

# Project plan

Dream Mobile Portfolio

## Document history

VERSION	CHANGES	AUTHOR	DATE
0.1	SETUP DOCUMENT	RENE ROETS	28/9/2022
0.2	Added Project Scope, Management, Communication plan	Rene Roets	29/9/2022
0.3	Extended project goal and added more additional information gathered from interviews, added document styling.	Aleksandar Todorov	05/10/2022
0.4	Added feedback. Added Risk assessment & Roadmap & Roles. Edited project scope/project	Rene Roets	12/10/2022

## Distribution list

VERSION	PERSONS	COMPANY	DATE
0.2	Patrick	Fontys	29/9/2022

# Table of content

<b>Document history</b>	<b>4</b>
<b>Distribution list</b>	<b>4</b>
<b>Table of content</b>	<b>5</b>
<b>The Project</b>	<b>6</b>
The Goal	6
<b>Project Scope</b>	<b>7</b>
<b>Roadmap</b>	<b>7</b>
<b>Project Management &amp; Organizational structure</b>	<b>8</b>
Stakeholders & Developers Drieam	8
Coaches	8
Team Members	8
Roles	9
<b>Communication Plan</b>	<b>10</b>
<b>Risk Assessment</b>	<b>11</b>

## The Project

The portfolio is developed by Drieam but is currently desktop-bound. This means that a student needs a laptop, tablet or desktop computer to manage his portfolio and add new evidence. At Drieam, we believe that the portfolio should be able to represent as many learning contexts and experiences as easily as possible. In order to help achieve that, we need a way for students to easily add evidence from their mobile phone, e.g. during internships, location visits and events.

To solve this problem we will need to research, design and build a mobile solution that helps students easily upload their evidence collection to the student-led Portfolio application 'Portfolio by Drieam'.

What is the best mobile solution that helps students easily upload their evidence collection to the student-led Portfolio application 'Portfolio by Drieam'?

What core functionalities are mandatory for the MVP?

What types of evidence needs to be turned in?

## The Goal

The goal for this semester is to develop a mobile (web/native) app that enables students to quickly capture new evidence (pictures, voice memo, videos & documents) and add it to their portfolio. The functionality should resemble the current web-only version of the Portfolio application, however providing native support for capturing video / voice directly from the application itself, rather than upload-only.

Initial research needs to be conducted beforehand to see if the assignment will fit the project owners criteria and expectations.

## Project Scope

For this semester, we are focusing on the main goals of the app which is that students are able to turn in their school evidence through a mobile application. In order to keep us focused on the project, we have set project deliverables for each sprint. We divided each sprint with different functionality that we want to develop for that specific sprint.

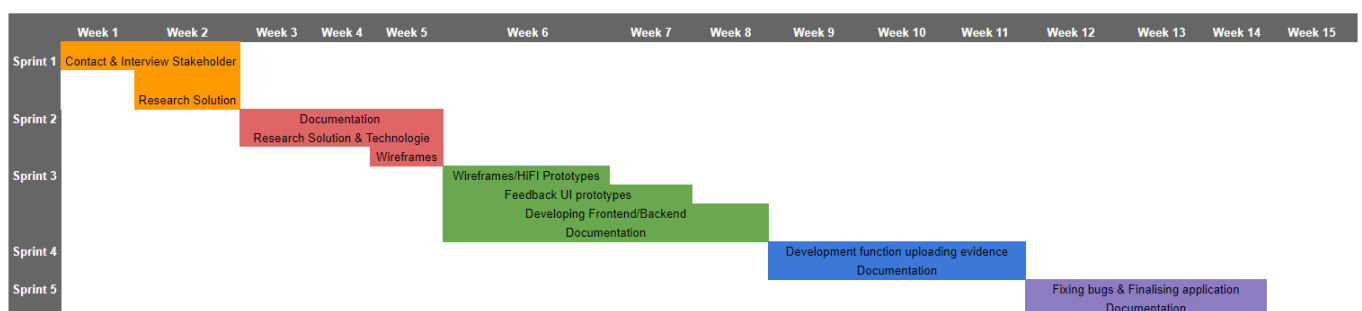
For more specific information about the project scope and in depth information about the functionalities. Take a look at the [Analyse Document](#).

On the table below are our initial project deliverables for this semester. However, deliverables each sprint will be adjusted based on the product backlog that will be discussed together with the stakeholder on the sprint demo.

Sprint	Deliverables
<b>Sprint 1</b>	<ul style="list-style-type: none"><li>- Contact Stakeholder</li><li>- Interview results Stakeholder</li></ul>
<b>Sprint 2</b>	<ul style="list-style-type: none"><li>- Documentation<ul style="list-style-type: none"><li>- Project plan</li><li>- Research Problem &amp; Solution</li><li>- Research Framework</li></ul></li><li>- Wireframes UI design Mobile Application</li></ul>
<b>Sprint 3</b>	<ul style="list-style-type: none"><li>- Continue UI design</li><li>- Start developing Frontend code</li><li>- Start developing UI</li></ul>
<b>Sprint 4</b>	<ul style="list-style-type: none"><li>- Developing uploading evidence function</li><li>- User Tests</li></ul>
<b>Sprint 5</b>	<ul style="list-style-type: none"><li>- Working Application with the core functionalities working</li></ul>

## Roadmap

The roadmap that will show the planning during the coming sprints.



