



# UI/UX DEVELOPMENT FOR S360

## PROJECT PROPOSAL

## VERSION v1.0

YVONNE WILLIAMS  
BCIS309 – WORK INTEGRATED LEARNING PROJECT, SOFTWARE PATHWAY  
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# Document Control

**Table 1**

*Document Control*

Date	Author	Version	Status of Document/Updates Made
08/08/2022	Yvonne Williams	v0.1	Document Creation
18/08/2022	Yvonne Williams	v0.1	Submitted for Industry feedback
19/08/2022	Yvonne Williams	v0.1_01	Submitted for Academic feedback
31/08/2022	Yvonne Williams	v0.2	Submitted for Industry feedback
31/08/2022	Yvonne Williams	v0.2_01	Submitted for Academic feedback
07/09/2022	Yvonne Williams	v0.3	Submit for Academic and Industry feedback
13/09/2022	Yvonne Williams	v03_01	Submit for Academic and Industry feedback
16/09/2022	Yvonne Williams	v1.0	Signed Off by Industry and Academic
18/09/2022	Yvonne Williams	v1.0	Signed Off by Student and Academic Supervisor

# Glossary

**Table 2**

*Glossary Table*

Acronyms	
UI	User Interface
UX	User Experience
API	Application Programming Interface
AWS	Amazon Web Services
SaaS	Software as a Service
HTML	Hypertext Markup Language
CSS	Cascading Style Sheets
SQL	Structured Query Language
E2E	End-To-End
TDD	Test Driven Development
SCM	Software Configuration Management
PBI	Product Backlog Item
IS	Industry Supervisor
AS	Academic Supervisor
SSL	Secure Sockets Layer
CLI	Command-line Interpreter
ITP NZ	IT Professionals New Zealand
MoSCoW	Must-have, Should-have, Could-have, Won't-have
KPI	Key Performance Indicator
B Corp	Companies verified by B Lab to meet high standards of social and environmental performance, transparency, and accountability. (B Lab Europe, n.d.)
UN	United Nations

# Introduction

This report will outline the proposal details of the project and its required deliverables. Describing the Industry company and the scope of the project.

To understand the project, know the scope, deliverables, requirements and timeline, a Project Plan is gathered and compiled which is approved by all necessary stakeholders within the project. This Project proposal will cover all these areas and prepare stakeholders for the necessary start and progression of this project to full successful completion.

This project proposal has been done with Ara Institute of Canterbury Ltd as the Academic Sponsor, Sustainability 360 Ltd as the Industry Sponsor, and Ara student Yvonne Williams.

The Project Proposal will cover the main aspects of scoping a project.

Project Details as investigated.

Project Scope as specified by Project Sponsor.

Stakeholders involved and of interest in the project.

Student Background and requirements for the project success.

Project plan in high and more detailed form, with timelines and burndown charts.

Risk management and the approach for continuous monitoring of risk and mitigation requirements.

Quality Assurance for the best, most successful outcome possible for the project and its deliverables.

The methodology of the project and outline of framework that will be followed.

And lastly but not least important is the professionalism, standards, ethics, and principles that will be considered and followed for the lifecycle of this project.

# Project Details

This project will cover the UI/UX development and improvements of a web application.

## Project Name

S360 Web Application UI/UX Development and Improvements.

## Overview of Industry Client

Sustainability 360 Limited. Incorporation Date: 13 December 2019.

Sustainability 360 Ltd is an environmental service for driving change, to develop business solutions for simple and affordable sustainability. Helping organisations reach their sustainability goals and initiatives (Sustainability 360 NZ, n.d.-b).

They have developed 'S360', a cloud-based Software as a Service (SaaS) platform that organisations use to reduce their sustainability impact. Guiding and assisting organisations to understand and improve their sustainability journey, including the pathway to becoming a Certified B Corporation. Linked with data from the UN's Sustainable Development Goals for global efforts and for New Zealand to become carbon zero by 2030 (Sustainability 360 Limited, n.d.-a).

Sustainability 360 Ltd headquarters are in Christchurch, in the start-up Incubator Te Āhaka – Centre for Growth and Innovation at Ara Institute of Canterbury.

The S360 platform is for an organisation to do all their planning, tracking, and storing of all their sustainability data and initiatives. It is a powerful sustainability tool and resource, making the administrative tasks of sustainability less complex and less expensive. Dashboards show all the organisations initiatives and progress, with automatic reminders for actions and tasks. With the ability to engage staff and customers, including encouraging them to share their ideas to develop a true culture of sustainability understanding and awareness (Sustainability 360 NZ, n.d.-c).

## Project Background

### Overview

The UI/UX front-end design needs improvements for both functionality and user satisfaction. To meet standards, users, and client expectations.

### Current Situation

Sustainability 360 Ltd.'s S360 is a Full-Stack Web Application.

The Front-End of the web application is developed with React.js on the Ionic Framework, using TypeScript.

The Back-End of the web application utilises microservices (REST API) and the database utilises AWS DynamoDB to store the data from the API. It is deployed on Amazon Web Services, developed with Lambda functions, using a serverless framework.

Currently the web application has some failing device responsiveness that needs to be improved. User experience improvements on the number of clicks through the website and adding or editing of

initiatives. There are user experience improvements set out in Figma specifications that need to be implemented.

#### Future Situation

Positive user experience can lead to more business leads, increased revenue, and more clientele.

## Project Scope

This proposal is to clearly define the scope, requirements, and considerations for the project. A description of the project and the client, requirements for a successful project.

### Project Goals

Specific objectives for this project for the client and the goals for the student.

#### Industry

Develop responsive front-end based on revised design from UI/UX teams.

#### Student

Develop the requirements as set out by the Product Owner, Chief Architect and UI/UX team.

### Benefits of Project

#### Industry

A user-friendly web application that will satisfy its users. Improved and enhancing quality user experience.

#### Student

- Putting theory into practice.
- Hands-on experience in problem-solving.
- Working in an Agile Methodology development environment.
- Attending daily scrum meetings and weekly Monday sprint meetings.
- Developing work habits and job readiness.
- Developing interpersonal and communication skills.
- Learning necessary technologies and technical skills with hands-on practice.
- Hands-on experience with learning the latest technologies and processes.
- Collaborating in a team effort, with product owners, architect, and development members of the team.
- Managing and understanding product backlog and prioritization of tasks and changing requirements.

### Project Requirements

Descriptions of the known high-level requirements. High-level requirements in project management are a bird's eye view of the work and features that must be completed over the course of the project. These requirements outline broad features and conditions for project success (Wrike, n.d.-a).

## Expected Deliverables

### Industry

- Weekly reports with Burn Rate.
- Daily status updates during SCRUM meetings.
- Fortnightly ‘show and tell’ as part of Sprint Retrospective.
- E2E Test Scripts reviewed and committed to SCMS.
- Tasked UI/Ionic React Code.
- Web Application responsiveness. Responsive Design over various devices.
- Deliverables as per Figma Specifications, PBI and Acceptance Criteria when released.

### Academic

- Weekly summarization reviews.
- Continuously maintained burn-down charts.
- WIL and any agreement schedules
- Project Proposal, proposal checklist, project proposal approval form.
- Methodology Essay
- Halfway Project Report
- Industry Supervisor and Academic Supervisor Assessments.
- Final Report
- Short Paper
- Project Poster
- Panel Presentation

# Stakeholder Management

Stakeholders are any members that have a stake or are involved with the project and its success (Landau, 2022).

Key internal stakeholder's roles and communication channels for keeping stakeholders informed and included as required.

## Project Hierarchy

Industry

**Table 3**

*Industry Stakeholders*

Name	Role	Email
Caroline Thalund	Founder. Business Sustainability Specialist. Director. Product Owner	caroline@s360.co.nz
Vinay Varma	Chief Architect. Project Manager. Industry Supervisor	vinay.varma@s360.co.nz
Kodemar Gaurav Thantry	Lead Full-Stack Developer	gaurav.thantry@s360.co.nz
Ariel Evangelista	Full-Stack Developer	ariel.evangelista@s360.co.nz
Ivy Vidal	Automation Testing Developer	ivy.vidal@s360.co.nz
Willem Russ-Hofmans	Student Intern Developer	will.russhofmans@s360.co.nz
Fei Yan	Student Intern Developer	fei.yan@s360.co.nz
Yvonne Williams	Student Intern Developer	yvonne.williams@s360.co.nz

Academic

**Table 4**

*Academic Stakeholders*

Name	Role	Email
Dr David Weir	Academic Manager. Course Convenor.	david.weir@ara.ac.nz
Dr David Weir	Academic Supervisor	david.weir@ara.ac.nz
Yvonne Williams	BCIT Student	yvw0029@arastudemt.ac.nz

## Reporting and Meetings

Meetings will be in-person or via video call. Stakeholders communicate through Microsoft Teams.

### Industry

Monday. At venue, in-person group meetings.

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First part of meeting agenda: Defect Meeting. Biweekly will also include retrospective.

Time: Monday 5:30pm – 6:15pm

Second part of meeting agenda: Planning Meeting.

Time: Monday 6:15pm – 7:15pm

Venue: Te Āhaka – Centre for Growth and Innovation at Ara Institute of Canterbury.

Attendees: Key internal Sustainability 360 Ltd stakeholders.

Tuesday, Wednesday, Thursday. Online video group meetings.

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Meeting agenda: Daily scrum stand ups.

Time: Tuesday, Wednesday, and Thursday 5:10pm – 5:20pm

Venue: Online Microsoft Teams video meetings.

Attendees: Development Team.

Friday. Document submissions

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Meeting agenda: Summarization update report with burn rate.

Venue: Submit on Microsoft Teams or email.

### Academic

BCIS309 Class Attendance

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Time: Monday 3:00pm – 5:00pm and Thursday 1:00pm – 3:00pm.

Attendees: All BCIS309 Students.

Friday. Academic Supervisor Meetings

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Meeting Agenda: Reviews with Academic Supervisor.

Time: Friday 1:00pm – 1:50pm

Venue: S156a or Microsoft Teams Video meeting

Friday. Report submissions

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Weekly Friday summarization reports – submit to Moodle dropbox.

Weekly documents reviewed

- Weekly report
- Burndown charts
- Risk Management
- Quality Assurance

## Student Skills

The skill sets and toolkit requirements and development through the project.

