**Team Monarch**

**ECM Build Tracking Tool**

**Project Initiation Report**

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| **Prepared by:** | Jeffrey Wang |
| **Version:** | 1.1 |
| **Date:** | 09/24/2019 |

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| **Project Owner:** | Jeff Wang |
| **Scrum Master:** | Darrus Bethea |
| **Development Team:** | Robert Reinhard, Nicholas Stocker,  Ethan Hudak,  Matthew Slossar |

**Document History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Updated By** | **Comments** |
| 1.0 | 09/24/2018 | Rob R. | Initial Document Information and Format |
| 1.1 | 09/26/2018 | Jeffrey W. | Complete information and project direction |

**Document Approval**

The following signatures indicate approval of this document and its content. **All Project Board Members must sign as well as a representative from each IS Shared Services Division/SubDivision involved in defining the project during Project Initiation including SubDivisions that are listed as resources on the project.**

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**ECM Build Tracking Tool**

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**Acronyms and Defined Terms**

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| --- | --- |
| **Acronym/Defined Term** | **Description** |
| ECM  Build Tracking Tool | Element Configuration Management  Refers to the program that automatically records builds |
| GUI | Graphical User Interface |
| Java | a programing Language |
| TD | Technical Director |
| ECM | Element Configuration Management |
| Builds | Versions of software that the TD and ECM will be managing |
| sub-Builds | Pulls from the main builds with minor changes |
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# Introduction

## Document Purpose

This document is the result of the first sprint of the project. The document consists of:

* Objectives, High Level Requirements, and Scope
* Proposal
* High level Project Schedule
* Project Organization structure defining the human resources required for the project
* Cost Estimate
* Project Control Procedures

## Project Overview

### Project Description

The purpose of this project is to create software to help the ECM team handle builds and complete repetitive tasks. The current state of the ECM work consists of creating and filling out blank spreadsheet and emails, every time there is a new build or update. The software would be able to generate or update build configurations. Save them into a database and load them into an email to send the ECM. The ECM would then be able to add sub builds and generate a change log to determine what needs to be completed. The intention to use a database is for the functionally to keep track of all builds. To bridge the communication between the database and the user, a GUI will be implemented to layout all functionally in a user friendly fashion.

### Project Background

The idea for this project came from the need to make the job of the EMC more streamline.The intent of this project is to manage and structure builds and emails to save time. Provide records of builds and dates.The benefit that this project will provide is time, saving the ECM team hours with formatted emails and logs of previous builds. Another benefit would include its ease of use and accessibility in the form of a modular application, the user would not need other applications thereby streamlining productivity and offloading tedious build emails and focusing on other tasks .

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## 2 Requirements and Scope

|  |  |
| --- | --- |
| **Objective Number** | **Project Objective Description** |
| PO1 | Create a Java Graphical User Interface |
| PO2 | Create a SQL database |
| PO3 | Connect the GUI to SQL database |
| PO4 | Creating templates |
| PO5 | Parsing java text field information into end of spreadsheet |
| PO6 | Sending data to the database and email |
| PO7 | Installing builds( adding contributors and dates) |
| PO8 | Sending emails to contributors and reply emails |
| PO9 |  |
| PO10 |  |

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## 2.2 High Level Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| **Functional High Level Requirements** | | | |
| **High Level Requirement Number** | **Requirement Description** | **Priority**  **(H,M,L)** | **Objective Number** |
| Gui Design  Database  configuration | Create pages to easy navigate through all the features  Create 2 databases. One to hold components, the other for builds and associated data. | L  H | 1  2 |
| Email sending  CSV file generation | auto generate dummy emails after builds are done for ECM  auto generate CSV files format for ECM | L  L | 3  4 |
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## 2.3 Project Scope

The scope of the ECM Build Tracking tool is to manage and distribute email. To reach these goals we must be able to be proficient with:

1)Java GUI interface

2)DataBase(SQL)

3)Java textfield parsing

4)Spreadsheet parsing

5)File generation

6)Email generation

7)User friendly application

### 2.31 Scope Diagram (Optional)

### 2.32 In Scope

|  |  |
| --- | --- |
| 1 | Create Java GUI |
| 2 | Create Database |
| 3 | Parsing data |
| 4 | Interacting |
| 5 | Generating emails |
| 6 | Generation csvs |
| 7 |  |
| 8 |  |
| 9 |  |
| 10 |  |

### 2.3.3 Out of Scope

|  |  |
| --- | --- |
| 1 | Complex Java GUI development |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |
| 9 |  |

## 2.4 Success Criteria

|  |  |
| --- | --- |
| **Objective Number** | **Measurable Success Criteria** |
| 1 | A working model or concept |
| 2 | Each version meets the agreed upon **Definition of Done**. Which is:  • All developed code has been documented if necessary  • Any components of the project that are not understood are discussed during next sprints or email  • The developed code has been completely tested |
| 3 | The database can receive data from GUI |
| 4 | The application can add to a spreadsheet |
| 5 | The application can auto generate a simple email and attach a file |

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# 3 Solution Concept

## 3.1 Proposal

The purpose of this project is to create software to help the ECM team handle builds and complete repetitive tasks. The current state of the ECM work consists of creating and filling out blank spreadsheet and emails, every time there is a new build or update. The software would be able to generate or update build configurations via spreadsheets. Save them into a database and load them into an email to send the ECM. The ECM would then be able to assign people to specific build and keep track of all current and previous builds through the database. The intention to use a database is for the functionally to keep track of all builds. To bridge the communication between the database and the user, a GUI will be implemented to layout all functionally in a user friendly fashion.

