**Project Management Plan**

**AUDARYA**

**IIIT VADODARA**

**Date – 3/10/2017**

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# **Introduction**

Almost all the times, we all have few belongings that are left unused or rendered useless with time. Such things just cover the space of our closet. But these things can definitely be helpful to someone else in our society who cannot afford it. At the same time, very often when we are looking to donate our belongings to someone who needs it, we are faced with many challenges, like, finding the proper recipient, be it any organization or some individual. And for certain items, finding a proper recipient is even more challenging. Motivated by above opportunities and challenges, we are planning to create a software that will be an interface between the person willing to donate (donor) and various certified NGOs which need those donations.

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# **Project Management Approach**

We will follow the iterative waterfall model to carry out the project. Our team has android developers, web developers, designers, and reviewers. Saurabh Kumar Dwivedi, the project manager has the overall responsibility for managing and executing the project plan. Ayush Saxena, Saurabh Kumar Dwivedi, will work on the android application. Sheikh Sameer, Vasudev Prajapat and Advait Dwivedi will work on the web application. Vaibhav Bhadouriya is the designer. Task of reviewing is assigned to Vaibhav Bhadouriya, Vausdev Prajapat and Advait Dwivedi. And the task of content writing will be handled by Saurabh Dwivedi.

The project team will be a matrix in that team members from each organization continue to report to their organizational management throughout the duration of the project. The project manager is responsible for communicating with organizational managers on the progress and performance of each project resource.

# **Project Scope**

The “Audarya” is a GPS-based mobile application and is also made available as a website which helps people to find the closest recipient for their donations based on the user’s current position and other specification like intended age group, type of donation, type of organization to donate and more. The application should be free to download from either a mobile phone application store or similar services or through its online website.

Owners of various non-profit organizations like NGO’s can provide their organization information only using the web-portal. This information will act as the bases for the search results displayed to the user. An administrator also uses the web-portal in order to administer the system and keep the information accurate. The administrator can, for instance, verify organization owners and manage user information.

Furthermore, the software needs both Internet and GPS connection to fetch and display results. All system information is maintained in a database, which is located on a web-server. The software also interacts with the GPS software which is required to be an already installed application on the user’s mobile phone and it makes use of Google maps for its website. By using the GPS-system, users can view nearest organizations to their location and get their address. The application also has the capability of representing both summary and link for detailed information about the organization.

# **Milestone List**

The below chart lists the major milestones for the Audarya Project. This chart is comprised only of major project milestones such as completion of a project phase or gate review. There may be smaller milestones which are not included on this chart but are included in the project schedule and WBS. If there are any scheduling delays which may impact a milestone or delivery date, the project manager must be notified immediately so proactive measures may be taken to mitigate slips in dates. Any approved changes to these milestones or dates will be communicated to the project team by the project manager.

|  |  |  |
| --- | --- | --- |
| Milestone | Description | Date |
| Complete Requirements Gathering | Complete Software Requirement Specification documents | 1/10/2017 |
| Complete Audarya Design | This is the theoretical design for the software and its functionality | 6/10/2017 |
| Complete Audarya Coding | All coding completed resulting in software prototype | 19/10/2017 |
| Complete Audarya Testing and Debugging | All functionality tested and all identified errors corrected | 24/10/2017 |
| Deployment | Completed software and documentation transitioned to operations group to begin production | 30/10/2017 |

# **Schedule Baseline and Work Breakdown Structure**

The schedule of the project will be taken care by the project manager and he will keep check of all the deadlines and the actions to be taken if somebody misses the deadlines. The work that is to be broken down among group is:

* Saurabh Dwivedi - Management head
* Ayush Saxena - Programming head
* Vaibhav Singh - Designing head
* Shaik Sameer - Documentation Head
* Vasudev Prajapat - Testing and Quality Assurance Head
* Advait Dwivedi - Risk Management Head

The Schedule Baseline that is to be followed will be

* Design Phase- 1st October to 6th October

* 1st October- ER Diagram
* 2nd October - Use Case Study
* 3rd October – Activity Model
* 4th October – Documentation of above
* 5th October – UI/UX Designs
* 6th October – Reviewing and finalizing

* Coding Phase – 7th October to 19th October

* 7th to 10th October – Making the core HTML & CSS designs of the project
* 11th to 12th October – Doing Event Handling in the project (Applying Javascript)
* 13th October – Documenting the frontend and doing unit testing on front end
* 14th to 17th October – Implementing the backend of the application
* 18th October – Unit testing of the backend part
* 19th October – Documenting the backend and the complete implementation phase

* Testing Phase – 20th October to 24th October

* 20th to 21st October – Making various possible test cases
* 22nd to 23rd October – Using test cases on the system and documenting the results
* 24th October – Making the changes required in the system to remove failures and completing the documents

* Deployment Phase 25th October to 30th October

* 25th October to 30th October – Publishing the system and marketing it to different NGO’s and donors for their feedbacks and reviews.