### General Skills Required

- Follow a common goal
- Communication
- Teachable
- Problem solving
- Show respect for each other
- Scrum meeting
- Sprint meetings
- Collaboration and Teamwork
- Adhere to same norms and rules

### ICT Specific Skills Required

- HTML
- TypeScript
- Ionic React
- Amazon Web Services
- Middleware Serverless
- Creating SSL Certificate
- TDD
- JavaScript
- Microservices
- DynamoDB
- SSL Certification
- Node.js
- Git
- Command Line Skills
- CSS
- React
- Azure DevOps
- Visual Code
- AWS CLI
- GitHub

### Skills from Relevant L6 and L7 Courses

#### BCDE311 Software Development Project - Level 7

- HTML
- Project Proposals
- Risk Management
- Iterative Prototypes
- Prototype Presentation
- Responsive Design
- Agile Methodologies
- ITP NZ Ethics & Guidelines
- CSS
- User Centric Report
- Specification documents
- Usability Testing
- HTML
- Accessibility
- Personas
- Design Thinking Stages
- Project Plan
- Functional Testing
- Project Plan
- Functional Testing
- Wireframes - Mock-ups
- Project Management Frameworks

#### BCDE215 Web Development – Level 6

- HTML
- Database management
- Amazon Web Services
- JavaScript
- Accessibility
- MySQL Database
- CSS
- Responsive Design
- Ubuntu

#### BCDE223 Best Programming Practices Java – Level 6

- Coding Languages
- MoSCoW
- Unit Testing
- Visual Studio
- Class Diagrams
- Hand Coding

#### BCIS207 Enterprise Solutions Deployment – Level 6

- Development Methodologies
- Metric Tools
- Compare and Contrast IT solution development
- Evaluate methods of IT solutions deployment

#### BCIS303 Information Technology Governance – Level 7

- Thematic Analysis
- Qualitative Analysis
- High-Level Analytics
- Systematic Data Gathering
- Collaborative Teamwork
- Data Mining
- Engagement and Input
- Data Coding
- Planning Skills
- Strategic Analysis
- Strategic Evaluation

#### BCDE222 Best Programming Practices C# .Net – Level 6

- Coding Languages
- MoSCoW
- Unit Testing
- Visual Studio
- Class Diagrams
- Hand Coding

#### BCIS208 IT Service Management – Level 6

- Project Management Tools
- Project Management Problem Solving
- Change Management Processes
- Management Tools
- IT Service Delivery Procedures
- IT Service Management

### Approach to Learning New Skills

- Learning with tutorials: YouTube, LinkedIn.
- Learning with practice: Develop a few small projects or functions to show case learning.
- Learning with reading: Links and documents will be provided by Sustainability S360 to read, related to their work requirements and some self-initiated research.

# Project Plan – High Level

A High-level project plan manages the project's goals, timeline, dependencies, and available resources. It describes what should be done, when and by whom, without getting into details of specific tasks. Establishing the project's requirements and deliverables and then tracking them over the project's lifecycle (Halabuda, n.d.).

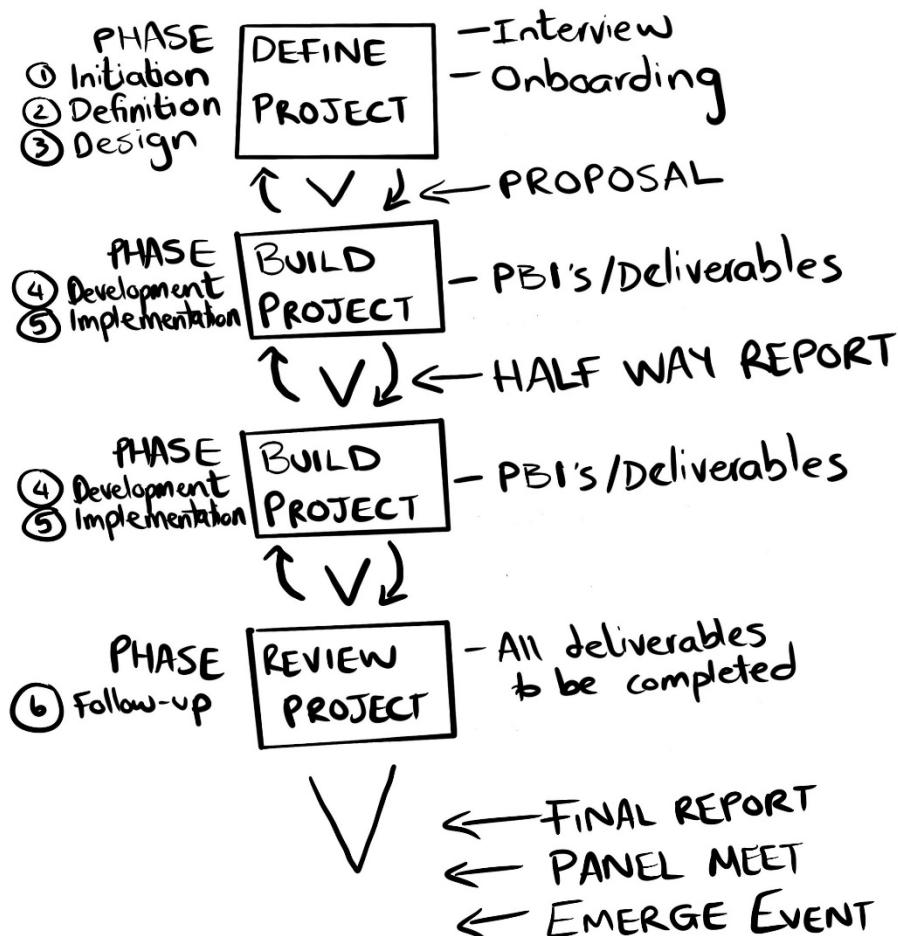
## Academic Six Phase Project Plan

The academic project plan will follow close along with the industry project plan. During the onboarding phase the gathering of the information and project proposal will be established to define the project. During the development phases of the industry project plan the project will be in its build and execute phase. While the industry project will close in the week of the 31<sup>st</sup> of October 2022, the academic project plan will continue to close the project and finish final deliverables required.

The final two weeks post project completion will require the most academic hours as I finish off all my academic deliverables and prepare for the panel presentation.

**Figure 1**

*Six Phase Academic Project Plan Sketch*



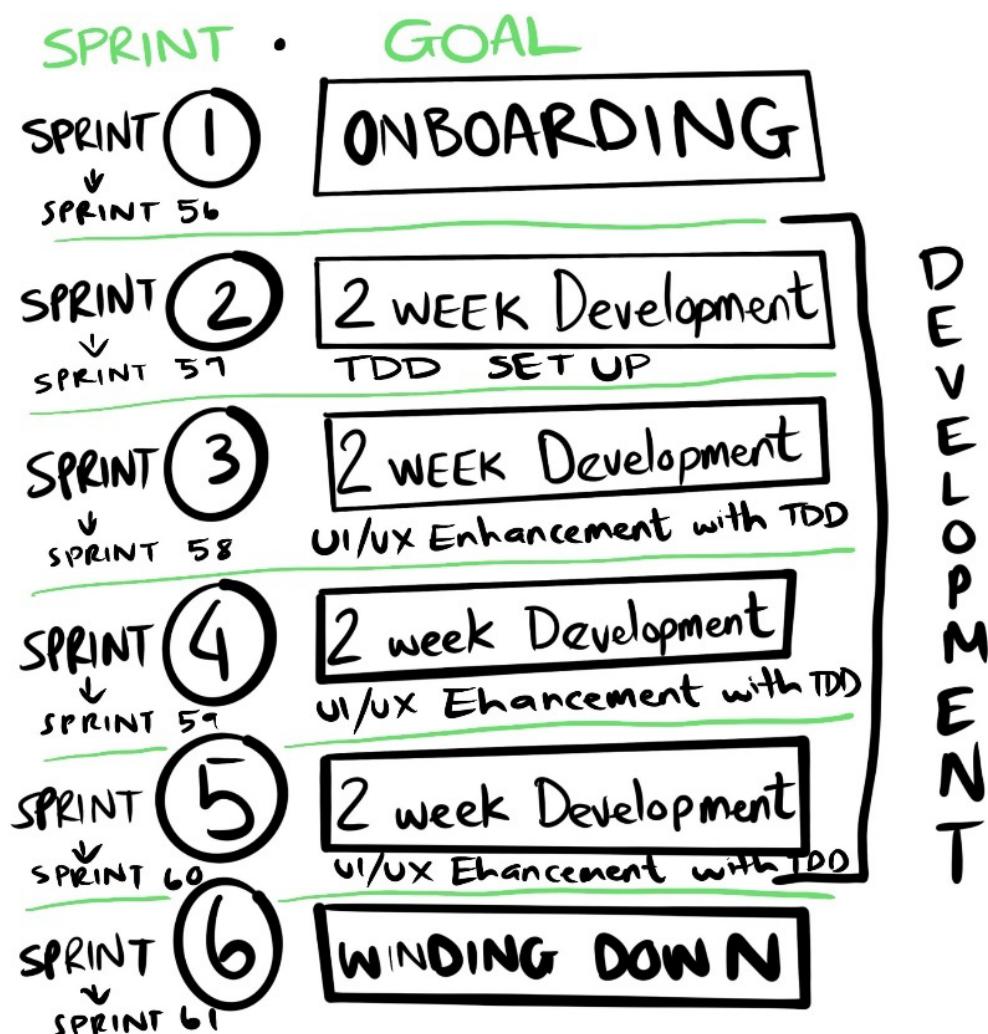
## Industry Sprints Project Plan

The industry project deliverables will be an Agile scrum sprint framework. A scrum framework is from an Agile methodology incorporating its principles into the day-to-day deliverables. It describes the iterations of workload and versions of a product, or the software features produced. The goal is to keep everyone in the team updated, in a timeline and accountable for work done (Monday, 2022).

The onboarding will be the first 2-week sprint, this is for learning the required languages and frameworks used for S360 and setting up the development environment that will be needed on my machine. There will then be four sets of 2-week sprints of development of the features in the project. The last sprint will be the completing and winding down of the development process. Totalling to a 12-week project duration. Though it will be 6 sprints, the project plan will refer to the weeks as specified by the industry's current sprint week.

**Figure 2**

*S360 Sprint Industry Project Plan Sketch*



## Timetable

The high-level timeline includes the expected and predicted hours per week for the project deliverables.

A sprint will have Monday sessions to discuss the planning for the sprint, user stories, bugs, and product backlogs. During the sprint week there will be daily 10-minute scrum stand-ups in the late afternoon for updates on work done. The second week of the sprint Monday will be ‘Refinement’ meeting. The Monday following a completed sprint will start with a Retrospective (also known as ‘Show-n-Tell’ or Sprint review) and then the next sprint plan, see Figure 3.

Some hours are on an average guideline, sometimes development may take longer and testing shorter or vice versa. But the overall hours for the week will be achieved, and to complete the minimum 300 industry hours as depicted in Figure 4.

