Project Plan

Introduction

Our project is an in-house software development project for the organisation Widgets are Us (WAS), a company that has recently decided to become a contract software development firm. The project involves developing a COVID-19 dashboard that provides incident tracking and statistical predictions with an interactive and customisable user interface featuring several widgets used for monitoring and control of the interface and data.

The main source of communication with the client would be through meetings where the whole team is responsible to attend and display the results of their work. These meetings include the product review sessions held fortnightly.

Deliverables

Deliverables for the inception stage of the project, including the project plan, analysis of alternatives, are to be delivered by the date Friday 27th August 2021 at 11:55 pm Melbourne time. The internal deadline for these artefacts is on Sunday 22nd August 2021.

The final product must be delivered by the date 15th October 2021 11:55 pm Melbourne, and in the meanwhile, there will be product evaluations and reviews conducted by the product owner every second week.

Vision Statement

For Victorian's who are looking to be more informed about the current covid situation, the COVID-Manager is a COVID dashboard that presents information from a factual and data-oriented perspective. Unlike the daily local news, our product allows the user to assign specific places to get live updates and features unbiased predictions obtained from mathematical calculations.

The Team

The team consists of five members each having dedicated roles within the work of the project. Members include Linh Doan, Ali Al Maskari, Nikki Li Shao, Ryan Tran and Tan Nguyen.

Communications

The team's regular communications are to be conducted using Facebook messenger chat, while formal meetings and work sessions will be on zoom. Emergency and urgent contact can be made using mobile phone calls and messages.

Contact Information

Member	Facebook	Phone number	Email
Nguyen (Linh) Doan	Profile	+61 414901622	ndoa0012@student.monash.edu
Ali Maskari	Profile	+61 434032412	aalm0008@student.monash.edu
Nikki Shao	Profile	+61 470590211	nsha0054@student.monash.edu
Ryan Tran	Profile	+61 426168206	rtra0013@student.monash.edu
Tan Nguyen	Profile	+61 406218604	tngu0235@student.monash.edu

Roles and Responsibilities

Role	Member(s)	Responsibilities

Scrum Master	Linh Doan	- Facilitate discussions during meetings
		    - Assist the team in coming to a consensus
		    - Prevent anger/arguments within the team
		    - Ensure the team is on track during meetings and sprints
		    - Make sure everyone's voice is heard
		- Assist in the communication between the product owner and the rest of the team
		- Represent the team in communications and negotiations with other parties
		    - Manage client expectation
		- Manage backlog item priorities and maximise value when choosing the items for each sprint

Project Planner	Linh Doan Ali Maskari Nikki Shao Ryan Tran Tan Nguyen	- Decide the policies and guidelines in which the team will follow during the project - Document the decisions and plans made by the team about the process model used - Create and manage the Trello workspace and boards - Create risk management plans to prevent risks and reduce the impacts if it occurs - Brainstorm stakeholders and consider their interests/availability against power/influence

Developer	Linh Doan Ali Maskari Nikki Shao Ryan Tran Tan Nguyen	- Story map user requirements - Design the software architecture - Plan and developing high-quality code - Documentation for the code written - Test and debug; ensure code integrated with is ready to be used by others - Use Git as version control and ensure updates are error-free and pushed before the deadline - Manage Trello workspace and each members' own product backlog items' current status
Designer	Ali Maskari Nikki Shao	- Aesthetics and UI designs - Create storyboards and mock-ups to represent visual concepts and UI - Design prototypes for the whole team decide on - Check consistency in aesthetics and UI throughout the project - Provide suggestions and feedback on designs and implementations of design on the actual webpage
Quality Checker	Ryan Tran Tan Nguyen	- The overall quality of all deliverables - Ensure UI consistency across all features - Monitoring user acceptance testing - Provide feedback on areas lacking or inadequate for our standards - Provide suggestions and ideas on improving UX - Quality of every agile iteration as well as the final product as a whole

Process model

The team will be using the agile model of Scrum with some modifications in order to better suit the circumstances of all other team members and the restrictions imposed by the current COVID-19 situation.

Each sprint will be one week long starting and ending on Sunday when the sprint retrospective, product review, backlog refinement and sprint planning for the next sprint will be conducted. Unlike the standup meetings in the usual scrum process model which are held every day during a sprint, our team will only have standup meetings every second day, on Tuesdays, Thursdays and Saturdays. Additionally, the standup meetings will be held on messenger chat with team members' progress detailed in a google doc, rather than a zoom meeting. This is due to time commitments that we have and as a result time we must allocate to other matters.

Definition of Done (Quality Assurance)

A feature is considered complete and ready to be shipped if it satisfies the following criteria:

- All product backlog items related to the feature is completed or negotiated for change
- Feature function as per specified
- Unit testing to ensure no unexpected issues or bugs arise
- All completed code and files required by the feature is pushed to git
- Every team member is satisfied with the product prior to delivery
    - This is verified during the product review meeting after sprints where developers will presentation their features
    - Other members can provide feedback on the product

Task Allocation Method

Tasks are allocated to members with consideration to each team member's experience and preferences. If there is competition for a certain task or role that is escalating into an argument or is holding up the discussion for an extended period of time, the Scrum master will step in and make the decision. Individuals will also be in charge of the tasks/product backlog item related to the feature they are currently working on. Additionally the number of story points assigned to the item will affect who and when it is allocated to avoid any individuals taking on too much burden during any singular sprint.

