Software Project Management Plan (SPMP)

Team structure, roles, and responsibilities

Core Team

Name	Roles	Responsibilities
Alaa Haddadi	UX Developer	Creating user interfaces and user experiences
Yuan Ju	Back-end Developer	Write and manage code for interfaces
Yilin Li	Back-end Developer	Write and manage code for interfaces
Vanshita Moolchandani	Database Administrator	Manage data in the different database
Jaime Ruiz-Lopez Alvarado	Program Manager	Write and manage code while supervising the overall conceptual vision of the project
Hui Zhi	Front-end Developer	Write and manage code for website format
Every week rotate	Project Manager, Communication Manager, Documentation Manager, Testing Manager, Stakeholder Engagement Manager, Version Control Manager	

Project management tools

- **Kanban / Trello :** To be able to monitor progress with each requisite, be able to see who is doing and developing each task and keep track of progress.
- **Gantt Diagrams using excel**: This will be our primary tool when managing time. We will record each sprint and how much time each requisite is taking us.
- **UML diagrams**:Mainly used conceptually to both understand our idea of the project and to understand the flow of events.
- **Git and GitHub:** Mainly used to store any previous versions and data of the project.

- **Spring and Mybatis:** Mainly back-end programming framework we will be using for features design

Risk management plans

Risks	Description	Risk Mitigation	Stakeholders/ Owners
Data Privacy and security	Unauthorized access of user data	Regular update of security protocols. Following user privacy legislation.	Host & Attendees
Scams or Fraud	Scammers can create fake profiles.	Educate attendees about avoiding suspicious listing, Implement user verification methods like two-factor authorization, adding identity confirmation method to ensure only student can join the events	Developers
Payment Security	Cyber attacks targeting payments.	Conduct thorough research to select a third-party payment processor, review vendor agreements	Host & Attendees
Last minute event cancellation	Events may be canceled, rescheduled or modified	Clearly communicate refund and exchange policies	Host
Project privacy and confidentiality management	Losing some of the Intellectual Property such as logo, designs, and code	Understanding what intellectual property we've got and using some tools to protect it such as Data Loss Prevention	Developers
Legal and Compliance	Failure to comply with local event regulation.	Obtain necessary permits and licenses.	Host

Estimation and scheduling

If this were to be a real life project the costs will be composed of both the salaries of the developers and team members(4 months work) and any kind of software licenses or extra material.Our estimated value a month will depend of the size of the project too and will be around:

	Small	Medium	Large	Enterprise
Employee Salary	9k - 20k	15k-30k	20k-75k	50k
API Authorization	2k-4k	4k-8k	8k-10k	12k
Development tools	3k-5k	6k-9k	10k-12k	15 k+
Website Maintain	500-1000	2k-3k	5k-6k	8k+
Website Hosting	75-200	75-200	75-200	75-200
Web Development	$10k-$30k	$20k-$60k	$60k-$150k	$80,000+

As we are using an Agile Process (Scrum) our project will be divided into 10 sprints. Each sprint consists of a week. At the end of each sprint we will have a group meeting to review what went well, what needs to be changed and what our progress is.

Before the initial developing sprint we will set a backlog of initial requirements gathered from user stories) which could be changed and which are ranked from 1-5 points in order of priority. There will be a weekly progress update where we will check which requisites have been updated and which ones must be changed. We will take the amount of points completed in that sprint to check its productivity.

This means our final deadline will be the 12/12/2023.

Roles	Scheduling					
	End 9/25	End 11/1	End 11/5	End 11/27	End 12/6	End 12/12
Front-end Developer	Checking requirements	Designing Website	/	Debugging and Improving	Final Debugging	/
Back-end Developer	Checking APIs & Interfaces requirements	Designing ApIs & Interfaces	/	Debugging and Improving	Final Debugging	/
UX Developer	User Discovery & Investigation	/	First User Beta Test	Getting responses from user	Final Test	/
Database Administrator	Creating Default Database Table	Creating Testing Cases for User and Admin	/	Managing User Data	Creating Testing Cases for Final Test	/
Team Lead	Planning	Preparing for the first Iteration Meeting	First User Beta Test	Preparing for the Second Iteration Meeting	Final Test	Delivery
	End 9/25	End 11/1	End 11/5	End 11/27	End 12/6	End 12/12

Documentation and monitoring

- As stated before, each week a progress report will be posted after our weekly meeting. This will contain documentation of features we are developing, working code and in future reports even working prototypes of the working web.
- Each week a different person of the group will be in charge of a different organization role (mainly to try all of them) and will therefore be in charge of monitoring a different aspect of the project.
- We are using tools such as Kanban / Trello to monitor tasks and Gantt diagrams to monitor time.
- All of this will be updated to the project repository in GitHub managed by another member of the team.