**Figure 3**

*Industry Sprint Timetable*

S	Monday	Tuesday	Wednesday	Thursday	Friday
P	Retrospective	15min	15min	15min	Burn rate
R	Sprint Plan	Stand-up	Stand-up	Stand-up	report
I	Monday	Monday	Wednesday	Thursday	Friday
N	Sprint Refinement	15min Stand-up	15min Stand-up	15min Stand-up	Burn rate report
T					

**Figure 4**

*Screenshot Excel Project Plan Industry Timetable*

INDUSTRY SPRINT		Hrs Planned	Industry	
SPRINT 56		15/08/2022	16	Onboarding
		22/08/2022	23	Show-n-tell
SPRINT 57		29/08/2022	22	
		5/09/2022	23	Retrospective
SPRINT 58		12/09/2022	25	
		19/09/2022	24	Retrospective
SPRINT 59		26/09/2022	24	
		3/10/2022	27	Retrospective
SPRINT 60		10/10/2022	29	
		17/10/2022	29	Retrospective
SPRINT 61		24/10/2022	29	Winding down
		31/10/2022	29	Retrospective
	Total Industry Hours:		300	

The academic timetable includes hours of class time, academic meetings, and deliverables, refer to figure 5. There is also a part in the timetable highlighted to show the major expected deliverables due dates as specified in the course outline documentations. The academic timetable extends further than the industry timetable, this is because all the work will need to be consolidated into a final report with reflections and further self-assessments as they have been gathered throughout the project's lifecycle. There is an academic term break during the project, this period will still include academic supervisor meetings. The communications are to continue with giving updates and feedback on progress, including to share burndown charts and risk management tables.

**Figure 5**

*Screenshot Excel Project Plan Academic Timetable*

Academic Course week as given in Course PDF Schedule Outline		My Academic Course working Week	Week starting	Planned	Deliverable
			25/07/2022		
1	1			8	Class start 27/07/2022
2	2		1/08/2022	8	
3	3		8/08/2022	8	
4	4		15/08/2022	9	
5	5		22/08/2022	20	Proposal Report
6	6		29/08/2022	5	
7	7		5/09/2022	5	
8	8		12/09/2022	5	
9	9		19/09/2022	12	
10	10		26/09/2022	12	Half-way Report
Ara Term break week	11		3/10/2022	2	
Ara Term break week	12		10/10/2022	2	
11	13		17/10/2022	5	
12	14		24/10/2022	5	
13	15		31/10/2022	5	
14	16		7/11/2022	10	Final Report
15	17		14/11/2022	11	Panel, Poster, Short
16	18		21/11/2022	10	paper Methodology
17	19		28/11/2022	8	
18	20		5/12/2022	4	EMERGE. Other preparations &
Total Academic Hours:				154	

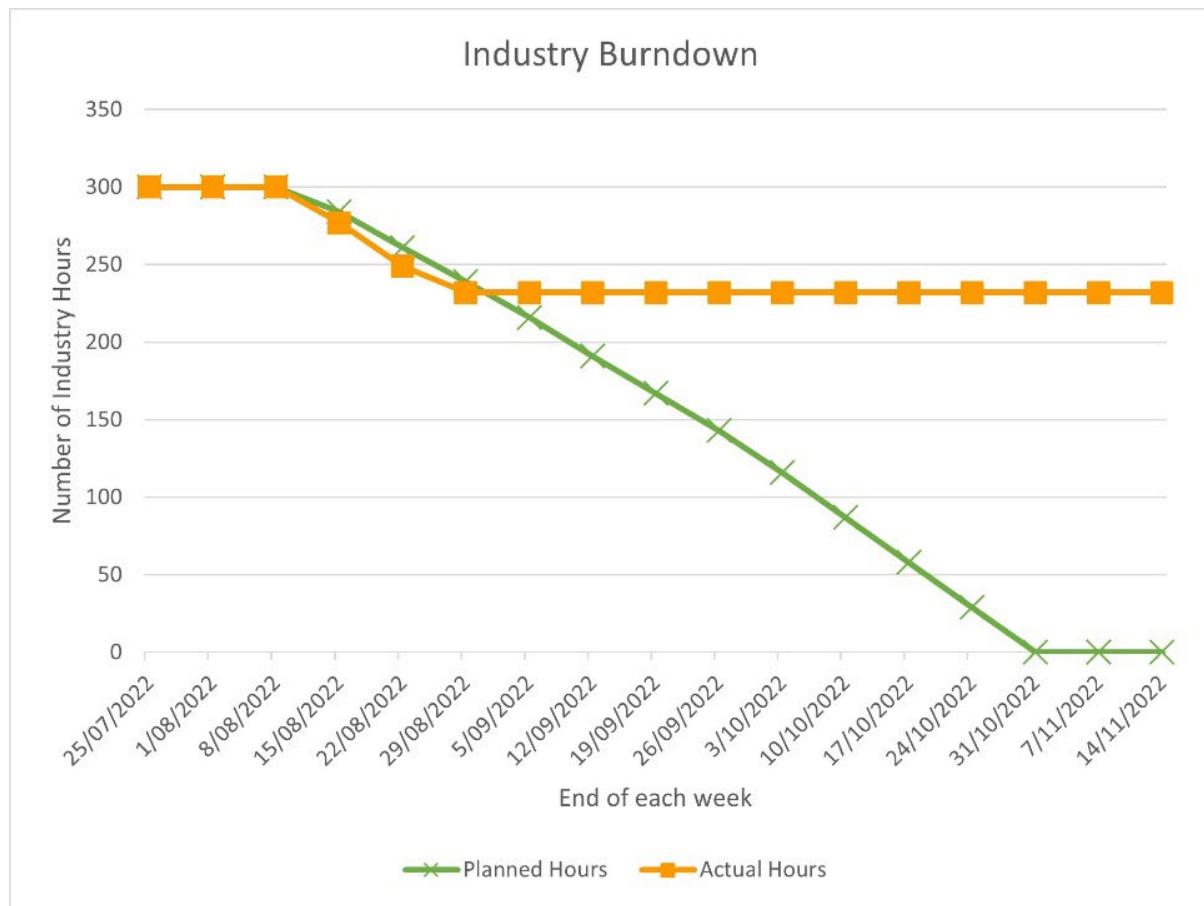
## Burndown Charts

The burndown charts will be a graphical presentation of work progress actual hours versus planned hours and timeline of expected days. Figure 6 is a snapshot of the current industry burndown chart and figure 8 is a snapshot of the current academic burndown chart.

Industry

**Figure 6**

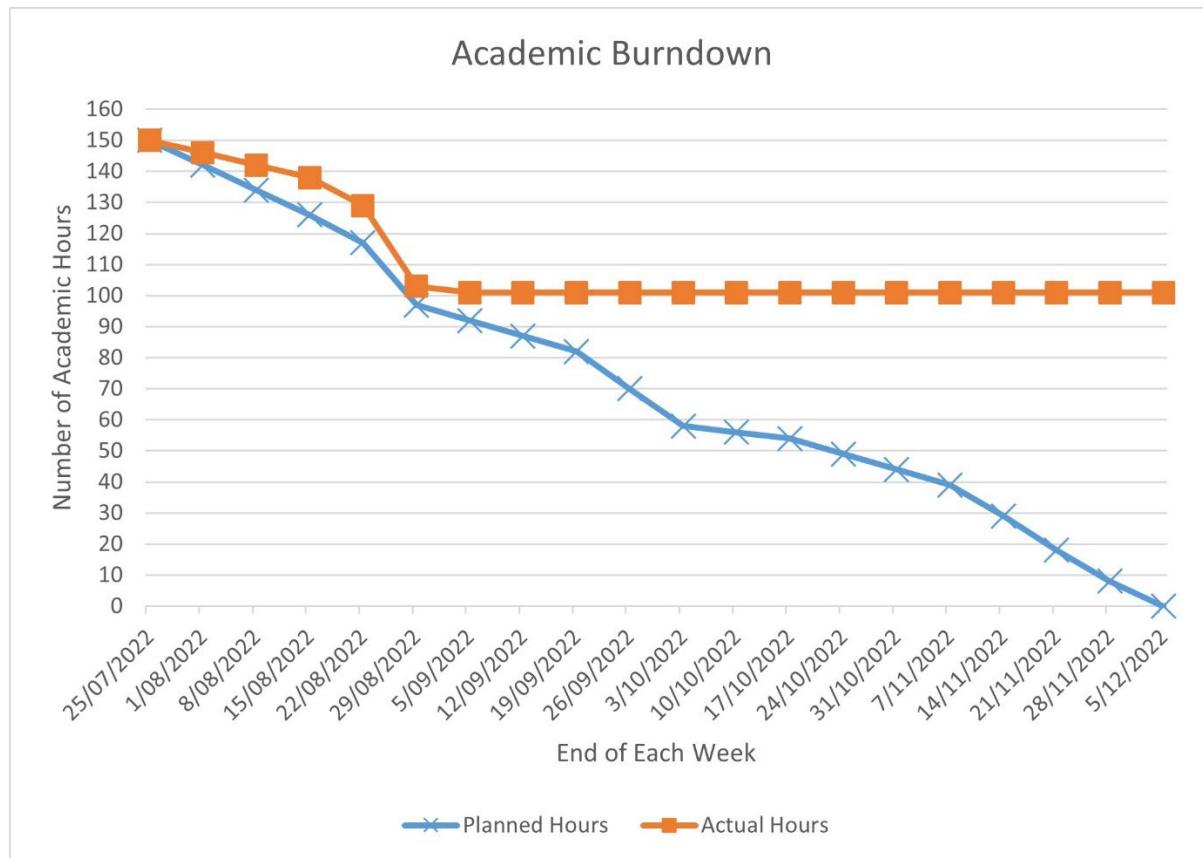
*Industry Burndown Chart*



## Academic

**Figure 7**

*Academic Burndown Chart*



## Resources/Access Required

Access to Company Communication: Microsoft Teams, an account and log in access to organisations group.

Access to project management system: Azure DevOps, access permission by product owner.

Access to internal services: Development database, SSL Certificate for local-API, AWS Console access, keys and passwords, GitHub access and repositories.

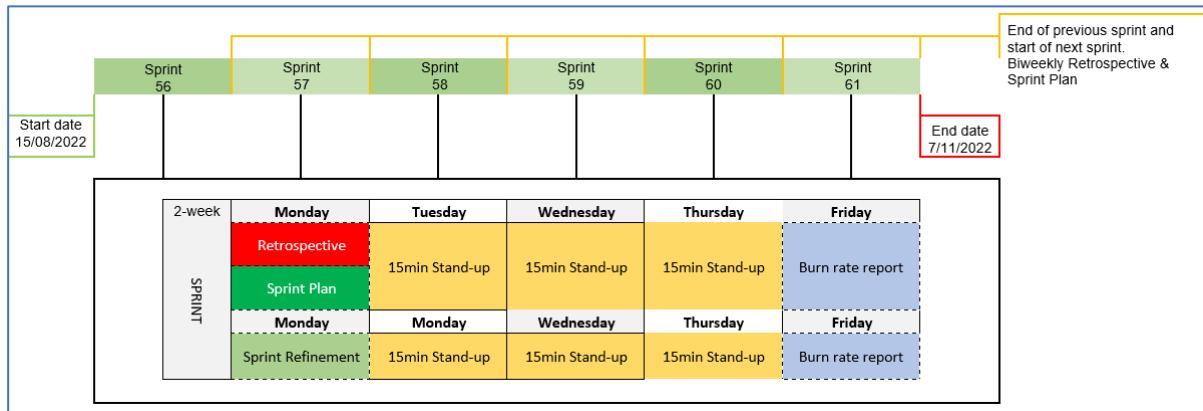
## Detailed Project Plan

The detailed project plan for the industry includes the meetings and work that needs to be achieved, refer to figure 10. The industry provider has suggested they would like 25 hours in one working week and a sprint is two weeks. The project plan consists of 2-week sprints, 10 working days, see figure 9. Twenty-five hours over twelve weeks, amounts to 300 Industry hours. I have planned the hours according to other commitments, where other commitments slow down or are not a factor, I have increased the hours I plan to output in that week. Figure 8 illustrates the detailed hours planned per week.