Team members allocated to the tasks will be recorded on the item's card in Trello. This keeps a history of task delegations and completions as well as making sure that the designated member can be held accountable for their task.

Progress and Backlog Tracking and Management

Our team will use Trello Boards as the main method of tracking the progress and backlog items of the project. Within the Trello workspace dedicated to this project, there will be a Trello board allocated for the inception stage of the project. This Trello board will contain all the required tasks to be done for the inception stage prior to the actual development of the product.

Another Trello board will be dedicated to managing the product backlog items for the entire project. These items may be larger and less detailed but will encapsulate the overall concept and purpose of the task. The items on this board will not be updated until the end of a sprint where the results of the sprint are reflected on.

A third Trello board will be used to manage sprint items. Items on this board will be copied from the main product backlog, except expanded upon with the details and broken down into much more specific and smaller sized items if needed. These will be added at the sprint planning meeting and will be items.

A google doc will be used to detail and record individual processes at every standup meeting during sprints. The doc will contain the items the member has worked on in the past two days, the ones they are currently working on, and the ones left to do. There will be more details about how the items are progressing rather than the details about the items which are already written in Trello.

Git will be used as version control to check for any code updates and keep track of the contributions from all team members.

Time Tracking Method

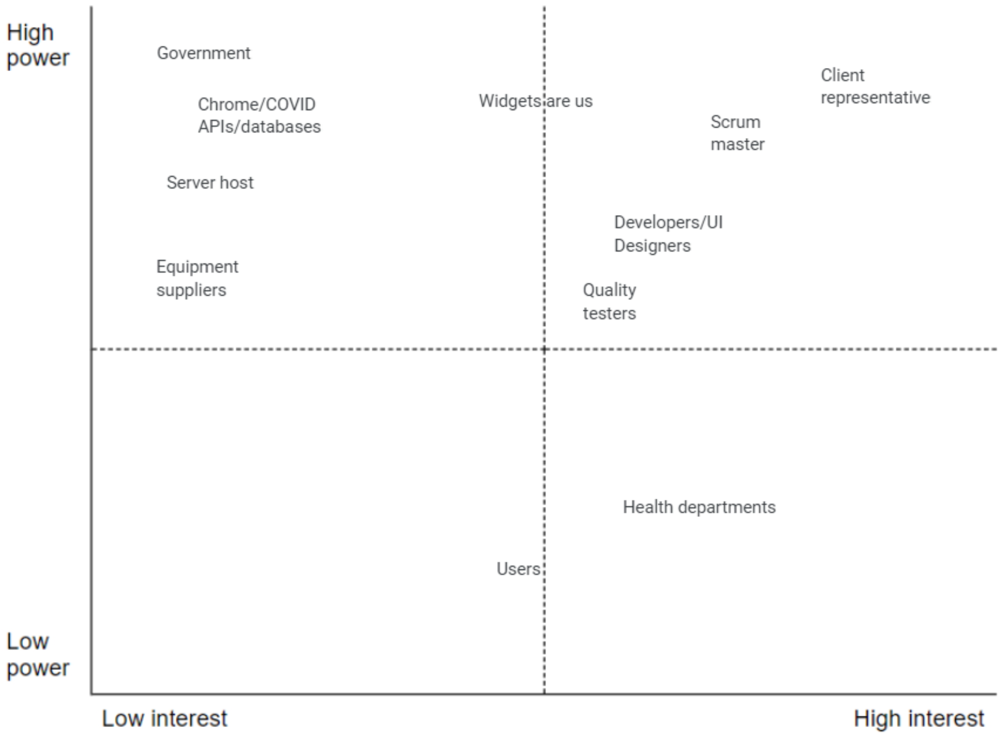
Every product backlog item will be assigned a certain number of story points during the sprint planning. It will act as an estimate of the time and effort needed to complete the task relative to other product backlog items. The story points will be recorded next to the item's name on the Trello board. After each sprint, the total number of story points completed by individual members during the previous sprint and the whole project are summed. This then influences the allocation of tasks for the next sprint to ensure all members are taking on a fair share of the load.

Stakeholders

The stakeholders of this project include our team, the rest of the company Widgets are Us, the client representative, health departments, victorians (user), quality testers, equipment suppliers, server hosts, chrome, COVID APIs and databases and the government.

Stakeholder Mapping

Below is a stakeholder map of each of the stakeholders' influence versus their interest on the project.



Stakeholder Management

To ensure that the client representative (product owner) is informed and satisfied, there are biweekly product review meetings with them where our team will have the opportunity to communicate with them directly, about the progress and any updates. During the meeting we will also discuss the order and priority of the product backlog items and try to comply with the order if there are no other technical requirements preventing it.

Our own team, including the scrum master, developers, UI designers and quality testers will stay informed of the latest updates and changes with each standup meeting during sprints, which will be documented in google docs. If any difficulties or critical matters arise team members can contact the rest on messenger to discuss the issue.

We will be connecting and reaching out to other stakeholders of lower power and higher interest such as our end users and health departments in the future. This may be during user acceptance testing and other forms of testing, or after the product has been developed.