sprint. Divide into tasks. Design the web interface for display booking.	3 hours	3 hours
Monday 1 October	Remove sigh up navigation bar from home page	1 hours	1 hours
Tuesday 2 October	Design the web interface for display booking	2 hours	1.5 hours

Timesheet 3

Member Name: Tong He

Team name: All4one

Tutor: Eileen O'Callaghan

Date: 01/09/2018

Date	Activity	Planned	Actual
Saturday 1 September	Reading Assignment spec and case study	1 hour	1 hour
Thursday 6 September	Search relevant materials	2 hours	2 hours
Saturday 8 September	Attend meeting 1	3 hours	3 hours
Monday 10 September	Decide risk management plan	2 hours	1 hour
Tuesday 11 September	Decide user stories	1 hour	1 hour
Thursday 13 September	Create product backlog	2 hours	1 hour
Saturday 15 September	Attend meeting 2. Decide on user stories used in first sprint. Divide into tasks.	2 hours	2 hours
Sunday 16 September	Set super user account for the shipper and the collector. Design and create the web interface for registration	3 hours	2.5 hours
Monday 17 September	Design and create the web interface for logging in. Design and Establish booking information database.	6 hours	4 hours
Wednesday 19 September	Design and create the web interface for booking and ack.	6 hours	5 hours
Sunday 22 September	Testing for booking	3 hours	3 hours
Tuesday 25 September	Attend meeting 3. Add new requirements and update the product backlog.	2 hours	2 hours
Wednesday 26 September	Attend meeting 4. Decide on user stories used in second sprint. Divide into tasks. Test for check function.	4.5 hours	3 hours
Friday 28 September	Modify the ack through website interface and update ack information in database.	2.5 hours	1.5 hours
Monday 1 October	Remove function that log in by google account.	0.5 hour	0.5 hour
Tuesday 2 October	Access database to get relevant booking information.	1 hour	0.5 hour

Timesheet 4

Member Name: Yao Wang

Team name: All4one

Tutor: Eileen O'Callaghan

Date: 02/09/2018

Date	Activity	Planned	Actual
Sunday 2 September	Reading Assignment spec and case study	1 hour	1 hour
Wednesday 5 September	Analysis the requirements of project	2 hours	2 hours
Saturday 8 September	Attend meeting 1	3 hours	3 hours
Monday 10 September	Decide risk management plan	1 hours	1 hour
Wednesday 12 September	Decide user stories	1 hour	1 hour
Thursday 13 September	Create product backlog	2 hours	2 hours
Saturday 15 September	Attend meeting 2. Decide on user stories used in first sprint. Divide into tasks.	2 hours	2 hours
Monday 17 September	Design and create the web interface for registration.	6 hours	5 hours
Tuesday 18 September	Design and create the web interface for logging in	2 hours	2 hours
Thursday 20 September	Design and create the web interface for ack information. Connect database and website for personal information and booking database.	10 hours	7 hours
Friday 21 September	Connect database and website for ack database	7 hours	3 hours
Saturday 22 September	Testing for booking	3 hours	3 hours
Tuesday 25 September	Attend meeting 3. Add new requirements and update the product backlog.	2 hours	2 hours
Wednesday 26 September	Attend meeting 4. Decide on user stories used in second sprint. Divide into tasks. Connect database and website for checking.	4 hours	3 hours
Friday 28 September	Get the data of the existing acks from database and display them on website.	1.5 hours	1 hour
Wednesday 3 October	Add an event to the update button for sending email to customers.	4 hours	2 hours