**Figure 8**

*Screenshot of Industry Planned Hours*

Academic Course S360 Outline Week Sprint	Starting week date	Hours per week		Remaining hours	
		Planned	Actual	Planned Hours	Actual Hours
1	25/07/2022	0	0	300	300
2	1/08/2022	0	0	300	300
3	8/08/2022	0	0	300	300
4 56	15/08/2022	16	23	284	277
5 56	22/08/2022	23	28	261	249
6 57	29/08/2022	22	17	239	232
7 57	5/09/2022	23		216	232
8 58	12/09/2022	25		191	232
9 58	19/09/2022	24		167	232
10 59	26/09/2022	24		143	232
Ara/school break 59	3/10/2022	27		116	232
Ara/school break 60	10/10/2022	29		87	232
13 60	17/10/2022	29		58	232
14 61	24/10/2022	29		29	232
15 61	31/10/2022	29		0	232
16	7/11/2022	0		0	232
17	14/11/2022	0		0	232
Total Industry Hours:		300	68		

**Figure 9***Industry Sprint Detailed Project Plan***Figure 10***Screenshot of Industry Detailed Project Plan*

Phase	Task	Industry Expected Hours	Yvonne Planned Hours	Due Date		Industry expected total hours	My planned expected hours
<b>SPRINT ONE 15 August - 26 August - Onboarding</b>							
<b>SPRINT 56</b>	Sprint Plan	4	4	15-Aug		50	39
	Daily Stand-ups	1	1	26-Aug			
	Onboard Learning	44	33	26-Aug			
	Sprint Retrospective	1	1	12-Sep			
<b>SPRINT TWO 29 August - 9 September - TDD Set up</b>							
<b>SPRINT 57</b>	Sprint Plan	1	1	29-Aug		50	45
	Refinement Meeting	2	2	5-Sep			
	Daily Stand-ups	1	1	9-Sep			
	PBI's and End-to-End Testing	45	40	9-Sep			
	Sprint Retrospective	1	1	12-Sep			
<b>SPRINT THREE 12 September - 23 September - UI + UX Enhancements with TDD</b>							
<b>SPRINT 58</b>	Sprint Plan	1	1	12-Sep		50	49
	Refinement Meeting	2	2	19-Sep			
	Daily Stand-ups	1	1	23-Sep			
	PBI's and End-to-End Testing	45	44	23-Sep			
	Sprint Retrospective	1	1	26-Sep			
<b>SPRINT FOUR 26 September - 7 October - UI + UX Enhancements with TDD</b>							
<b>SPRINT 59</b>	Sprint Plan	1	1	26-Sep		50	51
	Refinement Meeting	2	2	3-Oct			
	Daily Stand-ups	1	1	7-Oct			
	PBI's and End-to-End Testing	45	46	7-Oct			
	Sprint Retrospective	1	1	10-Oct			
<b>SPRINT FIVE 10 October - 21 October - UI + UX Enhancements with TDD</b>							
<b>SPRINT 60</b>	Sprint Plan	1	1	10-Oct		50	58
	Refinement Meeting	2	2	17-Oct			
	Daily Stand-ups	1	1	21-Oct			
	PBI's and End-to-End Testing	45	53	21-Oct			
	Sprint Retrospective	1	1	24-Oct			
<b>SPRINT SIX 24 October - 7 November - UI + UX Enhancements with TDD and Winding down</b>							
<b>SPRINT 61</b>	Sprint Plan	1	1	24-Oct		50	58
	Refinement Meeting	2	2	31-Oct			
	Daily Stand-ups	1	1	4-Nov			
	PBI's and End-to-End Testing	45	53	4-Nov			
	Sprint Retrospective	1	1	7-Nov			
<b>Total Hours:</b>		300	300	7-Nov			

The academic detailed project plan includes class sessions, academic meetings, estimated work hours per task and actual hours spent on each task to achieve the deliverables. Some deliverables have been further broken down into smaller tasks, true to the agile development methodology for project management. Figure 11 is the detailed academic project plan, it also states the date a draft of the task was created, the tasks due date and the actual completion date of the task.

**Figure 11**

*Academic Detailed Project Plan*

	Phase	Task	Estimated Hours	Actual hours	Draft	Due Date	Actual Completion
DEFINE PROJECT. SPRINT 1	Empathise	Curriculum Vitae	1	3	25-Jul-22	1-Aug-22	1-Aug-22
		WILL and Confidentiality Agreement	1	1	9-Aug-22	19-Aug-22	
		Initial Interview	1	1	N/A	N/A	8-Aug-22
		Research features of existing product	2	2	15-Aug-22	22-Aug-22	
		Project details and background	1	1	15-Aug-22	22-Aug-22	
		Project Scope and deliverables	2	2	15-Aug-22	22-Aug-22	
	Define	Information Gathering on Company	1	1	15-Aug-22	22-Aug-22	
		Proposal Assemble (Proposal, checklist)	9	12	8-Aug-22	22-Aug-22	
		Risk Management research & create table	2	5	27-Aug-22	22-Aug-22	
		Project Plan research	2	3	15-Aug-22	22-Aug-22	
		Quality Assurance research & create table	1	1	30-Aug-22	22-Aug-22	
BUILD PROJECT. SPRINT 2 - 5	Development	Methodology research	2	2		22-Aug-22	
		Detailed Project Plan Spreadsheet	1	2	15-Aug-22	22-Aug-22	
		Professional, ITP Code, legislation	1	1	30-Aug-22	22-Aug-22	
		Sustainability, Te Tiriti o Waitangi	1	1		22-Aug-22	
		Test Plan research and add to Project Proposal	1	1	30-Aug-22	22-Aug-22	
		Design - Ideate	Confirm Concepts and Details with Client, Proposal review	1	2	18-Aug-22	22-Aug-22
		Proposal approval form	1	1		22-Aug-22	
		Half-way Report	7			26-Sep-22	
		Methodology report	7			14-Nov-22	
REVIEW PROJECT	Implementation	Final report	10			14-Nov-22	
		Short Paper	3			14-Nov-22	
		Project Poster	5			14-Nov-22	
		Academic Meetings	13	3	19-Aug-22	11-Nov-22	
	Follow-up	Weekly Document updates - Risk Assessments	4	1	18-Aug-22	14-Nov-22	
		Weekly Document updates - Quality Assurance	4	1	18-Aug-22	14-Nov-22	
		Weekly Document updates - Burn down charts	4	1	18-Aug-22	14-Nov-22	
		Weekly Document updates - Weekly written reviews	4	1	18-Aug-22	14-Nov-22	
		Refine final documentations	5		N/A	14-Nov-22	
		Panel Presentation	1			14-Nov-22	
		Class Hours	57				
		Total Hours:	153	45			

# Risk Management

Having a risk management plan helps to identify the potential risks, the impact they might have on the project and prepare for the possible plan of action if or when an associated trigger might eventuate.

## Approach

I have decided to use the MS Risk Template Tool (Microsoft, n.d.). This will be a live document that will be continuously updated when I might become aware of a risk, if any of the risk's triggers might happen and on a weekly basis reviewed to prepare for Academic Supervisor meetings. These will also be included in the Proposal, Half-way, and Final report documentations. Refer to Appendix C, D, E and F for risk registers as they have been developing through the project thus far. Figure 12 is the most current proposal risk assessment.

Probability – Is the chance in a scale of the risk happening and impacting the project.

1%-30% is considered low, these are risks I have considered and acknowledged exist, but due diligence or previous experience suggests it will be a low probability for me.

31%-49% is considered as a mild possibility, due to it having happened to me once or twice in my course or projects lifetime but considering the current factors it is a mild probability.

50%-59% is a range that means there is equal mild and high probability factors, so slightly on the fence as they are fluid and changing slightly to milder or more medium range of probability.

60%-70% is medium probability based on previous experience on projects in course lifetime.

71%-99% is high probability, this is from knowingly is it likely to happen to knowing it is going to happen. E.g., I must find a new rental home and move house ASAP.

0% being would not happen so would not be included and 100% would mean an event, not a risk.

Impact – Is a scale of severity of what it might mean to impact the project if the risk happens.

Scale of 1-3 is low impact, 4-7 is medium impact, 8-9 is high impact. 10 an impact event.

Exposure- Is calculated from the probability and Impact figures, this is for prioritizing the risks value.

Mitigation would mean what I plan to do to try and avoid the risk occurring.

Contingency would mean what I would plan to do if the trigger or event should happen.

Triggers are the signs of the risk becoming an event, I can watch for these triggers to avoid a full event or to then activate my contingency plan.

Further treatment for the management of the risk's would be accordingly to their exposure rate.

If exposure > 7 then daily attention review on specific risk.

If exposure > 5 then weekly attention review on specific risk.

If exposure > 3 then fortnightly attention review on specific risk.

If exposure < 3 then at Half-way and again at Final report review on specific risk.

## Risk Table

My top 5 current risks are in personal, business, project, technology, and process classification.

Appendix C, D, E and F are risk register version completed to date.

1. Personal – Is my environment and having to find a house and move house as soon as possible, if not immediately without enough time for thorough preparation of exact timeframe of impact.
2. Business – I have signed a confidentiality agreement with S360. This means I must be extremely careful with what and how I use or manage the information I have access to of their business models, concepts, or code.
3. Project – The progress of the project and its deliverables needs to be fluid and always progressing. Being under skilled to complete the necessary work or deliverables and within the timeframes allocated can jeopardise this progressive development.
4. Technology – Tools and my development environment needs to be available for the development. Without the necessary machine or development stack for coding my deliverables will be at a standstill.
5. Process – Decision making and keeping myself disciplined with my timelines and allocated hours. This is time management and keeping up with the necessary live documentations to aid in this area.

