WiP – Projex Redesign Team 43

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Team 43

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1: Executive summary

The main goal of project is to - from a student's point of view -redesign the Projex webapp used by student and faculty to facilitate the group and project finding process for Edinburgh Napier University students. The redesign will include changes that will streamline the process of getting into a group by changing some aspects of the UI. The redesign will include a forums page which will have guidance and links for students on how to get on with group tasks, how to handle mental health, testimonies from previous students in various rolls; all to try and improve the students motivation and to alleviate any stresses.

The project team 43 consists of 5 students from 4 different modules in the computing school of Napier Edinburgh University. All 5 students have at least a basic understanding of python coding and have received links and guidance and tutorials on the python code for the live Projex. The team have also had a meeting with Brian Davison – as the client - to discuss what should be included and what should not be included in the development of the project.

The task/job designation for the members in the team are shown in the table below.

Team Member	Task/Job/Responsibilities
1	UI design, wireframes, coding
2	Research into forum topics, coding, meetings regarding forum topics.
3	Development coding, server side issues
4	Project Manager duties, coding, paperwork/assignment hand-ins
5	Server side issues, coding

The team have had meetings to discuss what appropriate UI changes should be made. These changes include aesthetic changes to the app whilst keeping in line with Edinburgh Napier University's Brand Guidelines. Functional and navigational changes to streamline the whole process from student's setting up their accounts, choosing a project and forming a team. During the meetings bugs in the app that needed to be handled were also discussed which would be looked at during the development.

The team have decided to use the agile development method and to aid in this have set up a Kanban board using Zube.io, a repository using GitHub and Slack as a platform to communicate to each other regarding the project. All three platforms have been synched up to allow easy notifications for changes and issues with the project.

The team holds meetings every Monday between 2pm and 4pm in the Merchiston Campus Library, with individuals meeting sometimes outside those times if face to face discussion is needed. The sponsor meeting takes place every Monday at approximately 2:45pm. Due to timing and individual plans outside of university time it is hard for the team to have meetings with every member present any other day.

2: Delivered product

Below are the MoSCoW deliverables that will be provided by the team for this project.

Must Have Deliverables

Planned	The app must be able to perform the all of the same tasks it does on the existing live servers. This includes inputting of skills, project viewing and selection, project creation, team creation, student profile blurb viewing, secure logging in and out.
Actual	No major change to planned, minor change includes Create Project not being as obvious in the designs that have been shown to Brian.

Planned	The app will have an improved UI to make it more streamlined. This includes a team profile page to help with the project bid part of the group task.
Actual	No change to planned

Planned	The app will have a forums page with guidance on mental health and group work.
Actual	No change to planned

Should Have Deliverables

Planned	All bugs addressed (email “spam”, clipboard email selection on vacations page, the filter on the projects page).
Actual	No change to planned

Planned	A synchronous newsfeed on the main screen and a notification tab to notify users of any changes to their projects or if any new ones have been created.
Actual	No change to planned

Planned	Testimonies from previous student on to help support new students to the process.
Actual	No change to planned

Could Have Deliverables

Planned	A mobile application developed. Including a “dial menu” appear when thumb is held down on screen for navigation.
Actual	Mobile applications wireframes in development

Planned	A rebranding of the app to make it more aesthetically pleasing to the users.
Actual	Meeting held with Brian Davison with rebranding proposals shown. Brian has requested logos to be sent to him to consider. Any colour changes to the app must be consistent with Edinburgh Napier University Brand Guidelines

Won’t Have Deliverables

Planned	Automation involved in the project selection or team building process
Actual	Brian has been specific that the app have no automation in the team build process.

3: Closing audit

To date (26/02/2020) there have been issues with getting the app hosted on individual development servers and the pre-built server provided by Edinburgh Napier University Information Services. This has held back development as we have not been able to fully test any of the code that we plan to implement to the app. The group has approached this problem from different points of view, from talking to lecturers and friends, looking up on guidance websites, following the guidance provided on Moodle, having a tutorial with a lecturer and plans to attend technical support seminars held on Monday's by a lecturer.

Illness, weather conditions and personal obligations caused week 4 (10/02/2020) to have less work and communications with 3 members of the team. However, due to the Kanban and previous communications the other team members were able to contribute to development and to try to get the servers functional.

Despite the server issues UI redesigns have progressed ahead with wireframes/templates available for implementation. A meeting with Brian Davison was held to discuss the changes to the app prior to the redesign being planned out, once the wireframes/templates were developed another meeting was held with Brian to discuss the wireframes and to adjust them where necessary.

The team continue to use Zube.io, GitHub, Slack and the meetings on Mondays to discuss the work that is needed to be done and to keep up communications on how much progression has been made. Initially Discord was going to be used as a communications platform, after advice being given and the pros and cons being measured the team changed to Slack.

Even though coding development has not progressed as much as possible the team are confident that once the server issues are rectified that they will be able to develop the code for the app. Team members are putting in extra effort where they can to try and make the servers work.

4: Lessons learned

One of the lessons that have been learned in the development so far is that communication is essential between members in the team to ensure that development of the project stays in focus. There was one week where 3 members were absent from the Monday meeting however, brief messages on the Slack communication platform were able to convey what was happening.

The selection of an appreciable communication platform for evidence of our communications is a significant decision the team had to consider. Our initial choice was discord however after some research it was considered to be unsuitable for our requirements and Slack was found to be more suitable. Slack was able to incorporate the teams Kanban from Zube.io and notifications from GitHub about any changes made.

The use of Zube.io to facilitate a Kanban has helped the team to decide and see what needs to be done, especially with the integration between the Slack and GitHub. Other platforms may help more but may not communicate to each other to have all the information in one place.