# **Communications Management Plan**

This Communications Management Plan sets the communications framework for this project. It will serve as a guide for communications throughout the life of the project and will be updated as communication requirements change. This plan identifies and defines the roles of SmartVoice project team members as they pertain to communications. It also includes a communications matrix which maps the communication requirements of this project, and communication conduct for meetings and other forms of communication. A project team directory is also included to provide contact information for all stakeholders directly involved in the project.

The Project Manager will take the lead role in ensuring effective communications on this project. The communications requirements are documented in the Communications Matrix below. The Communications Matrix will be used as the guide for what information to communicate, who is to do the communicating, when to communicate it, and to whom to communicate.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Communication Type** | **Description** | **Frequency** | **Format** | **Participants/ Distribution** | **Deliverable** | **Owner** |
| Weekly Status Report | Summary of project status | twice a Week | Google Drive | Project Team | Status Report | Project Manager |
| Weekly Project Team Meeting | Meeting to review action register and status | Twice a Week | Group Discussion | Project Team | Updated Action Register | Project Manager |
| Project Weekly Review | Present metrics and status | Weekly | Group Discussion | Project Team | Status and Metric Presentation | Project Manager |
|  |  |  |  |  |  |  |
| Technical Design Review | Review of any technical designs or work associated with the project | As Needed | Group Discussion | Project Team | Technical Design Package | Project Manager |

Project team directory for all communications is:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **E mail** | **Cell Phone** |
| Ayush Saxena | Programming Head | 201552046@iiitv.ac.in | 7405162148 |
| Saurabh Kumar Dwivedi | Project Manager | 201552051@iiitv.ac.in | 7987450520 |
| Sheikh Sameer | Document Manager | 201552078@iiitv.ac.in | 7382007180 |
| Vaibhav Bhadauria | Designer | 201552077@iiitv.ac.in | 8141923379 |
| Advait Dwivedi | Risk Management Specialist | 201552080@iiitv.ac.in | 9454568904 |

Communications Conduct:

Meetings:

The Project Manager will distribute a meeting agenda at least 1 day prior to any scheduled meeting and all participants are expected to review the agenda prior to the meeting. During all project meetings the timekeeper will ensure that the group adheres to the times stated in the agenda and the recorder will take all notes for distribution to the team upon completion of the meeting..

Informal Communications:

While informal communication is a part of every project and is necessary for successful project completion, any issues, concerns, or updates that arise from informal discussion between team members must be communicated to the Project Manager so the appropriate action may be taken.

# **Cost Management Plan**

The Project Manager will be responsible for managing and reporting on the project’s cost throughout the duration of the project. The Project Manager will present and review the project’s cost performance during the monthly project status meeting. Using earned value calculations, the Project Manager is responsible for accounting for cost deviations and presenting the Project Sponsor with options for getting the project back on budget.

The time and efforts for the Audarya project will be calculated using cocomo model. Programming head will provide the information about the size of the code that will be created along with the functional points in the code. Depending upon the information provided, project manager will calculate the estimated time and effort required for the project using COCOMO model.

Earned value calculations will be compiled by the Project Manager and reported at the weekly project status meeting. If there are indications that these values will approach or reach the critical stage before a subsequent meeting, the Project Manager will communicate this to the Project Sponsor immediately.

# **Project Scope Management Plan**

Scope management for the Audarya Project will be the sole responsibility of the Project Manager. The scope for this project is defined by the Scope Statement, Work Breakdown Structure (WBS) and WBS Dictionary. The Project Manager, and Stakeholders will establish and approve documentation for measuring project scope which includes deliverable quality checklists and work performance measurements.

Proposed scope changes may be initiated by the Project Manager, Stakeholders or any member of the project team. All change requests will be submitted to the Project Manager who will then evaluate the requested scope change. Upon acceptance of the scope change request the Project Manager will submit the scope change request to the Change Control Board and Project Sponsor for acceptance. Upon approval of scope changes by the Change Control Board and Project Sponsor the Project Manager will update all project documents and communicate the scope change to all stakeholders. Based on feedback and input from the Project Manager and Stakeholders, the Project Sponsor is responsible for the acceptance of the final project deliverables and project scope.

The Project Sponsor is responsible for formally accepting the project’s final deliverable. This acceptance will be based on a review of all project documentation, testing results, beta trial results, and completion of all tasks/work packages and product functionality.

# **Schedule Management Plan**

Once a preliminary schedule has been developed, it will be reviewed by the project team and any resources tentatively assigned to project tasks. The project team must agree to the proposed work package assignments, durations, and schedule.

Roles and responsibilities for schedule development are as follows:

The project manager will be responsible for facilitating work package definition, sequencing, and estimating duration and resources with the project team.

