PROJECT PLAN

**ProP / Project P-phase**

PROJECT TEAM: FeelGood

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Following are the contact information of all the members of the project group:

|  |  |  |  |  |
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# **PROJECT STATEMENT**

This project aims to implement and deliver some products to the client, which help to manage and organize an event. When finished, this project hopes to be able to fulfill the client’s requirements and expectations, which would be clarified in the following parts.

# **CLIENT**

Mr. George is a businessman who organizes events. He wants to invest in a social event for young people. If our system will satisfy his wishes and needs, he will use it for other events as well.

# **CURRENT SITUATION**

Mr. George has contacted the team in order to reach a compromise where we will deliver him a system for a social event in which he is going to invest in. This event is a meeting for young people on a big terrain, where they will place tents for musicians and work-shops, sell foods and drinks, and much more. Mr. George currently does not own a website, database or applications for this event, neither does he have enough knowledge to create them. This is why it is our job to create the system

# **PROBLEM DESCRIPTION**

Mr. George introduced to us all his requirements and preferences regarding the social event and wants us to fulfill his wishes.

Our client doesn’t have the necessary knowledge in this sphere to manage the situation himself. Also he doesn’t know exactly which identification method is suitable and efficient for this event. Therefore, our tasks are to decide on the identification method and eventually deliver a system to control and manage the event. The system needs to contain a website in order to spread information and sell tickets easier, a database and some specific applications to be used in the event, so that there is less effort needed for managing the event.

# **PROJECT GOALS**

As has been said earlier, the goal of this project is to fulfill the client’s requirements and expectations. The expected final product is a system to be used for the event which contains:

* A website
* A database
* Some specific applications

(In addition, the client also expects the project group to decide the identification type which will be used for identifying the visitors; for example a barcode, a QR code or an armbrace with a unique number…)

# **DELIVERABLES**

Alongside all paperwork such as the report and documents which will surely be delivered by any project team, the **main deliverables** precisely are:

* An identification method.
* A website.
* A database.
* An application to be used at the entrance of the event.
* An application to be used at the entrance of the camping.
* An application to be used at the shops.
* An application to be used at the stand, where you can loan materials.
* An application to be used when a visitor leaves the event.
* An application for the organization to inspect the status of the event.
* An application to convert the information in the PayPal-text-file to the database.

Additional deliverables are:

* Setup-document
* Process document
* Project plan
* Agenda’s and minutes of every meeting
* Presentation

# **NON-DELIVERABLES**

* A testing case, which refers to the size of the event.
* Data which needs to be added into the database
* The hardware for the event
* Any other deliverables beside the ones mentioned before. (In order to have additional requirements, there has to be a discussion between the client and the team)

# **CONSTRAINTS**

* Time

All the work needs to be planned and estimated carefully. As a student team, we are not so experienced to control the working time perfectly.

* Knowledge

The client expects high-quality applications and a clear, precise database design, which will bring difficulties to the team due to the limitation of knowledge.

* Platform

The applications will work on Windows operating system.

# **RISKS**

The following part describes the possible situations of risk respectively:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Situations** | **Type of risk** | **Probability** | **Impact on the project** | **Action to be taken on** |
| Unexpected errors in applications/ website/ database | Staff risk | Low | High | Investigating the client’s opinions |
| Unforeseen costs | Client risk | Medium | Medium | Talking with the client to have some agreements which depend on the situation |
| Dividing the tasks/working time inappropriately | Staff risk | High | High | Fixing the working plan, reconsider every part of works and divide the tasks again if necessary |

# **PROJECT PHASING**

This part contains all the main activities along with the milestone for our project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Duration** | **Phase** | **Description** | **Activities** |
| Week 1-2 | Starting point | Early discussion about the project | +Figure out the main aim of the project  +Discuss about the requirements and expectations from the client |
| Week 3-4 | Initializing | Deeper look at the project & bring up a project plan | +Meeting with client  +Implement clearly all the requirements/expectation  +Finalize the project plan  +Decide identification type |
| Week 5-6 | Working (p1) - Start | Starting with website and GUI’s | +Divide tasks for weeks 5-7  +Making the website  +Making GUI designs for applications (incl database) |
| Week 7 | Working (p1) – Start | Discuss and improve previous work, start with database | +Check website and GUI’s made previous week, discuss the pros and cons and improve them  +Make database |
| Week 8-9 | Undefined (exam time) | Undefined (exam time) | Undefined (exam time)  +In case of need, finish work from previous weeks |
| Week 10 | **Milestone 1**  Working (p2) | Program applications | +In case of need, finish work from previous weeks  +Divide tasks for next weeks  +Application for entrance  +Application for leaving the event |
| Week 11-12 | Working (p2) | Program applications | +Application for shops  +Application for loan  +Application for camping |
| Week 13 | Working (p2) | Program applications | +Application to convert PayPal logfiles |
| Week 14 | Working (p2)  **Milestone 2** | Program applications  Deliver the prototype | +Application to inspect status of event  +**Go/No go decision 1** |
| Week 15-17 | Working (p3) – Finalize  **Milestone 3** | Finishing the product | +Discuss pros and cons of deliverables from previous weeks  +Improve applications  +Complete the last version of the product  +Finish all the necessary documents |
| Week 18 | Delivery  **Milestone 4** | Final product – end of the project | +Present the product  +Deliver the product to the client  +**Go/No go decision 2** |

## Starting point

At the beginning of the project, the team has a meeting to have some early discussion about this project:

* Aiming: figuring out the main idea of the project
* Requirements and expectations: to have a look at the basic requirements of the client while finding out his expectations of the product

## Initialization

At this point, the team wants a clear implementation about the project, therefore a meeting of the team and the client is necessary to have a better understanding about the project. A project plan must also be delivered by the team before the work truly begins.

## Main work (p1, p2, p3)

Now that everything is defined clearly, from week 4 till week 17 the team will work through all the requirements, and eventually deliver the product. To be more specific:

* The team needs to decide the suitable identification method
* Work­­ constantly to build the prototype
* Deliver the prototype to the client, discuss any adjustments (if necessary)
* Improve\_ and finalize the product
* Work with all the documents
* Go/ No go decision\* (will be explained carefully in the coming part)

### Milestones

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Milestone 1 | Milestone 2 | Milestone 3 | Milestone 4 |
| Deliverables | +GUIs for applications  +Website  +Database | +Applications  +First prototype of the system | +Final version of the system  +Documents | +Product delivered  +Presentation |

### Go / No go decision

As we can see in the timeline, there are two milestones when go/ no go decisions should be made; therefore our client, Mr. George can decide to continue with the project or stop it immediately:

* After the delivery of the product’s first version:

If the result is acceptable, the team will let the client make a decision whether the product is appropriate or some improvements should be performed. On the other hand, the client can also cancel the project if the product is estimated as a poor one.

* After the delivery of the product’s last version:

When the final version of the product is made, Mr. George can decide whether or not to continue with the project team, eventually accepting the product or cancelling it for any reason.

## Delivery

We will deliver what is promised under “Deliverables” on page 4.