The team members have accepted that each individual has their own work style and best work times. Therefore some tasks will be completed faster by some team members than others. The team also accepts that we all need to have down time so that we can relax and refresh ourselves for our work. The team also knows about each other's exams and other assignments that need to be done and to accept some flexibility in the workload expectations during the weeks leading up to deadlines.

The team has learned how to be calm when it comes to dealing with technical issues and to communicate with the faculty about the issues. The team have also know how to research the issues and how to try different solutions to try and fix them.

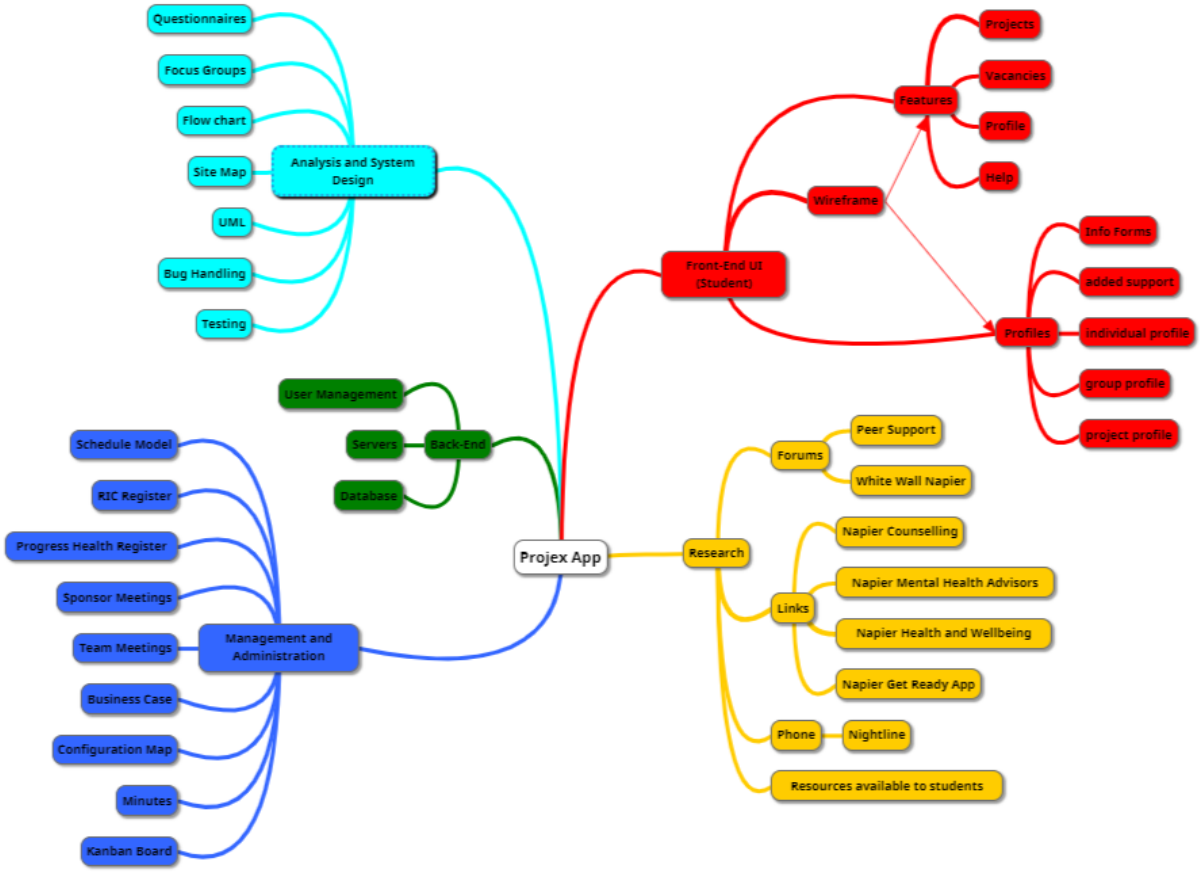
The purpose of an agile development model is that there are no dependencies in the development of the project. Whilst one aspect of the project may stall for a while there is still plenty of work that can go on with other aspects of the project.

5: Team Contribution (up to week 6 commencing 24/02/2020)

Week	Date	Jon	Karen	Tolu	Gregoire	Nick		Total
2	27/01/2020	20.0%	20.0%	20.0%	20.0%	20.0%		100.0%
3	03/02/2020	17.5%	25.0%	10.0%	17.5%	30.0%		100.0%
4	10/02/2020	20.0%	15.0%	20.0%	20.0%	25.0%		100.0%
5	17/02/2020	8.0%	23.0%	18.0%	23.0%	28.0%		100.0%
6	24/02/2020	22.0%	22.0%	22.0%	22.0%	12.0%		100.0%
7	02/03/2020							0.0%
8	09/03/2020							0.0%
9	16/03/2020							0.0%
10	23/03/2020							0.0%
11	30/03/2020							0.0%
12	06/04/2020							0.0%
13	13/04/2020							0.0%
Contribution:		17.5%	21.0%	18.0%	20.5%	23.0%		41.7%