**Figure 12**

### Current Risk Assessment

Risk Assessment Template										
#	Risk Statement	Condition	Consequence	1 to 99%	1 to 9	Probability	Impact	Exposure		
Organisation:	S360									
Initiative, Project, and/or Engagement:	UI/UX Development									
Author:	Yvonne Williams									
Version created:	9-Sep-22									
#	Risk Statement	Condition	Consequence	1 to 99%	1 to 9	Mitigation	Contingency	Triggers	Date	notes
8	Moving house	No internet. Consumes time.	100.00%	10	10	Try plan to move over a weekend	Use Ara WiFi. Use room s257. Use Te Āhaka	Find a house and move ASAP	2-Sep-22	Weekend move.
1	Underskilled	Not doing the work required	60.00%	9	5.4	Onboarding. Self learning. Continued upskilling	Communication. Team upskilling	Over 1 hour on a simple task		Skill struggles throughout course lifetime
2	Time Management	Not completing work	60.00%	9	5.4	Weekly reviews. Maintain excel spreadsheets be specific, measurable, attainable, realistic	Communication	Lack of discipline. Falling behind on deliverables. Falling behind on Cyber class work.		Has been a struggle throughout course lifetime
7	S360 Confidentiality	Leaked code and concepts belonging to S360	20.00%	9	1.8	Keep code and concepts private. Only share whats on social media shared by company	Communication with product owner	Sharing information. Showing code.		Crucial no code or business concepts are shown to anyone
5	Covid	1 week isolation. Low energy and feeling ill.	45.00%	6	2.7	Daily VitC. Mask wearing.	Prepared for remote working	It's been over 3 months since I last had covid. I could catch it again.		NZ Health department cases at 11:59pm August 16 2022, shows 40% infection rate in my age group.
3	Code defects	System or work stops	30.00%	8	2.4	Continuous Reviews. Frequent commits. Testing code frequently. Communication with team. Team review	Communication with team. Team review	Code breaks taking over 1 hour to fix		Has been a struggle throughout course lifetime. But s360 has well planned mitigation plans.
4	PC inadequacy	unable to install or run applications	40.00%	5	2	Check with IS system requirements.	Use Ara machines. Use s360 machine at Te Āhaka	Processing power = CPU runs high. Low or insufficient RAM. Storage		Has happened one or twice in course lifecycle and previously been of high impact. Have since learnt lessons from these experiences how to mitigate and lower impact.
6	House Hunting	Loss of working hours to work on Academic or Industry deliverables	100.00%	10	10	Try plan and sacrifice hours where less impact	Work longer nights and weekends. Extentions	Hours spent looking online, on the phone and going to viewings. Can't get application approved and have to continue going to Open Homes and house viewings	Occurred 26/08/2022	

# Quality Assurance

This is the process of ensuring the deliverables meet the project scope and expected deliverables.

Quality assurance is the monitoring of the deliverables to ensure the lifecycle of the project is progressing as expected by the product owner and all other key shareholders (Software Testing Help, 2022).

## Approach

I will be using the Virginia Tech Quality Assurance Table for management of Quality Assurance.

Each expected deliverable needs to have an assigned status; Not started, In Progress, Complete, Needs Review, Approved, Overdue, On Hold, Ongoing. Though some of these could be overlapping in status. And it is current priority level if high, medium, or low.

Each expected deliverable needs to state the quality measure of what would be used to develop the quality.

There needs to be specified quality assurance activity that would take place to ensure the quality is met, and the frequency of this activity stated.

S360 will also be holding a meeting on the 5<sup>th</sup> of September 2022, to have shareholders collaborate and set standards on the 'definition of done' for quality control and assurance on work and deliverables.

Definition of done is the team deciding what the acceptance criteria is to satisfy the completion of a task.

## Quality Assurance Table

The current management of Quality assurance has been planned but will be a continuously monitored table. Refer to Appendix G and H.

Industry

**Figure 13**

*Screenshot of Industry Quality Control Table*

STATUS	CURRENT PRIORITY STATUS	DELIVERABLE	QUALITY MEASURE	QUALITY ASSURANCE ACTIVITY	FREQUENCY	RESPONSIBILITY	DUEDATE
ONGOING	High	Stand-up status updates	Template, 'Housekeeping rules'	Chief Architect, Product Owner or Lead Developer, Stakeholders	Daily	Yvonne, Stakeholders	16 August, 17 August, 18 August, 23 August, 24 August, 25 August, 30 August, 31 August, 1 September, 6 September, 7 September, 8 September, 13 September, 14 September, 15 September, 20 September, 21 September, 22 September, 27 September, 28 September, 29 September, 4 October, 5 October, 6 October, 11 October, 12 October, 13 October, 18 October, 19 October, 20 October, 25 October, 26 October, 27 October, 1 November, 2 November, 3 November
ONGOING	High	Status reports, Burn down chart and burn rate	Template, 'Housekeeping rules'	Chief Architect, Product Owner or Lead Developer, Stakeholders	Weekly	Yvonne, Stakeholders	19 August, 26 August, 2 September, 9 September, 16 September, 23 September, 30 September, 7 October, 14 October, 21 October, 28 October, 4 October
ONGOING	High	Show-and-Tell as part of sprint Retrospective	Template, 'Housekeeping rules'	Chief Architect, Product Owner or Lead Developer, Stakeholders	Fortnightly Sprint Retrospective	Yvonne, Stakeholders	22 August, 29 August, 5 September, 12 September, 19 September, 26 September, 3 October, 10 October, 17 October, 24 October, 31 October, 7 November
On Hold		E2E Test Scripts reviewed	As specified by PBIs	Chief Architect or Lead Developer, Stakeholders	As released for testing by developer and before implementation between alpha, beta, and production releases.	Yvonne, Stakeholders	22 August, 29 August, 5 September, 12 September, 19 September, 26 September, 3 October, 10 October, 17 October, 24 October, 31 October, 7 November
On Hold		E2E Test Scripts committed	Developers have completely and accurately captured application requirements as set out by PBIs	Chief Architect or Lead Developer, Stakeholders	As released for testing by developer and before implementation between alpha, beta, and production releases.	Yvonne, Stakeholders	22 August, 29 August, 5 September, 12 September, 19 September, 26 September, 3 October, 10 October, 17 October, 24 October, 31 October, 7 November
On Hold		Tasked UX/UI Development tasks	Azure DevOps PBIs	Chief Architect, Product Owner or Lead Developer, Stakeholders	As released by Chief Architect, Product Owner or Lead Developer	Yvonne, Stakeholders	22 August, 29 August, 5 September, 12 September, 19 September, 26 September, 3 October, 10 October, 17 October, 24 October, 31 October, 7 November
On Hold		Web application Responsive Design	UI/UX Team Specifications	Stakeholders, Lead Developer and Chief Architect review	As released by Product Owner, Chief Architect from UI/UX Team	Yvonne, Stakeholders	19 September, 26 September, 3 October, 10 October, 17 October, 24 October, 31 October, 7 November
On Hold		Deliverables as per Figma Specs, PBIs and Acceptance Criteria	Figma Specifications, Product Backlog Item, Acceptance Criteria	Stakeholders, Lead Developer and Chief Architect review	As released by Product Owner, Chief Architect from UI/UX Team	Yvonne, Stakeholders	22 August, 29 August, 5 September, 12 September, 19 September, 26 September, 3 October, 10 October, 17 October, 24 October, 31 October, 7 November

## Academic

**Figure 14***Screenshot of Academic Quality Control Table*

STATUS	CURRENT PRIORITY STATUS	DELIVERABLE	QUALITY MEASURE	QUALITY ASSURANCE ACTIVITY	FREQUENCY	RESPONSIBILITY	DU DATE	COMMENTS
Approved	Done	Curriculum Vitae	Template, Feedback	Careers Hub	Once off	Yvonne	1/08/2022	Completed
ONGOING	High	Written reviews	Template, Feedback	Academic Supervisor Reviews	Weekly	Yvonne	14/11/2022	
ONGOING	High	Maintain burn down charts	Template, Feedback	Academic Supervisor Reviews	Weekly	Yvonne	14/11/2022	
Approved	Done	WL and agreement schedules	Template, Industry documentation.	Academic Supervisor and Product Owner	Once off	Yvonne (Stakeholder's approval)	19/08/2022	Completed
Needs Review	High	Project Proposal	Template, Feedback, Checklist, Grammarly, Spell Check, Peer review, Turnitin	Academic Supervisor, Product Owner and Industry Supervisor	As necessary to completion	Yvonne (Stakeholder's approval)	22/08/2022	
On Hold	Medium	Methodology Essay	Template, Feedback, Checklist, Grammarly, Spell Check, Peer review, Turnitin	Academic Supervisor	As necessary to completion	Yvonne	14/11/2022	
On Hold		Halfway Report	Template, Feedback, Checklist, Grammarly, Spell Check, Peer review, Turnitin	Academic Supervisor, Product Owner and Industry Supervisor	As necessary to completion	Yvonne (Stakeholder's approval)	26/09/2022	
On Hold		Final Report	Template, Feedback, Checklist, Grammarly, Spell Check, Peer review, Turnitin	Academic Supervisor, Product Owner and Industry Supervisor	As necessary to completion	Yvonne (Stakeholder's approval)	14/11/2022	
On Hold		Short Paper	Template, Feedback, Checklist, Grammarly, Spell Check, Peer review, Turnitin	Academic Supervisor AND Industry Supervisor Reviews	As necessary to completion	Yvonne (Stakeholder's approval)	14/11/2022	
On Hold		Project Poster	Template, Feedback, Checklist, Grammarly, Spell Check, Peer review, Turnitin	Academic Supervisor AND Industry Supervisor Reviews	As necessary to completion	Yvonne (Stakeholder's approval)	14/11/2022	
On Hold		Panel Presentation	Template, Feedback, Checklist, Grammarly, Spell Check, Peer review, Turnitin	Academic Supervisor	Once off	Yvonne	14/11/2022	

## Test Plan

End-to-End testing, also known as E2E testing, will be performed throughout the project lifecycle. This would be part of the PBI deliverables. Testing the application in test cases as real-world scenarios. This would be to validate the system and ensure the project it is progressing fit to purpose as outlined by the product owner. It is usually performed after the development of a function for the system (Software Testing Help, 2022).

There is also the suggestion of S360 wanting automated regression testing.

Regression testing is used to verify that yesterday, today, and tomorrow the application still functions the same even after any changes have been made to the application. End-to-End testing is the complete process end to end of the workflow, measuring functionality and performance (Hannula, n.d.).

### Steps for End-to-End Testing

1. Analyse requirements, having a clear understanding what the application is meant to be doing.
2. Set up the test environment.
3. Software and Hardware requirements meet the environment requirements.
4. Make note of how the application should respond.
5. Make note of the methods required to test the responses.
6. Design the test cases.
7. Run tests.

(Bose, 2021)

### Example

1. Copy the URL and paste into the browser to go to application.
2. Click the First Name form field.
3. Type in a name into the First Name field.
4. Click the email field.
5. Type in an email into the email field.
6. Click Submit.

# Methodology

In project management, having a methodology helps guide the project and resources required for the project's development. Setting processes and tools for the successful collaboration of teams and managing work (Teamwork, n.d.).

