

**[ Plan of Action ]**

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# Preface:

This document will explain our plan of action and how we are going to tackle the problem that our customer gave to us.

# Background :

The company called Barroc-IT has hired the 4 of us to fix an issue they’ve had for quite some time. Since they started their company the branches have communicated with word documents and excel documents to keep with one another up-to-date. Sure this works for a small company of 10 people, but the company has grown now and has over 120 employees. The main problem is that it is hard to keep everyone’s excel and word document up-to-date with that amount of employees, and quite often some mistakes are made with communication between branches and this can cause frustration between one another (and it isn’t good for business either!).

# Goals :

Our main goal is to fix the communication problems they have, but to do this, we’ll need to make a lot of steps and take quite some time to do it. We think that the best approach to fix this is by making a website that everyone in the company can access and will keep all data up-to-date 24/7. This way branches won’t have to tell one another when for example a new client has been added. Instead, it shows up on the database and next time someone goes on the website they can see that a new client has been added.

# Projectassignments:

The company has hired #Coders to make an application that will fix the problem, so far we’ve had an interview with every branch head and asked them thoroughly questions on the documentation we’ve got from everyone. Another problem is that after looking at the documentation we were given, every branch saves different information. Some information is the same, but it has been saved in different terms which was unclear at first, but after the interviews and planning of what exactly needs to be in the application and how we’re going to make it we’ve got a clearer image.

# Projectactivities :

In the Time stamp in total of 432,00 hours we will be making the following.

An application with the purpose of enhancing the communication between the departments Finance, Sales and Development of Barroc-IT.

We will do this by making a web-based application. There will be 1 administrator account which has full access to every department’s webpage.

Furthermore every employee will have their own personal account, we will make one for every department and the administrator one. Barroc-IT will have to make every other account themselves, that is out of our Project Scope.

We will make the following for the website.

1. Login webpage
2. Finance homepage

This will contain the following:

|  |
| --- |
| There will be a screen or field in which there can bes een who of Barroc-IT had an appointment with the client as last here by is the following data visible: klant nummer, bedrijfsnaam, adres 1, postcode 1, woonplaats 1, adres 2, postcode 2, woonplaats 2, contactpersoon (full name), voorletters, telefoon nummer, faxnummer en email. |
| There will be a screen where a client can be search from the database. |
| There will be a screen where an employee from finance can make an invoice for a client, and send the invoice to the client and save it in the database. |
| It will be visible at every invoice if it has been paid or not. |
| There will be a screen or field where an employee can fill in what the maximum depth is the client can have, this will also be saved ones there has been clicked on a save button. |
| There will be a screen where al the invoices of a client will be shown every client will have there own seperate screen. On this screen all the invoices will be add to eachother and beneath there there will be the sales amount. |

1. Development homepage

Will contain the following:

|  |
| --- |
| There will be a screen in which an employee of sales can schedule an appointment with client. |
| There will be a screen or field in which it is visible if finance accepted a client or not. |
| There will be a screen where all the customers from Barroc-IT from the past and the current ones are shown. |

1. Sales homepage

Will contain the following:

|  |
| --- |
| There will be a field in which the wishes of a client for the project can be filled in this will also be saved in the database. |
| There will be a screen or field in which an employee of Barroc-IT can make a maintenance contract and send it to the client. It will also be saved in the database. |
| There will be some kin d of box beneath the title of the project where it is visible if a client reached there maximum debt. If they reached it suspended will be in the box if they haven’t reached it yet then there will be on going. |
| There will be a screen where the last 5 appointments with the client are visible. The following details of the client and of the Barroc-IT employee are visible: Name, address, telephone number and company name, and only the name of the barroc it employee. |

# Projectborders :

Start project: September 5th.

End of project: November 2nd.

These dates were chosen because the company can not keep us employed forever and they do not need us to maintain the application since it won’t be presented to the customer. Plus, 432,00 hours of work isn’t that cheap.

**Project programming borders:**

The original plan was to only make 4 accounts, one administrator account that could access everything, and one account for every branch. However, one of the features that we want to add in our application prevents us from doing this (we want to update the database every single time when someone changes it so we can see who did what if something were to go wrong). So instead, we are making an account for every employee.

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# Products :

We are mainly making 2 things, documentation and the application itself. The documentation is as follows:

|  |  |
| --- | --- |
| Document | What it contains |
| MoSCoW | An excel sheet showing all the necessary components the application is going to need. |
| Advicereport | A report telling the customer what is best to do with developing the application and what the customer is going to need. |
| Interview notations | In every single interview we write down what is being said and sometimes record the interview as well, afterwards we convert the questions and answers into 1 document, send it to the customer, and make sure he confirms that we got everything correctly. |
| Meetings | Every single week on Friday at 9:15 we keep a meeting for all employees of #Coders to see how everyone is holding up, and if we are on track. |
| Plan of Approach | Exactly what this document is about |
| Wireframes | Sketches made with pencil and paper containing what the application will be looking like, to make sure that the customer and the developer both agreed on what the application needs to look like. |
| UML diagrams | These are diagrams fully explaining what is going to happen when an user wants to perform an action on the application, this document is mainly for the developers to make it more clear for us on what we need to develop. |
| Planning | A document made in MS Project containing all our hours and what we will be working on, also displaying deadlines and times we think we will be done with certain projects. |
| Acceptationtest | A test that we make before developing the application, in this case after we are done with developing the application we can test the application and see if everyone we wanted to be done is done and is working correctly. |
| Program of requirements | Document displaying all of the requirements that the customer gave us. |

Besides the documentation our main product that we will be developing is the application itself.

# Quality :

To assure the quality of the product we will do the following:  
We keep a meeting every week making sure that everyone is doing what they are supposed to do, and if sudden changes need to be made then we will contact our customer first.

The project leader (Derek Still) will every 1 or 2 days check in on everyone’s code making sure it’s not a big mess so that future developers can look at it and understand what it does.

# Projectorganisation :

As explained in the previous sections, every Friday we will have a meeting. We also have a GitHub keeping track of all the documentation that is being added, this way we can see who does what exactly. If someone is going to be sick and not able to make it to the office then they have to let the others know that he will not be showing up to work by sending a message in the Whatsapp group and saying why exactly they aren’t showing up to work

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# Planning :

See our project planning.

Project planning manager: Floris Roks.

# Costs and benefits :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| weeks | costs | benefits |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| week 1 | € 5.184,00 | Documentation |  |  |
| week 2 | € 5.184,00 | Documentation |  |  |
| week 3 | € 5.184,00 | Documentation |  |  |
| week 4 | € 5.184,00 | Programming |  |  |
| week 5 | € 5.184,00 | Programming |  |  |
| week 6 | € 5.184,00 | Run tests |  |  |
| week 7 | € 5.184,00 | Programming fixes |  |  |
| week 8 | € 5.184,00 | Delivering product |  |  |

This all will result in a correct functioning application.

# Risks :

Risks intern:

Our intern risks could be: not enough motivation, bad project planning, not a good cooperation between project group members, not having the right knowledge on time, running out of time which is bad planning and not enough motivation together, if one of the IDE’s get updated without us knowing and certain changes have been made then our work could all be done for nothing, one of the IDE’s start requiring us to license the IDE, one of our computers breakdown for some reason and they need to find a replacement, an earthquake that causes the building we work in collapse and we’ll have to start working from home.

Risks extern:

Other project groups who mess with our documentation map, laptops which can crash, the wifi is not working in the classroom, weather or transport to school is being against us which can make us being late at school.