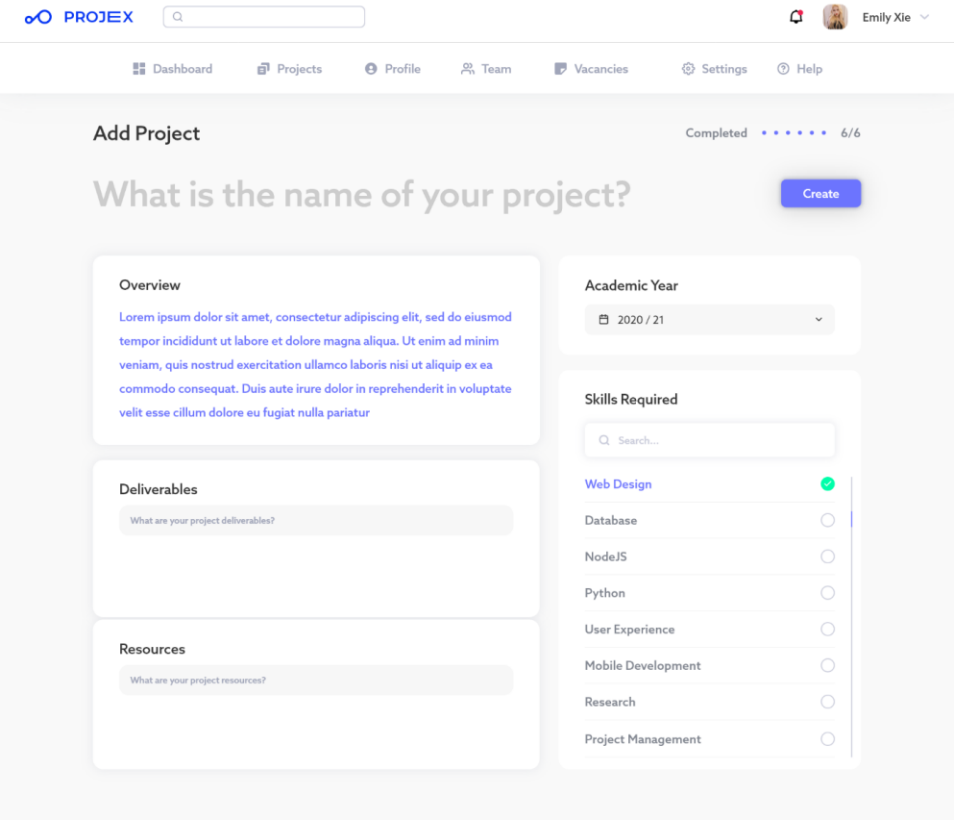
Appendix

Configuration Map for Projex App

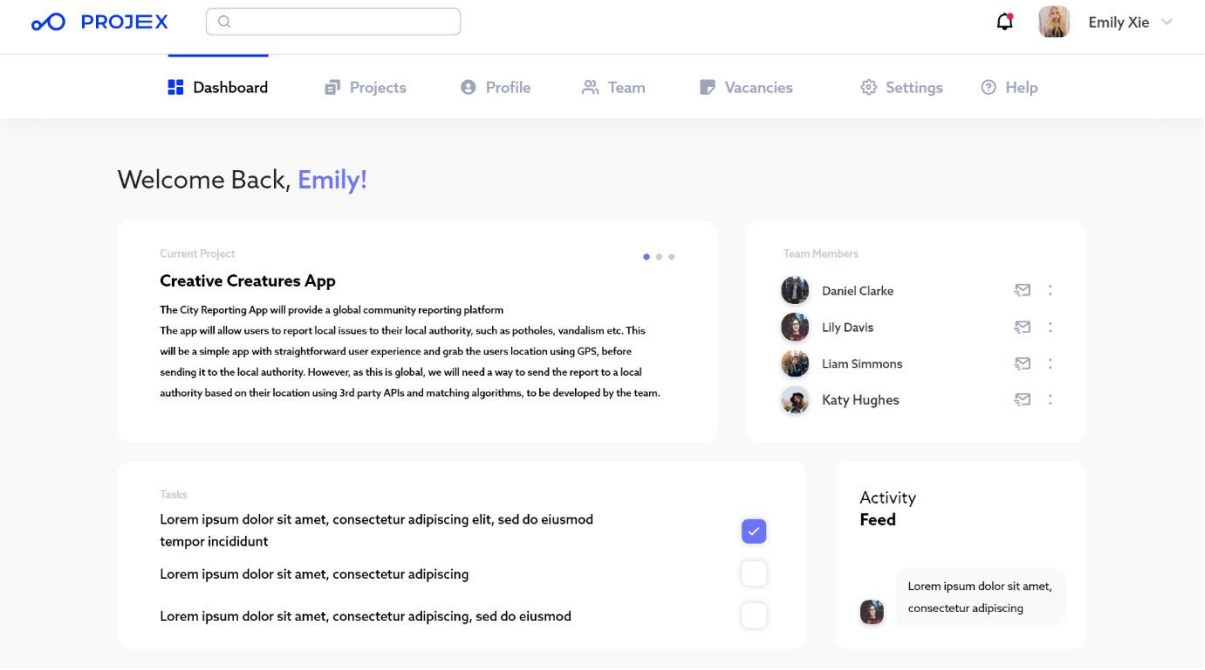


Wireframes

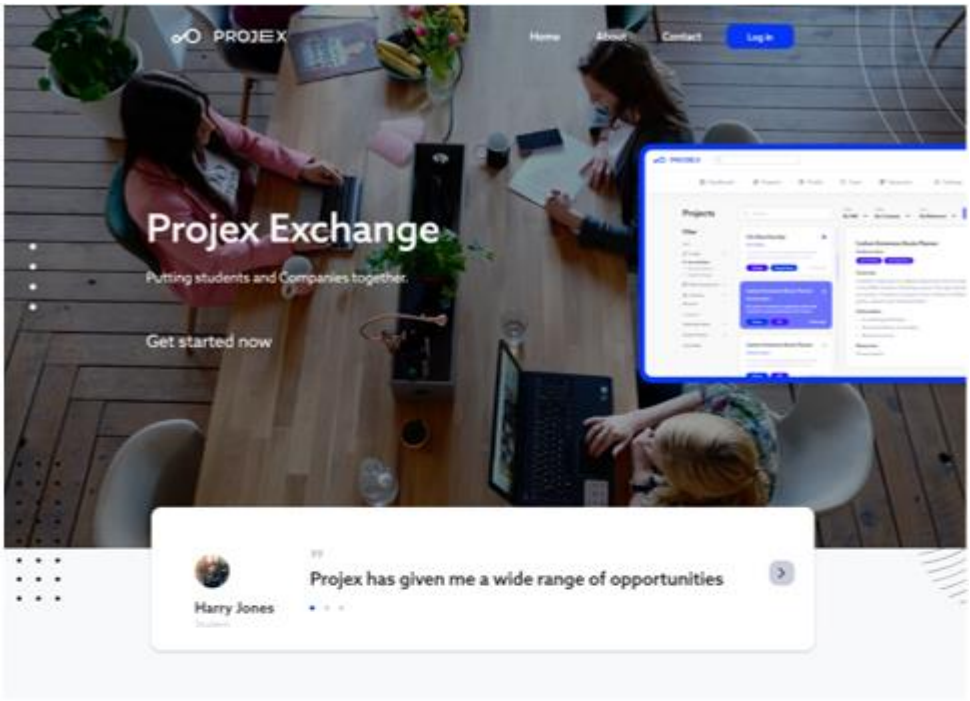