## Overview

Agile Methodology has iteration methods of processes, the bigger picture of tasks refined down into smaller steps. Completing a project in cycled steps that have been refined into smaller steps, for continuous project management and resource allocations (Z-Stream, 2019).

To use this methodology, my deliverables will be broken into smaller tasks. They will be peer reviewed, Academic Supervisor reviewed, and Industry Supervisor reviewed. These reviews would help to make improvements on these deliverables and continue to cycle through iterations of development. The reason for choosing this methodology is that it is closely related to the methodology the project sponsor utilizes. It will also be incorporating Scrum and Kanban methodologies, also a hybrid known as Scrumban

Agile methodology is also one of the most widely used methodologies (Aston, n.d.), therefore having more experience with this project management methodology would be beneficial for my career development.

## Literature Review

Agile is the principles of planning, executing, and monitoring iterative delivery of a project, while allowing for collaboration and responsiveness to change over following a strict plan. Scrum is small team management within agile, setting time allocations with sprints. Kanban is the visual presentation of these sprints and project tasks as work progresses (Easypatjcts, n.d.).

Agile methodology is short bursts of work, known as iterations. This allows for fast delivery and fluid ability to change, for adaptability to the projects needs when collaborating with the stakeholders. Scrum optimizes this by setting sprints for these iterations. Allowing for collaboration with stakeholders with stand-up meetings and retrospectives, to give stakeholders the ability to interact with continuous communication and transparency of performance. Kanban is used for the visualization of progress and backlogs, with boards displaying workflow as it is progressing or falling behind (Adobe, n.d.).

There are four core values, a manifesto, to follow in Agile for setting the guidelines to successfully implementing this project management methodology. The values of importance are with individuals and interactions, having working software, collaboration with all stakeholders and adaptability to change. These values are set as more importance than having processes and tools, extensive documentations, contract negotiations and following strict plans (Wrike, n.d.-b).

## Critique (Pros and Cons)

The benefits of using this methodology with these connected frameworks, is the management of sustainable development. Being quick to the awareness of changes and responding fast and efficiently with continuous feedback. There is transparency with communications and collective work through the progress. Using visualization with boards and burn-down charts to trace and maintain work

progressiveness. The disadvantages include having some difficulty with predictions on effort requirements on allocated tasks. It can be difficult to focus on documentation of the project. In some situations, only an experienced agile methodology leader is capable of the decision-making (Gumaste, n.d.).

## Professionalism

My professionalism is important working in the industry. How I present myself to shareholders both in the industry and the academic environment, my work produced and how I maintain my worth ethic. There are standards in the industry to follow and to always be mindful to remember.

### Professional Standards

I will continue to follow the lessons I have learnt in Ethics and Professionalism from my courses at Ara. I will follow the standards and ethics as described by the IT Industry and the shareholders of this project.

#### Reliability and Accountability

I will listen to the constructive criticism because it is a learning environment. I enjoy being better than I was yesterday and hearing parts of my work that can be improved is both a challenge and appreciated to understand with improvements. To follow direction and instructions to the best of my ability but always knowing there can always be room for improvement.

#### Communication

I understand that communication is the key to success, not only for myself and the team but for the greater picture of the project and the application.

#### Attitude

I will continue to have a friendly approach to my work and shareholders of the project. Showing respect to all shareholders, the project and application. Attitude relates to work ethic, and I pride myself in having a good, strong work ethic.

#### Teamwork

I believe in teamwork is the dream work, to make a project great, pass expectations and have a positive impact on all stakeholders. I enjoy being part of a strong and positive team, to be a team member with those qualities help maintain and continue to develop a team with similar values. Sharing knowledge with the team mates to further benefit the project and receiving help or knowledge to further develop the best contributions towards the project.

#### Motivation

Motivation, I believe, connects with attitude, and I plan to keep them both in high spirits. Being passionate about the project and my expected deliverables keeps me motivated and surpassing even my own expectations for success. I do my best work when I am passionate about who I am working with, who I am working with and what I am doing.

#### Open to Learning

I have learnt receiving constructive criticism and being open to learning are well connected for improvement in what can be achieved. I enjoy learning new things and improving my abilities whenever the opportunity shows itself. Engaging with the content and improving in myself technically, emotionally and my abilities to create successful projects.

## Relevance of ITP Code of Ethics

The Guidelines set out by the ITP Code of Ethics will be followed throughout the lifecycle of this project (IT Professionals New Zealand, n.d.).

### Good Faith

I, Yvonne, will treat people with dignity, good faith, and equality; without discrimination; and have consideration for the values and cultural sensitivities of all groups within the community affected by my work.

### Integrity

I, Yvonne, will act in the execution of my profession with integrity, dignity, and honour to merit the trust of the community and the profession, and apply honesty, skill, judgement, and initiative to contribute positively to the well-being of society.

### Community Focus

I, Yvonne, have responsibility for the welfare and rights of the community will come before my responsibility to my profession, sectional or private interests or to other professionals.

### Skills

I, Yvonne, will apply my skills and knowledge in the interests of Sustainability 360 Limited or stakeholders for whom I will act without compromising any other of these Tenets.

### Continuous Development

I, Yvonne, will develop my knowledge, skills, and expertise continuously through my careers, contribute to the collective wisdom of the profession, and actively encourage my associates to do likewise.

### Informed Consent

I, Yvonne, will take reasonable steps to inform myself, Sustainability 360 Limited, or stakeholders of the economic, social, environmental, or legal consequences which may arise from my actions.

### Conflicts of Interest

I, Yvonne, will inform Sustainability 360 Limited or stakeholders of any interest which may be, or may be perceived as being, in conflict with the interests of Sustainability 360 Limited or stakeholders, or which may affect the quality of service or impartial judgement.

### Competence

I, Yvonne, will follow recognised professional practice, and provide services and advice carefully and diligently only within my areas of competence.

## Relevant Legislation

In terms of the Privacy Act 2020 and the Privacy Principles (Privacy Commissioner , n.d.); I have no purpose for the collection of any personal information of individuals, source of information, communication of collection, manner of collection of personal information, storage, or security of personal information, because there is no personal information being stored there is no requirement for allowing individuals access to their stored personal information or correcting of stored information for accuracy. I will have no use or access to the use of personal identifiable information or unique identifiers, the disclosure of personal information inside or outside of New Zealand.

## Privacy and Confidentiality

There is a Confidentiality Agreement I have signed with Sustainability 360 Limited. A Confidentiality agreement, also known as a Non-Disclosure Agreement (NDA), protects an organisations business ideas and knowledge (LegalVision, n.d.).

In accordance with the laws of New Zealand and jurisdiction of the courts of New Zealand. This means I cannot share anything unless it is approved by S360 product owner. There is public information that can be used and shared, such as the posts shared on social media.

This legally binding contract states I am to take the necessary precautions to make sure that I do not share or expose any of the business models, concepts, or code of S360 to anyone other than pre-approved stakeholders. Protecting it from any unauthorised reproducing, copying, use or other disclosure, and on the authored request destroyed or permanently erased content as prescribed.

Verbal permissions was granted on the use of contact information, images and information that has been shared and available on social media or other online public platforms.

## Copyright

Sustainability 360 Limited are the owners of S360 and its intellectual property. In New Zealand certain work, such as websites, copyright is automatically created as soon as a work is created (New Zealand Intellectual Property Office, n.d.).

# Sustainability, Inclusive Practice and Te Tiriti o Waitangi

Sustainability goes beyond caring for New Zealand's flora and fauna and the World environment. Sustainability it is every aspect of our connection to the World and its people. The global effort of the wellbeing of everything and everyone. Not only caring for the planet, but for people, their culture and global economic wellbeing (Te Tāhuhu o te Mātauranga Ministry of Education, n.d.).

## Relevance of Principles to Student and Industry

Being aware of these principles to myself and Industry, I will be mindful of them and practice them in my work.

### Kaitiakitanga

Kaitiakitanga – Guardianship and Protection, conservation (Te Ara The Encyclopedia of New Zealand, n.d.).

Being part of a company that is driven by the purpose of helping businesses, clients, and people become more aware and active in sustainability goals. Being part of the advocacy for the guardianship, empathy and protection of my resources, stakeholders, team members, classmates, tutors, and my working environment.

### Rangatiratanga

Rangatiratanga – People exercising their independence (Ako Aotearoa, n.d.).

I acknowledge and respect myself and all stakeholders of the project, and everyone having the right to make decisions of their own, exercising their independence, self-determination, self-management, and freedom of choice in the project's lifecycle.

### Whanaungatanga

Whanaungatanga – Shared experiences and working together (Te Aka Māori Dictionary, n.d.).

Maintaining communications, connections and being engaged as much as possible with all stakeholders of the project, forming a sense of belonging and strengthening each other during the full lifecycle of the project.

### Mana Reo

Mana Reo – The mana of language (Tākai , n.d.)

During my communication I will respectfully try to communicate in Te Reo Māori, especially in emails and digital communications. I enjoy listening to Te Reo Māori. Dr David Weir is one of the best I have experienced of this at Ara in classroom sessions.

## Self-Assessments

Self-assessment will be done throughout the project lifecycle and will be included in the Halfway report and Final report.

## Reflections

Reflections on the project and my journey through the lifecycle of this project will be done at the Halfway report and Final report.

### Approach

I will be taking notes with a paper notepad and pen. To back up my notes and save them on the cloud, I will scan them to make them into a digital format to save into a folder on my local machine and on the cloud. I might also rewrite them neater (and as a revision process) on an iPad to save them digitally. Sometimes I use Notepad++. These converted digital files of my note taking will be saved in a folder and placed in corresponding topic files. These notes will help me reflect on lessons, my journey, and important aspects that I have wanted to remember or further investigate. I might sometimes record messages on my mobile phone with a voice recording app if I need to record some self-reflections when I have no paper or pen on hand.

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# Appendices

Attached screenshots, diagrams or any relevant document views in larger scale or as described in the proposal document.