### 3.1.3 Assumptions

For the development of the project to run smoothly, the assumptions that will be made are as follows:

We will start our initial development plan that SQL and Java can interface together via java API’s

We will learn how to use SQL database

We will learn how to parse spreadsheets

We will be able to parse data to the end of a spreadsheet

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### 3.14 Risks

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Impact**  **(H,M,L)** | **Likelihood**  **(H,M,L)** | **Mitigation**  **(How to reduce the probability and/or impact of the risk)** |
| A team member may have a work conflict | M | M | The excess work will be spread through the rest of the team. |
| Team is unfamiliar databases | M | M | The team members with the most experience will share their experience with other team members to improve their abilities for working with databases. |
| Team is unfamiliar with Scrum | H | L | The team can review the scrum rules and structure. |
| Team is unfamiliar with Java GUI | H | L | The team can review how to make GUIs in java and get together to identify strong/weak spots. |
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# 4 Project Approach and Schedule

## 4.1 Project Approach and further plans

For the Fall semester the plan is to achieve a fully functional GUI that is connected to a database. 2 Databases will be implemented:

-one to hold components for builds (program, version, and location)

-Another for builds, sub-builds, and change logs

The main key features that our group will focus on are the ones above as well as simple email and csv file integration for the convenience of the TD and ECM.

The future plans of the project is to allow for modularity in the growth.

Another database should be added to control users like permissions (TD,ECM, user/contractors)

More in depth csv parsing like adding highlighting to changes in files

More auto-generative emails like customizing the email experience

More user friendly GUI and update design

4.2 Project Schedule (High Level)

|  |  |  |
| --- | --- | --- |
| **Stage** | **Estimated Start** | **Estimated Finish** |
| Sprint 0 | 09/30/2019 |  |
| Overview: Determine requirements and develop Product Backlog.  Deliverable: Project Initiation Document  Planning: 09/26/2019  Review:  Retrospective: | | |
| Sprint1 |  |  |
| Overview: Create simple Java GUI and database  Deliverable: Requirements Document  Planning:  Review:  Retrospective: | | |
| Sprint 2 |  |  |
| Overview: Work on connecting GUI and database  Deliverable: Design Document  Planning:  Review:  Retrospective: | | |
| Sprint 3 |  |  |
| Overview: Work on parsing and adding data (Java and Spreadsheet) sample email format  adding ECM in progress lookup button  Planning:  Review:  Retrospective: | | |
| Sprint 4 |  |  |
| Overview: Create ECM capability extra pages, email sending, csv generated files, and sequence diagram for scale  Deliverable: Validation Plan including Traceability Matrix  Deliverable: Test Plan including Test Scripts  Planning:  Review:  Retrospective: | | |
| Sprint 5 |  |  |
| Overview: Ensure program is fully optimized/ debugged. Prepare demonstrations  Deliverable: Design document finalized and submitted.  Deliverable: User Manual including Poster and Abstract  Planning:  Review:  Retrospective: | | |

# 5 Project Organization

## 5.1 Team Organization

Our team consists of sixe members. They will be using the Agile SCRUM methodology to structure our team for consistent workflow, time management, and product delivery. The SCRUM roles have been assigned to the following members.

* Product Owner: Jeffrey Wang
* Scrum Master: Darrus Bethea
* Developer: Rob Reinhard
* Developer: Ethan Slossar
* Developer: Mathew Slossar
* Developer: Nick Stocker
* Scrum of Scrums: Professor Mansaray

The sponsor and key stakeholder for this project is ASRC, and the ECM team. Specifically:

* Chris Bartley
* Dee Romvary
* Robin Taylor

## 5.2 Communication Plans

The team will meet for 1 hour Daily Scrums 3 times a week and dedicate 7 hours for development per week.

Sprint reviews occur every 2 weeks from 9:30am to 10:30am for abour 30minuits.

With the addition of sprints, conference calls can be added weekly throughout the development cycle to keep uncertainty low.

## 5.3 Project Organization Worksheet

|  |  |
| --- | --- |
| Role | **Responsibilities** |
| **Product Owner** | * primary liaison between the sponsor and the development team * manages the backlog * optimizes the product * defines the features and functionality * has the final say in ordering the backlog |
| Scrum Master | * Ensures team adheres to scrum practices * manages Trello Board * Conduct risk management * primary liaison between Scrum of Scrums of the development team |
| Development Team | * Responsible for completing the project incrementally * Estimates deadlines * Fulfills workload * Define “end” * Self-organized and managed |

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# 6 Project procedures

## 6.1 Documentation/Review Plan

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| --- | --- | --- | --- |
| **Document or Software Deliverable** | **Review Technique**  **(**[**Walkthrough**](http://technqs/q_wr.htm)**,** [**Handover**](http://technqs/q_hr.htm)**,)** | **Role(s) Required for Review** | **Justification for not Producing** |
| Project Initiation Document | Jeffery Wang |  |  |
| Requirements Document | Nicholas Stocker |  |  |
| Design Document | Robert Reinhard |  |  |
| Validation Plan including Traceability Matrix | Ethan Hudak |  |  |
| Test Plan including Test Scripts | Matthew Slossar |  |  |
| User Manual plus Poster and Abstract | Darrus Bethea |  |  |