Add Project Wireframe

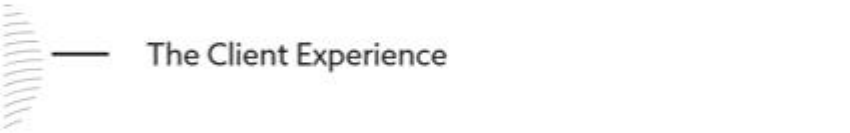


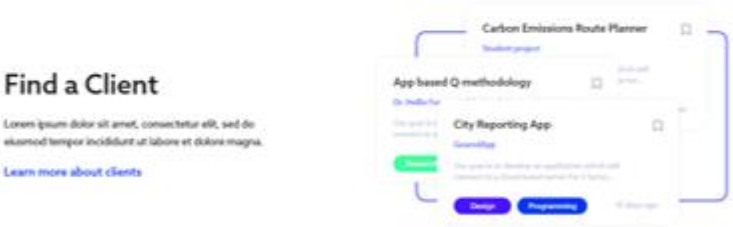
Main Page (post login) Wireframe



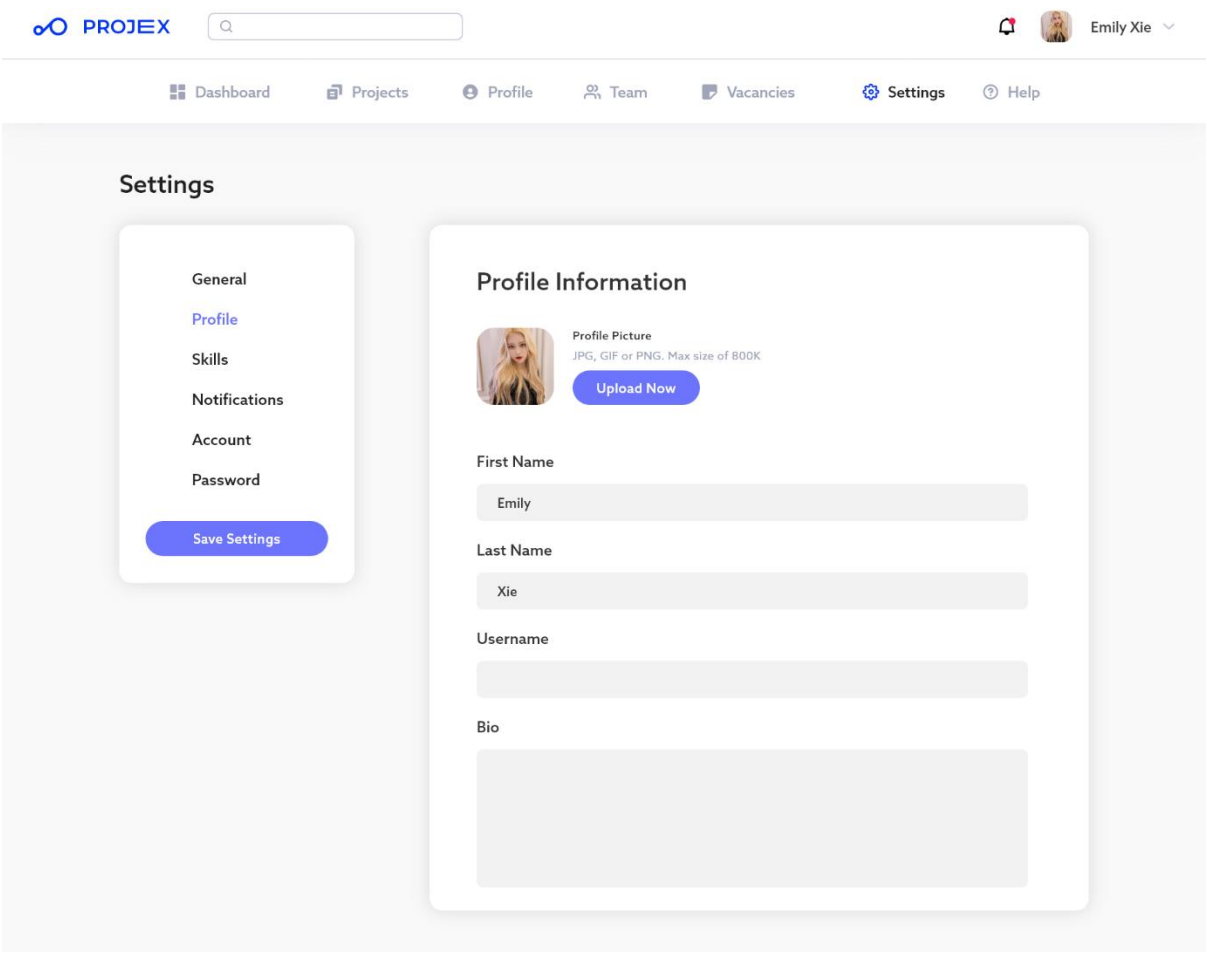
Main Page (pre log in) Wireframe



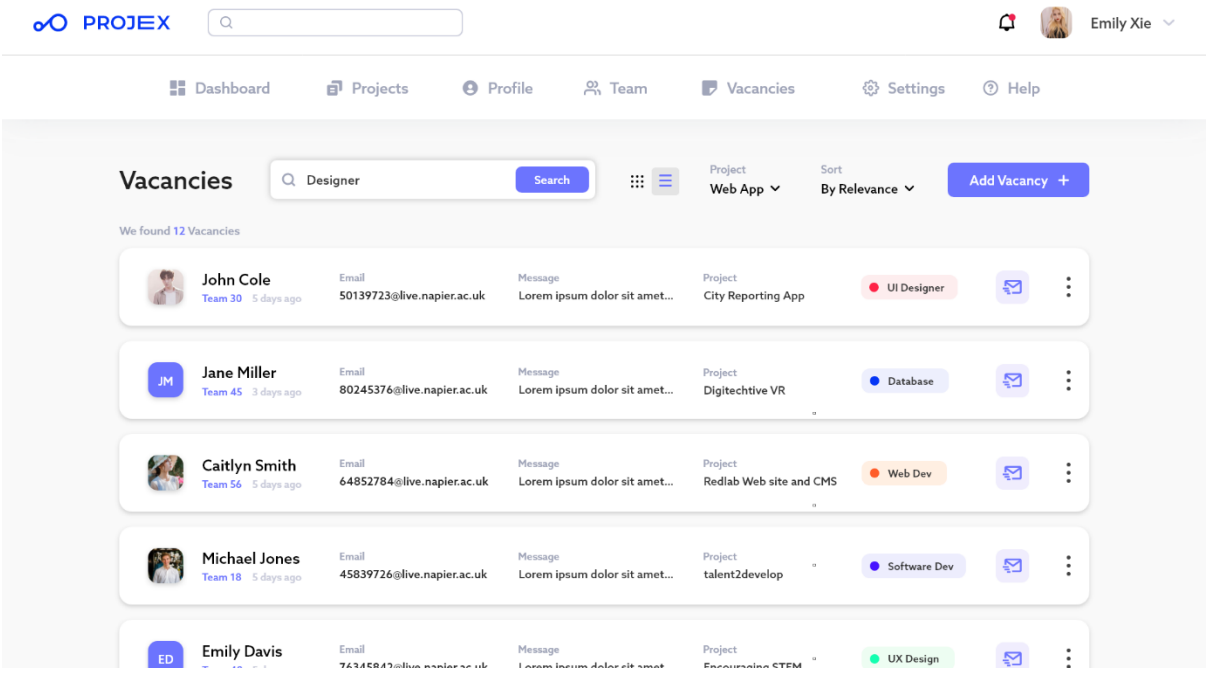




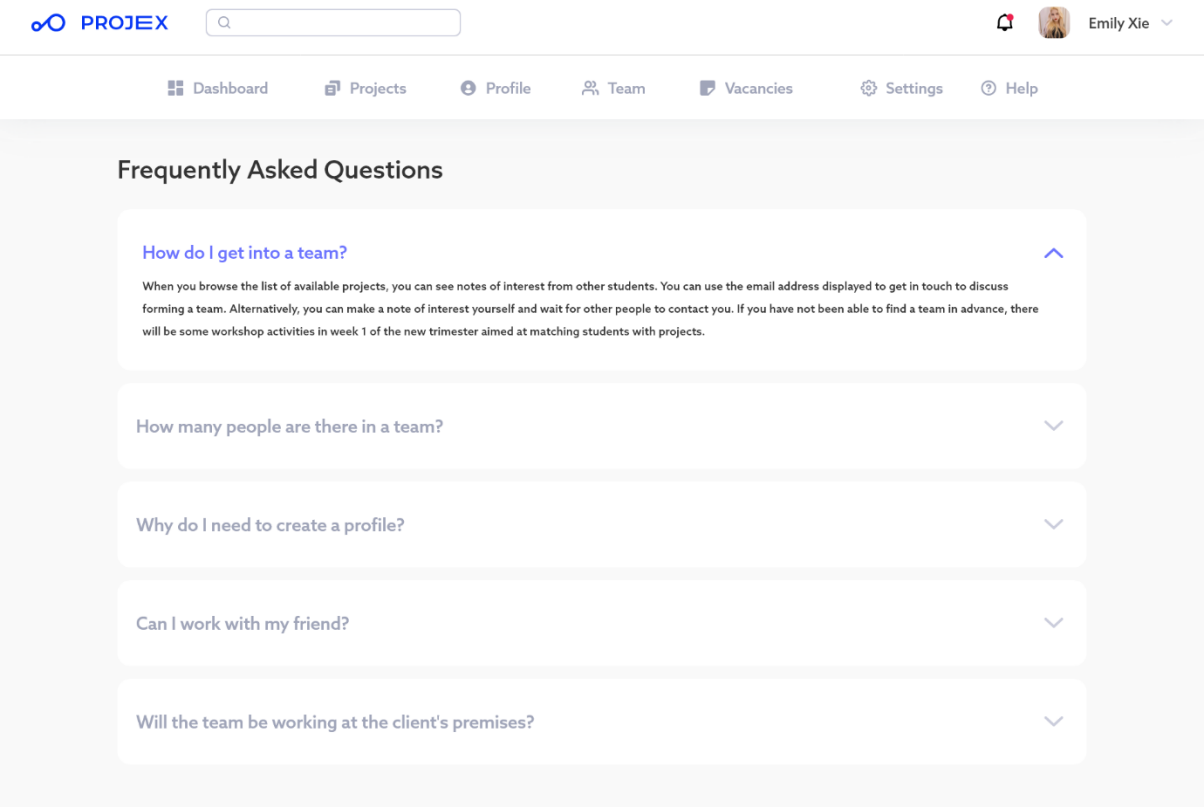
Profile Screen Wireframe