The project team is responsible for participating in work package definition, sequencing, duration, and resource estimating. The project team will also review and validate the proposed schedule and perform assigned activities once the schedule is approved.

The project stakeholders will participate in reviews of the proposed schedule and assist in its validation.

# **Quality Management Plan**

All members of the Audarya project team will play a role in quality management. It is imperative that the team ensures that work is completed at an adequate level of quality from individual work packages to the final project deliverable.

The following are the quality roles and responsibilities for the Audarya Project:

1. The Project Manager is responsible for quality management throughout the duration of the project.
2. The Project Manager is responsible for implementing the Quality Management Plan and ensuring all tasks, processes, and documentation are compliant with the plan.
3. The Project Manager will work with the project’s quality specialists to establish acceptable quality standards.
4. The Project Manager is also responsible for communicating and tracking all quality standards to the project team and stakeholders.

The Quality Specialists are responsible for working with the Project Manager to develop and implement the Quality Management Plan. Quality Specialists will recommend tools and methodologies for tracking quality and standards to establish acceptable quality levels.

The remaining member of the project team, as well as the stakeholders will be responsible for assisting the Project Manager and Quality Specialists in the establishment of acceptable quality standards.

Quality control for the Audarya Project will utilize tools and methodologies for ensuring that all project deliverables comply with approved quality standards. To meet deliverable requirements and expectations, we must implement a formal process in which quality standards are measured and accepted.

Quality assurance for the Audarya Project will ensure that all processes used in the completion of the project meet acceptable quality standards. These process standards are in place to maximize project efficiency and minimize waste.

# **Risk Management Plan**

In this document we first analyze all the parameters which are responsible in creating any type of risk in the system currently or in near future.For it we reviewed the Design part and get these risks :

1. Authentication- It was the measure issue in our project because a donor must be assured that it is safe and secured.
2. Illegal Use- There are so many people who can use it illegally ,so it is necessary to prevent this product from use for self profit.
3. Collapse of product- It may happen that product failed to impress the people and as a result people neglect that and our product get failed. We have to maintain the buzz and interest in people.

# **Staffing Management Plan**

The Audarya Project will consist of a matrix structure with support from all the team members and NGOs. All work will be performed internally. Staffing requirements for the Audarya Project include the following:

Project Manager (1 position) – responsible for all management for the Audarya Project. The Project Manager is responsible for planning, creating, and/or managing all work activities, variances, tracking, reporting, communication, performance evaluations, staffing, and internal coordination with functional managers.

Senior Programmer (1 position) – responsible for oversight of all coding and programming tasks for the Audarya Project as well as ensuring functionality is compliant with quality standards. Responsible for working with the Project Manager to create work packages, manage risk, manage schedule, identify requirements, and create reports. The Senior Programmer will be managed by the Project Manager who will provide performance feedback to the functional manager.

Programmer (1 position) – responsible for coding and programming for the Audarya Project. All coding and programming tasks will be reviewed by the Senior Programmer prior to implementation. Responsibilities also include assisting with risk identification, determining impacts of change requests, and status reporting. The Programmer will be managed by the Project Manager and feedback will be provided to the functional manager for performance evaluations by the Project Manager and Senior Programmer.

Senior Quality Specialist (1 position) – responsible for assisting the Project Manager in creating quality control and assurance standards. The Senior Quality Specialist is also responsible for maintaining quality control and assurance logs throughout the project. The Senior Quality Specialist will be managed by the Project Manager who will also provide feedback to the functional manager for performance evaluations.

Quality Specialist (1 position) – responsible for assisting the Project Manager and Senior Quality Specialist in creating and tracking quality control and assurance standards. The Quality Specialist will have primary responsibility for compiling quality reporting and metrics for the Project Manager to communicate. The Quality Specialist will be managed by the Project Manager who will provide feedback, along with the Senior Quality Specialist to the functional manager for performance evaluations.

Technical Writer (1 position) – responsible for compiling all project documentation and reporting into organizational formats. Responsible for assisting the Project Manager in Configuration Management and revision control for all project documentation. Responsible for scribing duties during all project meetings and maintaining all project communication distribution lists. The Technical Writer will be managed by the Project Manager who will also provide feedback to the functional manager for performance evaluations.

Testing Specialist (1 position) – responsible for helping establish testing specifications for the SmartVoice Project with the assistance of the Project Manager and Programmers. Responsible for ensuring all testing is complete and documented in accordance with TSI standards. Responsible for ensuring all testing resources are coordinated. The Testing Specialist will be managed by the Project Manager who will also provide feedback to the functional manager for performance evaluations.

The Project Manager will negotiate with all necessary TSI functional managers in order to identify and assign resources for the SmartVoice Project. All resources must be approved by the appropriate functional manager before the resource may begin any project work. The project team will not be co-located for this project and all resources will remain in their current workspace.