## Appendix A – Industry Project Plan

**Figure A1**

*Industry Project Plan*

Phase	Task	Industry Expected Hours	Yvonne Planned Hours	Due Date		Industry expected total hours	My planned expected hours
<b>SPRINT ONE 15 August - 26 August - Onboarding</b>							
SPRINT 56	Sprint Plan	4	4	15-Aug		50	39
	Daily Stand-ups	1	1	26-Aug			
	Onboard Learning	44	33	26-Aug			
	Sprint Retrospective	1	1	12-Sep			
<b>SPRINT TWO 29 August - 9 September - TDD Set up</b>							
SPRINT 57	Sprint Plan	1	1	29-Aug		50	45
	Refinement Meeting	2	2	5-Sep			
	Daily Stand-ups	1	1	9-Sep			
	PBI's and End-to-End Testing	45	40	9-Sep			
	Sprint Retrospective	1	1	12-Sep			
<b>SPRINT THREE 12 September - 23 September - UI + UX Enhancements with TDD</b>							
SPRINT 58	Sprint Plan	1	1	12-Sep		50	49
	Refinement Meeting	2	2	19-Sep			
	Daily Stand-ups	1	1	23-Sep			
	PBI's and End-to-End Testing	45	44	23-Sep			
	Sprint Retrospective	1	1	26-Sep			
<b>SPRINT FOUR 26 September - 7 October - UI + UX Enhancements with TDD</b>							
SPRINT 59	Sprint Plan	1	1	26-Sep		50	51
	Refinement Meeting	2	2	3-Oct			
	Daily Stand-ups	1	1	7-Oct			
	PBI's and End-to-End Testing	45	46	7-Oct			
	Sprint Retrospective	1	1	10-Oct			
<b>SPRINT FIVE 10 October - 21 October - UI + UX Enhancements with TDD</b>							
SPRINT 60	Sprint Plan	1	1	10-Oct		50	58
	Refinement Meeting	2	2	17-Oct			
	Daily Stand-ups	1	1	21-Oct			
	PBI's and End-to-End Testing	45	53	21-Oct			
	Sprint Retrospective	1	1	24-Oct			
<b>SPRINT SIX 24 October - 7 November - UI + UX Enhancements with TDD and Winding down</b>							
SPRINT 61	Sprint Plan	1	1	24-Oct		50	58
	Refinement Meeting	2	2	31-Oct			
	Daily Stand-ups	1	1	4-Nov			
	PBI's and End-to-End Testing	45	53	4-Nov			
	Sprint Retrospective	1	1	7-Nov			
<b>Total Hours:</b>		300	300	7-Nov			

## Appendix B – Academic Project Plan

**Figure B1**

*Academic Project Plan*

	Phase	Task	Estimated Hours	Actual hours	Draft	Due Date	Actual Completion
DEFINE PROJECT. SPRINT 1	<b>Empathise</b>	Curriculum Vitae	1	3	25-Jul-22	1-Aug-22	1-Aug-22
		WILL and Confidentiality Agreement	1	1	9-Aug-22	19-Aug-22	
		Initial Interview	1	1	N/A	N/A	8-Aug-22
		Research features of existing product	2	2	15-Aug-22	22-Aug-22	
		Project details and background	1	1	15-Aug-22	22-Aug-22	
		Project Scope and deliverables	2	2	15-Aug-22	22-Aug-22	
	<b>Define</b>	Information Gathering on Company	1	1	15-Aug-22	22-Aug-22	
		Proposal Assemble (Proposal, checklist)	9	12	8-Aug-22	22-Aug-22	
		Risk Management research & create table	2	5	27-Aug-22	22-Aug-22	
		Project Plan research	2	3	15-Aug-22	22-Aug-22	
		Quality Assurance research & create table	1	1	30-Aug-22	22-Aug-22	
		Methodology research	2	2		22-Aug-22	
BUILD PROJECT. SPRINT 2 - 5	<b>Development</b>	Detailed Project Plan Spreadsheet	1	2	15-Aug-22	22-Aug-22	
		Professional, ITP Code, legislation	1	1	30-Aug-22	22-Aug-22	
		Sustainability, Te Tiriti o Waitangi	1	1		22-Aug-22	
		Test Plan research and add to Project Proposal	1	1	30-Aug-22	22-Aug-22	
		Confirm Concepts and Details with Client, Proposal review	1	2	18-Aug-22	22-Aug-22	
		Proposal approval form	1	1		22-Aug-22	
	<b>Implementation</b>	Half-way Report	7			26-Sep-22	
		Methodology report	7			14-Nov-22	
		Final report	10			14-Nov-22	
		Short Paper	3			14-Nov-22	
		Project Poster	5			14-Nov-22	
		Academic Meetings	13	3	19-Aug-22	11-Nov-22	
REVIEW PROJECT	<b>Follow-up</b>	Weekly Document updates - Risk Assessments	4	1	18-Aug-22	14-Nov-22	
		Weekly Document updates - Quality Assurance	4	1	18-Aug-22	14-Nov-22	
		Weekly Document updates - Burn down charts	4	1	18-Aug-22	14-Nov-22	
		Weekly Document updates - Weekly written reviews	4	1	18-Aug-22	14-Nov-22	
		Refine final documentations	5		N/A	14-Nov-22	
		Panel Presentation	1			14-Nov-22	
	<b>Class Hours</b>		57				
	<b>Total Hours:</b>		153	45			

## Appendix C – Risk Registers 19 August 2022

**Figure C1**

*Risk Registers 19 August 2022*

Risk Assessment Template									
#	Condition	Risk Statement Consequence	1 to 99% Probability	1 to 10 Impact	Exposure	Mitigation	Contingency	Triggers	Date
1	Under skilled	Not doing the work required	60.00%	9	5.4	Onboarding. Self-learning. Continued upskilling	Communication. Team upskilling	Over 1 hour on a simple task	
2	Time Management	Not completing work	60.00%	9	5.4	Weekly reviews. Maintain excel spreadsheets be specific, measurable, attainable, realistic	Communication	Lack of discipline	
5	Covid	1 week isolation	70.00%	6	4.2	Daily VitC. Mask wearing.	Prepared for remote working	It's been over 3 months since I last had covid. I could catch it again.	
3	Code defects	System or work stops	50.00%	6	3	Review before Testing code frequently. Communication with team. Team review	Communication with team. Team review	Code breaks taking over 1 hour to fix	
4	PC inadequacy	unable to install or run applications	50.00%	5	2.5	Check with IS system requirements	Use Ara machines. Use s360 machine at Te Āhaka	Processing power = CPU runs high. Low or insufficient RAM. Storage	

## Appendix D – Risk Registers 26 August 2022

**Figure D1**

### Risk Registers 26 August 2022

Risk Assessment Template										
#	Condition	Risk Statement		1 to 99% Probability	1 to 10 Impact	Exposure	Mitigation	Contingency	Triggers	Date
		Consequence	Probability							
6	House Hunting	Loss of working hours to work on Academic or Industry deliverables	90.00%	9	8.1	Try plan them free hours	Work longer nights and weekends. Extension	Can't get application approved		
1	Underskilled	Not doing the work required	60.00%	9	5.4	Onboarding. Self-learning. Continued upskilling	Communication. Team upskilling	Over 1 hour on a simple task		
2	Time Management	Not completing work	60.00%	9	5.4	Weekly reviews. Maintain excel spreadsheets be specific, measurable, attainable, realistic	Communication	Lack of discipline		
5	Covid	1 week isolation	70.00%	6	4.2	Daily VitC. Mask wearing.	Prepared for remote working	It's been over 3 months since I last had covid. I could catch it again.		
3	Code defects	System or work stops	50.00%	6	3	Review before. Testing code frequently. Communication with team. Team review	Communication with team. Team review	Code breaks taking over 1 hour to fix		
4	PC inadequacy	unable to install or run applications	50.00%	5	2.5	Check with IS system requirements.	Use Ara machines. Use s360 machine at Te Āhaka	Processing power = CPU runs high. Low insufficient RAM. Storage		

## Appendix E – Risk Register 2 September 2022

**Figure E1**

### Risk Registers 2 September 2022

Risk Assessment Template										
#	Condition	Risk Statement Consequence	1 to 95% Probability	1 to 9 Impact	Exposure	Mitigation	Contingency	Triggers	Date	notes
8	Moving	No internet. Consumes time.	99.00%	8	7.92	Try plan to move over a weekend	Use Ara WiFi. Use room #257. Use Te Āhaka	Find a house and move ASAP		Have to move
1	Underskilled	Not doing the work required	60.00%	9	5.4	Onboarding. Self-learning. Continued upskilling	Communication. Team upskilling	Over 1 hour on a simple task		Skill struggles throughout course lifetime
2	Time Management	Not completing work	60.00%	9	5.4	Weekly reviews. Maintain excel spreadsheets be specific, measurable, attainable, realistic	Communication	Lack of discipline. Falling behind on deliverables. Falling behind on Cyber class work.		Has been a struggle throughout course lifetime
7	S360 Confidentiality	Leaked code and concepts belonging to S360	20.00%	9	1.8	Keep code and concepts private. Only share what's on social media shared by company	Communication with product owner	Sharing information. Showing code.		Crucial no code or business concepts are shown to anyone
5	Covid	1 week isolation. Low energy and feeling ill.	45.00%	6	2.7	Daily VitC. Mask wearing.	Prepared for remote working	It's been over 3 months since I last had covid. I could catch it again.		NZ Health department cases at 11:59pm August 16 2022, shows 40% infection rate in my age group.
3	Code defects	System or work stops	30.00%	8	2.4	Continuous Reviews. Frequent commits. Testing code frequently. Communication with team. Team review	Communication with team. Team review	Code breaks taking over 1 hour to fix		Has been a struggle throughout course lifetime. But s360 has well planned mitigation plans.
4	PC inadequacy	unable to install or run applications	40.00%	5	2	Check with IS system requirements.	Use Ara machines. Use s360 machine at Te Āhaka	Processing power = CPU runs high. Low insufficient RAM. Storage		Has happened one or twice in course lifecycle and previously been of high impact. Have since learnt lessons from these experiences how to mitigate and lower impact.
6	House Hunting	Loss of working hours to work on Academic or Industry deliverables	100.00%	10	10	Try plan and sacrifice hours where less impact	Work longer nights and weekends. Extentions	Hours spent looking online, on the phone and going to viewings. Can't get application approved and have to continue going to Open Homes and house viewings	Happened 28/08/2022	

## Appendix F – Risk Registers 9 September 2022

**Figure F1**

*Risk Registers 9 September 2022*

Risk Assessment Template												
#	Risk Statement	Condition	Consequence	1 to 99%	1 to 9	Impact	Exposure	Mitigation	Contingency	Triggers	Date	notes
8	Moving house	No internet. Consumes time.	100.00%	10	10	Try plan to move over a weekend		Use Ara WiFi. Use room s257. Use Te Ohaka		Find a house and move ASAP	2-Sep-22	Weekend move.
1	Underskilled	Not doing the work required	60.00%	9	5.4	Onboarding. Self-learning. Continued upskilling		Communication. Team upskilling		Over 1 hour on a simple task		Skill struggles throughout course lifetime
2	Time Management	Not completing work	60.00%	9	5.4	Weekly reviews. Maintain excel spreadsheets be specific, measurable, attainable, realistic		Communication		Lack of discipline. Falling behind on deliverables. Falling behind on Cyber class work		Has been a struggle throughout course lifetime
7	S360 Confidentiality	Leaked code and concepts belonging to S360	20.00%	9	1.8	Keep code and concepts private. Only share what's on social media shared by company		Communication with product owner		Sharing information. Showing code.		Crucial no code or business concepts are shown to anyone
5	Covid	1 week isolation. Low energy and feeling ill.	45.00%	6	2.7	Daily VitC. Mask wearing.		Prepared for remote working		It's been over 3 months since I last had covid. I could catch it again.		NZ Health department cases at 11:59pm August 16 2022, shows 40% infection rate in my age group.
3	Code defects	System or work stops	30.00%	8	2.4	Continuous Reviews. Frequent commits. Testing code frequently. Communication with team. Team review		Communication with team. Team review		Code breaks taking over 1 hour to fix		Has been a struggle throughout course lifetime. But s360 has well planned mitigation plans.
4	PC inadequacy	unable to install or run applications	40.00%	5	2	Check with IS system requirements.		Use Ara machines. Use s360 machine at Te Ohaka		Processing power = CPU runs high. Low or insufficient RAM. Storage		Has happened one or twice in course lifecycle and previously been of high impact. Have since learnt lessons from these experiences how to mitigate and lower impact.
6	House Hunting	Loss of working hours to work on Academic or Industry deliverables	100.00%	10	10	Try plan and sacrifice hours where less impact		Work longer nights and weekends. Extentions		Hours spent looking online, on the phone and going to viewings. Can't get application approved and have to continue going to Open Homes and house viewings	Happened 26/08/2022	