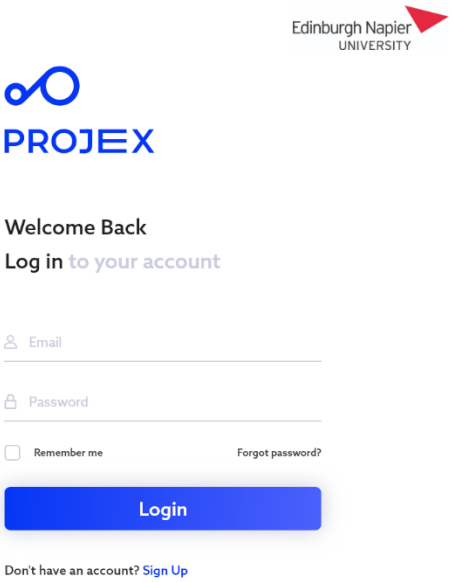
Vacancies Page Wireframe

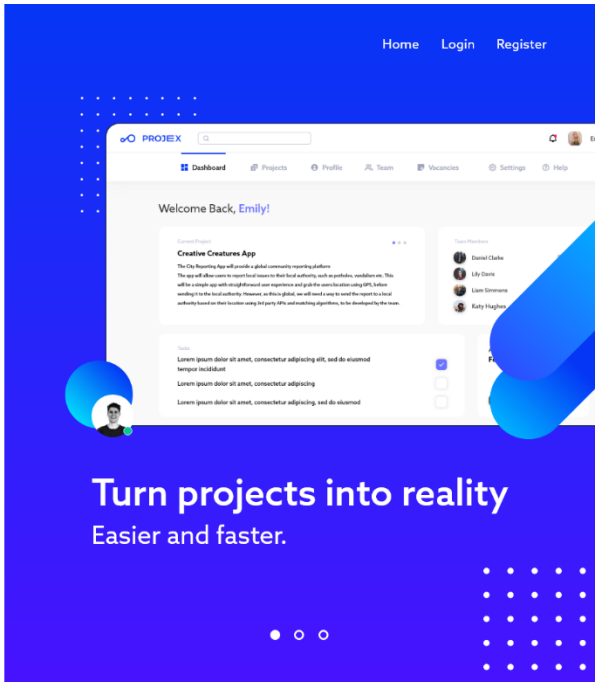


FAQ Wireframes (to be adapted into Forums page)