# Project Management & Organizational structure

For this project we will be working closely with the stakeholder, contact person in Fontys and coaches. Below are the details:

## Stakeholders & Developers Drieam

Name	Email	Phone Number
<b>Pieter Smits</b>	pieter@drieam.nl	
<b>Gasten Sauzande</b>	gasten@drieam.nl	
<b>Ellya</b>	ellya@drieam.nl	
<b>Matthijs Wanders</b>	matthijs@drieam.com	

## Coaches

Name	Email	Phone Number
<b>Patrick IJntema</b>	p.ijntema@fontys.nl	0885070703
<b>Martijn Ruissen</b>	m.ruissen@fontys.nl	0885085961

## Team Members

Name	Email	Phone Number
<b>Rene Roets</b>	<a href="mailto:Rene.roets@student.fontys.nl">Rene.roets@student.fontys.nl</a>	+31626087754
<b>Aleksandar Todorov</b>	<a href="mailto:aleksandar.todorov@student.fontys.nl">aleksandar.todorov@student.fontys.nl</a>	+31657143482
<b>Domantas Mauruca</b>	<a href="mailto:d.mauruca@student.fontys.nl">d.mauruca@student.fontys.nl</a>	

## Roles

Role	Responsibility	Person in charge
1. Team leader	<p>Maintain team atmosphere &amp; Motivation.</p> <p>Organize and sort work processes and/or files.</p> <p>Manage projects in accordance with the project plan.</p> <p>Communicate with the stakeholder/person in charge.</p> <p>Handling internal &amp; external problems. Lead team members toward project goals.</p> <p>Understand the needs of the clients for the project.</p> <p>Review project deliverables. Coordinate participation of group members.</p>	Rene & Aleksander
2. Designer	<p>Responsible for conducting the necessary user test to design the best solution</p> <p>Communicate closely with the team leader and developer about the functionality of the app.</p>	Rene & Aleksandar
3. Developer	Responsible for making sure that the end product runs smoothly.	Domantas & Rene & Aleksandar

## Communication Plan

Good communication is essential for the project's success. Team member's need to share with other members what their status is. If they have problems, they need to share it so other members can support each other.

This communication plan is for the following audiences:

- Stakeholder or person in charge
- Coaches
- Team members

Communication Platform	Frequency	Goals
<b>Trello</b>	Daily	To share daily progress made on the tasks.
<b>Teams</b>	Daily	To share any confusion about the task, to discuss about team members update about the progress about the task.
<b>Group Meeting</b>	Daily Weekly	To review project status, discuss potential issues or delays. Present project deliverable, gather feedback, and discuss the next steps. Access what works and did not work to discuss actions needed to take.
<b>Google Drive / Teams</b>	At milestones	To save and share all the necessary documents to all group members
<b>GitHub/Gitlab</b>	At milestones	To review, add changes, and make appropriate fixes to the website code, easily identify where the problem occurred.
<b>Email</b>	If necessary	To gather more information needed or extra guidance within the project.
<b>Weekly meeting</b>	Weekly (MS Teams or on campus)	To gather feedback and review from tasks done.



## Risk Assessment

The purpose of this risk assessment is to identify what the risks are at stake and how to qualify and manage the risk properly. We want to do a risk assessment in order to finish this challenge in a timely manner.

Risk	Risk Level (Low/Moderate/High)	Likelihood of event	Mitigation Strategy
<b>WITHIN TEAM MEMBERS</b>			
Communication within team members	<b>M</b> Miscommunication within team members will cause frustration during the project.	Likely	We will do daily meeting at 10.00 online and on site meeting every Monday at 11.00 to ensure that all of team members understand what is going on, and no one feel left behind
Lack of commitment/ attitude of team members	<b>H</b> Lack of commitment will affect the team project, which ones just want to deliver a minimum quality product.	Likely	Each team member has to give feedback frequently to make sure they all still commit to this project.
Lack of team member	<b>M</b> Lack of presence of the team member will affect other member will to cover for his/ her workload.	Unlikely	All of the members have to know what are the other team members doing so in case there is one or more team missing then the other can cover for that person.
Disagreement between team member	<b>M</b> Disagreement between team member will cause the lack of interest within the team itself.	Likely	We will have to look for the middle ground to solve the disagreement.
Team member's lack of knowledge in specific part	<b>H</b> Without proper knowledge we will fail to deliver the good quality end product.	Likely	We are all here to learn something, so if one of the members lacks knowledge in a specific part we will always try to help each other. We will also seek help from our coaches.
<b>PROJECT RELATED</b>			

Missing deadline	<b>H</b> Being able to deliver the project on time is important because we have to make sure all deliverable delivered on time to maintain our credibility	Likely	We have to define clear plans within a given time frame to avoid lack of time during the project time.
Missing feature	<b>H</b> We should be able to deliver all the required features.	Unlikely	We have to make sure all the necessary functionality is there.
Customer change/add requirement of the app	<b>H</b> If the feature of the app change in the middle of the project, we will still have to be able to deliver it within the given time.	Unlikely	We have to finish the project on time so if there is change in requirement we can implement it as soon as possible and still deliver the end product on time.