## Appendix G – Quality Assurance Industry

**Figure G1**

### Quality Assurance Industry

STATUS	CURRENT PRIORITY STATUS	DELIVERABLE	QUALITY MEASURE	QUALITY ASSURANCE ACTIVITY	FREQUENCY	RESPONSIBILITY	DU DATE	COMMENTS
ONGOING	High	Stand-up status updates	Template, 'Housekeeping rules'	Chief Architect, Product Owner or Lead Developer, Stakeholders	Daily	Yvonne, Stakeholders	16 August, 17 August, 18 August, 23 August, 24 August, 25 August, 30 August, 31 August, 1 September, 6 September, 7 September, 8 September, 13 September, 14 September, 15 September, 20 September, 21 September, 22 September, 27 September, 28 September, 29 September, 4 October, 5 October, 6 October, 11 October, 12 October, 13 October, 18 October, 19 October, 20 October, 25 October, 26 October, 27 October, 1 November, 2 November, 3 November	
ONGOING	High	Status reports, Burn down chart and burn rate	Template, 'Housekeeping rules'	Chief Architect, Product Owner or Lead Developer, Stakeholders	Weekly	Yvonne, Stakeholders	19 August, 26 August, 2 September, 9 September, 16 September, 23 September, 30 September, 7 October, 14 October, 21 October, 28 October, 4 October	
ONGOING	High	Show-and-tell as part of Sprint Retrospective	Template, 'Housekeeping rules'	Chief Architect, Product Owner or Lead Developer, Stakeholders	Fortnightly sprint retrospective	Yvonne, Stakeholders	22 August, 29 August, 5 September, 12 September, 19 September, 26 September, 3 October, 10 October, 17 October, 24 October, 31 October, 7 November	
On Hold		E2E Test Scripts reviewed	As specified by PBIs	Chief Architect or Lead Developer, Stakeholders	As released for testing by developer and before implementation between alpha, beta, and production releases.	Yvonne, Stakeholders	22 August, 29 August, 5 September, 12 September, 19 September, 26 September, 3 October, 10 October, 17 October, 24 October, 31 October, 7 November	
On Hold		E2E Test Scripts committed	Developers have completely and accurately captured application requirements as set out by PBIs	Chief Architect or Lead Developer, Stakeholders	As released for testing by developer and before implementation between alpha, beta, and production releases.	Yvonne, Stakeholders	22 August, 29 August, 5 September, 12 September, 19 September, 26 September, 3 October, 10 October, 17 October, 24 October, 31 October, 7 November	
On Hold		Tasked UX/UI Development tasks	Azure DevOps PBIs	Chief Architect, Product Owner or Lead Developer, Stakeholders	As released by Chief Architect, Product Owner or Lead Developer	Yvonne, Stakeholders	22 August, 29 August, 5 September, 12 September, 19 September, 26 September, 3 October, 10 October, 17 October, 24 October, 31 October, 7 November	
On Hold		Web application Responsive Design	UI/UX Team Specifications	Stakeholders, Lead Developer and Chief Architect review	As released by Product Owner, Chief Architect from UI/UX Team	Yvonne, Stakeholders	19 September, 26 September, 3 October, 10 October, 17 October, 24 October, 31 October, 7 November	
On Hold		Deliverables as per Figma Specs, PBIs and Acceptance Criteria	Figma Specifications, Product Backlog Item, Acceptance Criteria	Stakeholders, Lead Developer and Chief Architect review	As released by Product Owner, Chief Architect from UI/UX Team	Yvonne, Stakeholders	22 August, 29 August, 5 September, 12 September, 19 September, 26 September, 3 October, 10 October, 17 October, 24 October, 31 October, 7 November	

## Appendix H – Quality Assurance Academic

**Figure H1**

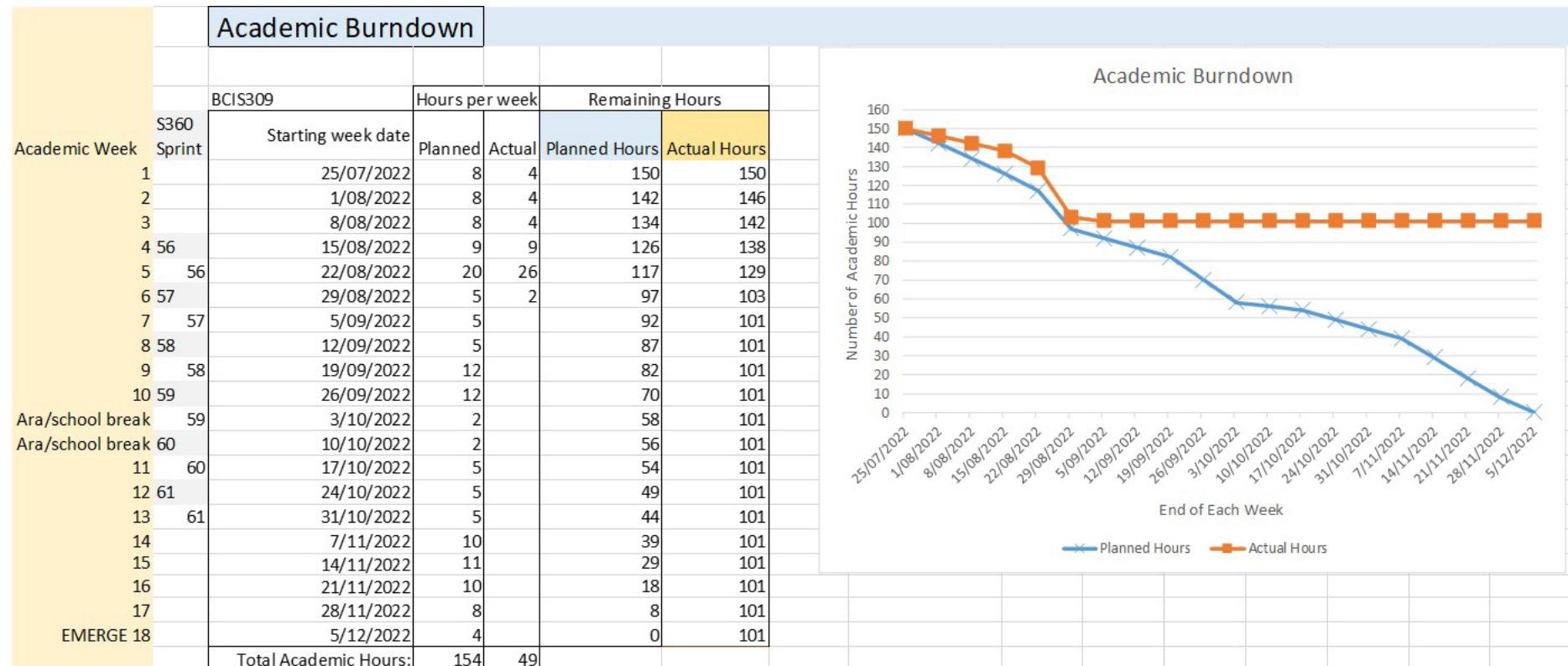
*Quality Assurance Academic*

STATUS	CURRENT PRIORITY STATUS	DELIVERABLE	QUALITY MEASURE	QUALITY ASSURANCE ACTIVITY	FREQUENCY	RESPONSIBILITY	DU DATE	COMMENTS
Approved	Done	Curriculum Vitae	Template, Feedback	Careers Hub	Once off	Yvonne	1/08/2022	Completed
ONGOING	High	Written reviews	Template, Feedback	Academic Supervisor Reviews	Weekly	Yvonne	14/11/2022	
ONGOING	High	Maintain burn down charts	Template, Feedback	Academic Supervisor Reviews	Weekly	Yvonne	14/11/2022	
Approved	Done	WL and agreement schedules	Template, Industry documentation	Academic Supervisor and Product Owner	Once off	Yvonne (Stakeholder's approval)	19/08/2022	Completed
Needs Review	High	Project Proposal	Template, Feedback, Checklist, Grammarly, Spell Check, Peer review, Turnitin	Academic Supervisor, Product Owner and Industry Supervisor	As necessary to completion	Yvonne (Stakeholder's approval)	22/08/2022	
On Hold	Medium	Methodology Essay	Template, Feedback, Checklist, Grammarly, Spell Check, Peer review, Turnitin	Academic Supervisor	As necessary to completion	Yvonne	14/11/2022	
On Hold		Halfway Report	Template, Feedback, Checklist, Grammarly, Spell Check, Peer review, Turnitin	Academic Supervisor, Product Owner and Industry Supervisor	As necessary to completion	Yvonne (Stakeholder's approval)	26/09/2022	
On Hold		Final Report	Template, Feedback, Checklist, Grammarly, Spell Check, Peer review, Turnitin	Academic Supervisor, Product Owner and Industry Supervisor	As necessary to completion	Yvonne (Stakeholder's approval)	14/11/2022	
On Hold		Short Paper	Template, Feedback, Checklist, Grammarly, Spell Check, Peer review, Turnitin	Academic Supervisor AND Industry Supervisor	As necessary to completion	Yvonne (Stakeholder's approval)	14/11/2022	
On Hold		Project Poster	Template, Feedback, Checklist, Grammarly, Spell Check, Peer review, Turnitin	Academic Supervisor AND Industry Supervisor	As necessary to completion	Yvonne (Stakeholder's approval)	14/11/2022	
On Hold		Panel Presentation	Template, Feedback, Checklist, Grammarly, Spell Check, Peer review, Turnitin	Academic Supervisor	Once off	Yvonne	14/11/2022	

## Appendix I – Full Academic Burndown

**Figure I1**

*Full Academic Burndown*



## Appendix J – Full Industry Burndown

**Figure J1**

*Full Industry Burndown*