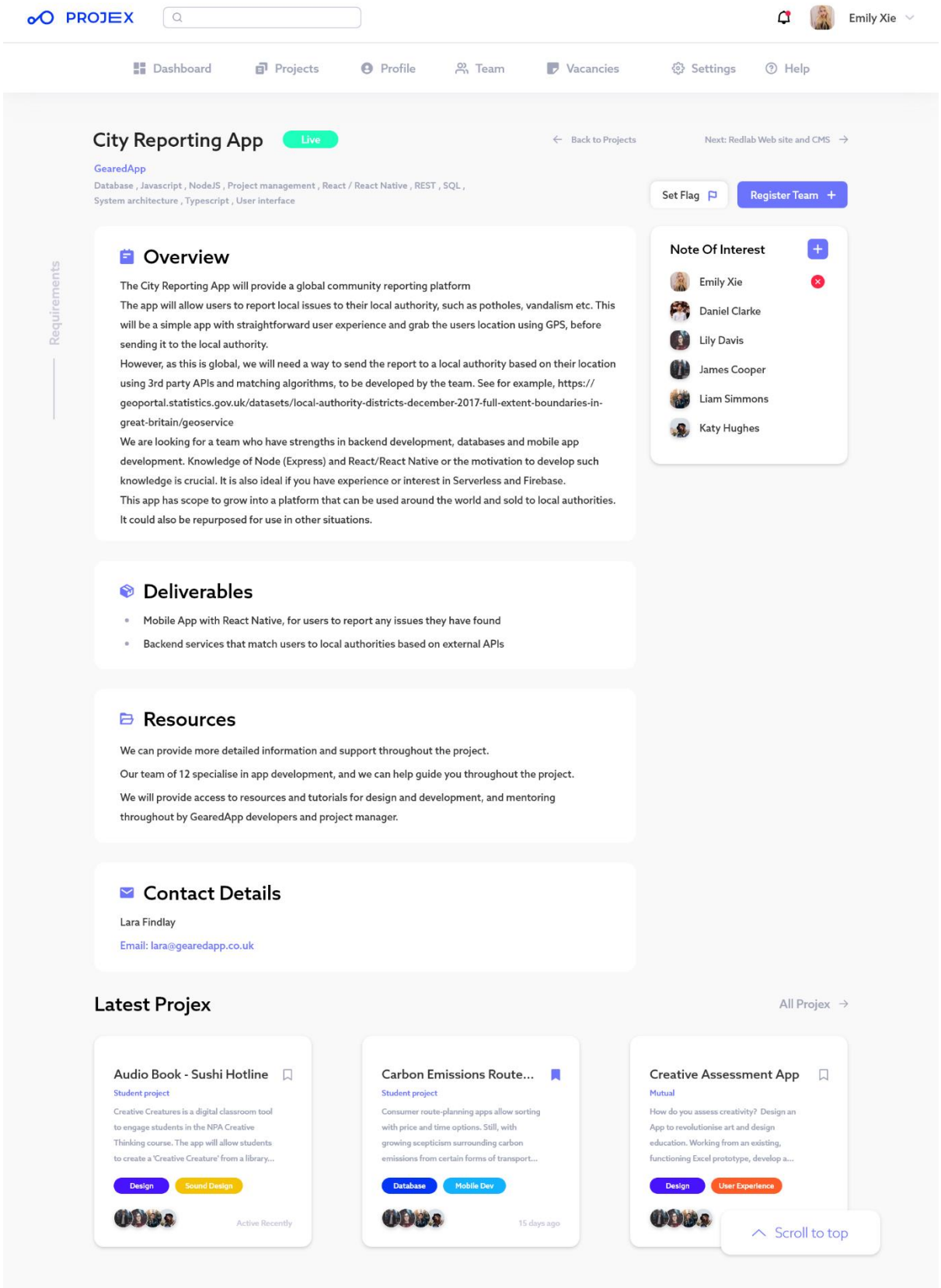


Log In Page Wireframe

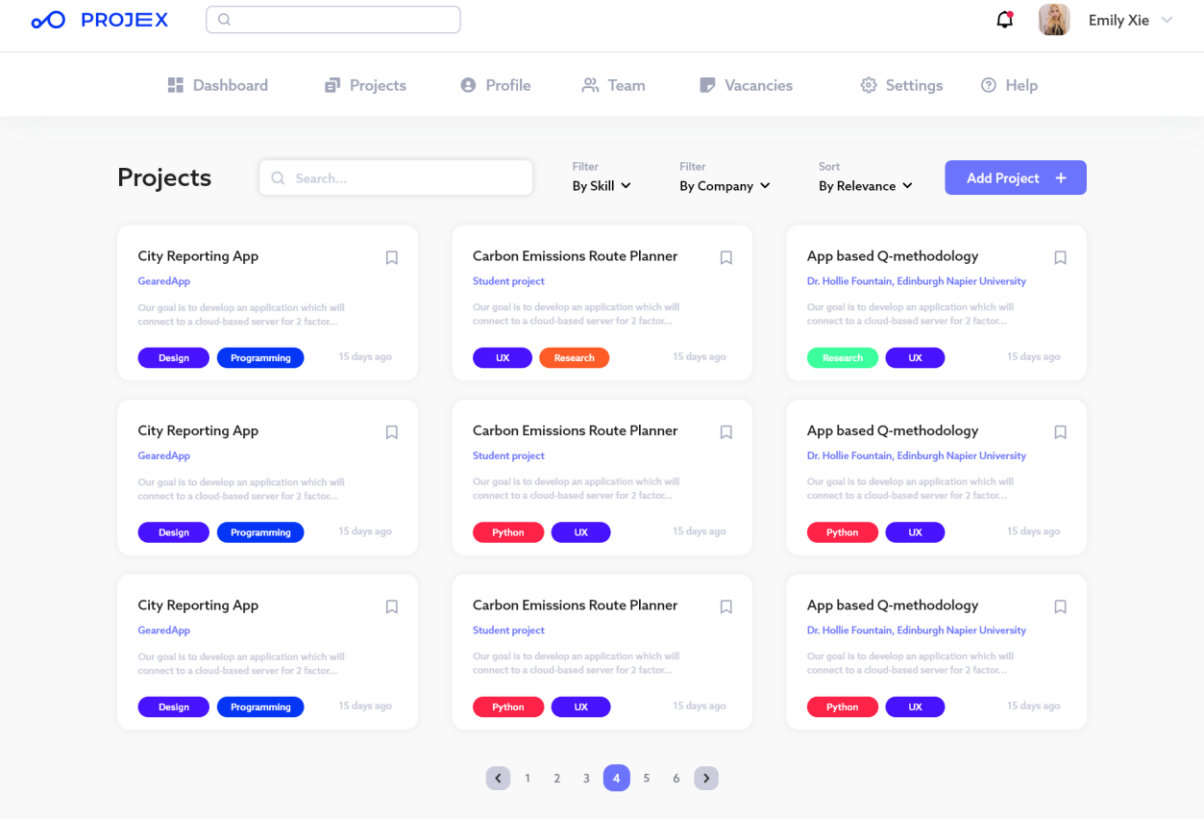




Project Overview Wireframe



Project Selection Page Wireframe



User Profile Hover (Appears when notes of interest are clicked or hovered over)

RIC

ID	Description	Type	Date Identified	Impact	Probability	Importance	Response	Owner	Closure Date
16	Team members are unable to carry out work due to illness	Risk	05/02/2020	100	Very Low	10	Redistribute the work amongst the other team members if it is essential the work gets done.	Jon, Karen, Tolu, Greg, Nick	
18	The design concepts not being in line with what Edinburgh Napier University is looking for.	Issue	05/02/2020	10		10	show examples to Brain at sponser meetings to see if he finds them acceptable, carry out questionnaires to students, have a branding meeting with Edinburgh Napier University.	Jon, Karen, Tolu, Greg, Nick	
5	Room is unavailable for group meeting	Issue	04/02/2020	15		15	Try to find another room or location to hold a meeting, even if it is just a quick 15 minute scrum. Failing that keep contact on Slack group chat.	Jon	
6	Room is unavailable for sponsor meeting	Issue	04/02/2020	15		15	Contact Brain to see if another time or date is suitable for Brain to hold a sponsor meeting. Failling that send an email with the 3 answers for the questions he asks in the meeting - What have you done? What will you do? Any obsticles?- from each team member.	Jon	
19	Connectivity issues with tools/materials to do tasks	Risk	04/02/2020	150	Very Low	15	if able to do any work offline do the work and then update	Jon, Karen, Tolu, Greg, Nick	

							when the connectivity issues have passed	
2	lose of project data	Risk	28/01/2020	200	Very Low	20	github repository created	Jon
7	Servers do not function as required due to external factors.	Risk	04/02/2020	200	Very Low	20	Contact I.S to find out what the issue is and for an eta for the solution to be rectified. Set up a alternate server system for short term use if the servers will be down for an extended time.	Jon, Tolu
20	low amount of useful data from questionnaires to help formulate an unbiased app	Issue	05/02/2020	20		20	use what information is received and use it to the best of our ability to create an app based on students pov	Nicholas, Tolu
21	Inconsistencies and poor analysis of data from questionnaires	Issue	05/02/2020	20		20	use research analysis methodology when discerning and analysing the data	Nicholas, Tolu
28	Security risks to the server and github repository	Risk	05/02/2020	200	Very Low	20	All team members to follow standard security procedures with their password protection.	Jon, Karen, Tolu, Greg, Nick
29	Sick team member	Issue	23/02/2020	20		20	Team member not well and was not able to do any work. Rearranged workload to stay on track.	Karen
23	Inconsistent pre-planned & unrealistic timescales	Risk	05/02/2020	75	Low	23	prioritise the tasks and roles to be carried out in advance, staying on track within the schedule model. Evaluating the schedule of tasks on a weekly basis.	Jon, Karen, Tolu, Greg, Nick

8	Team members have assignments to do other than group project dividing their time.	Issue	04/02/2020	25		25	Try to plan the work load in advance for when the assignments are due so team members do not feel overburdened. Encourage team members to not leave any work until the last minute.	Jon, Karen, Tolu, Greg, Nick
9	Team members have personal issues that make them unavailable to do work.	Issue	04/02/2020	25		25	Adjust the projects development where possible. Where possible get another team member to do the work if it is essential for projects progress.	Jon, Karen, Tolu, Greg, Nick
14	disputes between 2 or more group members on how to best approach a feature/task	Issue	05/02/2020	25		25	agree in advance that if as a group we cant decide on the best way to approach a certain part of the project we put it to a vote and go with the majority regardless of the personal feelings on the project.	Jon, Karen, Tolu, Greg, Nick
15	different members of the group having different styles of writing code	Issue	05/02/2020	25		25	The group have agreed in advice a set of coding convention and have them laid out in CONTRIBUTING.md file in the group github for the group to refer to keep coding conventions to a uniform standard throughout the project.	Jon, Karen, Tolu, Greg, Nick

17	giving team members too much work to do in a short amount of time	Issue	05/02/2020	25		25	make sure that team members mention this as soon as possible if they feel they have too much work to do. Extend the deadline or delegate some of the workload out to other team members to help alleviate the stress	Jon, Karen, Tolu, Greg, Nick
26	Poor usability/accessibility in the app	Issue	05/02/2020	40		40	Test the app at regular intervals to see if it meets the accessibility legistlation standards	Jon, Karen, Tolu, Greg, Nick
13	a conflict in the code that is causing the entire project to not compile	Risk	05/02/2020	150	Low	45	as we are using an online repository we can roll the code back to a previous version	jon, Gregriore
25	unfullfilled roles preventing the work getting done	Risk	05/02/2020	150	Low	45	When the team is made aware of unfullfilled roles, evaluate the issue and prioritise it with other tasks and allocate somebody onto the role depending on the tasks they are doing and the role they currently perform.	Jon, Karen, Tolu, Greg, Nick
12	Schedule Timeline not being adhered to	Risk	05/02/2020	100	Medium	50	As we are working in a scrum team within an agile work environment, we can pick up quickly if the scheduling isnt working and either reassess the schedule or agree to commit more hours per week to the project.	Jon, Karen, Tolu, Greg, Nick

22	Adding unnecessary features to the app	Issue	05/02/2020	50		50	Make sure to stay within the confines that Brian mentioned in the initial meeting, showing Brian our concepts and progress during sponsor meetings.	Jon, Karen, Tolu, Greg, Nick	
27	Alternative servers might not be liked by Edinburgh Napier University. Causing the team to have to transfer the data onto a server approved by the faculty.	Issue	05/02/2020	50		50	Confirm with the faculty which server is prefered to be used.	Tolu, Jon	
10	Project development goes beyond agreed deadline/handover.	Risk	04/02/2020	200	Low	60	If project development looks like it will not reach completion before deadline/handover contact Brian to discuss extension possiblities.	Jon, Karen, Tolu, Greg, Nick	
24	Poor communication within team and with the sponsor	Risk	05/02/2020	150	Medium	75	Each team member is responsible for their communication within the team. Slack has been set up as the means of communication within the team. If poor communication is consistent try to contact via university email address	Jon, Karen, Tolu, Greg, Nick	
1	No development servers provided by I.S	Risk	20/01/2020	200	Medium	100	look into using alternative servers to use as a platform	Tolu	23/01/2020

4	understanding/training on python code for projex	Issue	20/01/2020	100		100	Training websites used by Brian to create live projex provided to be looked at by the team	Jon, Karen, Tolu, Greg, Nick	
11	Features not being able to be met within timeframe set for project	Issue	05/02/2020	100		100	Prioritise features so main website feature requirements are met first to have least impact on the projects overall functionality.	Jon, Karen, Tolu, Greg, Nick	
3	code for live Projex not accessible	Issue	23/01/2020	200		200	Mentioned to Brian in PM forum and sponser meeting. Failing that look into doing fresh Projex build with teams own code. *RESOLVED*	Karen	23/01/2020
30	Issue with servers	Issue	17/02/2020	200	Very High	200	Issue with the server hosting the app, Tolu and Gregoire have been in contact with lectureres and to contact Information Services to find solution. Jon researching solutions on internet. Individual development servers to be used in the meantime.	Tolu, Gregoire, Jon	
31	Branding and logos not adhering to napier branding regulations	Issue	17/02/2020	10		10	Looked up Edinburgh Napier Universities' Branding Guidelines to follow. Logo sent to Brian to consider change.	Jon, Nick	