*Project Barroc-IT*

*Plan of action*

Media and application development  
periode 5  
Groep 5  
  
  
Teammembers:  
  
1- Ahmad Khaled

2- Pieter Jan Kolijn

3- Laura Kruidhof

4- Mohamed Jelle

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# Introduction

This plan of action is designed to describe the project named hereby “Barroc-IT”. This plan of action has been established after multiple interviews with the employees, Team leaders, Head director and consultation within “Group 5”.

This document will go into more detail about the following points (see also index):

* Backgrounds
* Goals
* Project assignments
* Project activities
* Project boundaries
* Products
* Quality
* Project organization
* Schedule
* Costs and benefits
* Risks

The main purpose of this document is to provide clarification to the reader of this document. As to also explain what we are going to do exactly, and to explain the process.

# Backgrounds

## Organisations

The contracting organization is "Group 5", located in Breda at the Terheijdenseweg 350, Media and application development department, Project Barroc-IT. Group 5 (as of this moment of writhing) exists out of 4 people. These people are Pieter Jan Kolijn, Laura Kruidhof, Ahmad Khaled and Mohamed Jelle. Group 5 is responsible for researching, devising, developing and maintaining applications.

The ordering organization is Barroc-It. The Client is H.C.M van Bueren.

## Goals

This project is not a follow-up project, but an independent project. This project started from a BPV at the company Barroc-IT because of communicative problems including a poor exchange of customer data within the company between the different departments. Meaning that customer data was not up to date, or not consistent when called upon the next time around.

The Client would like to see this problem solved by automatic links between the administrations of each department. But does not have people available to realize this himself at this moment in time.

# Goals

Project assignment

The project is being carried out to ensure a reduction of communication problems between the various departments of Barroc-IT. Group 5 is going to develop a website for this, according to the Barroc-IT style. Within this website will be one central database that will contain all the data, so that each department can view and access all the data that are relevant to them, and them alone. Each department receives 1 account that gives them access to their respective part of the website. The application will be developed entirely in English but will have both a Dutch and English help function.

The duration of this project is fixed at 8 weeks. At the end of these 8 weeks (from 3 September 2018 to 2 November 2018) a tested and complete web-based application will be delivered. This web-based application will consist of a login screen, 3 department specific overview screens and a search function.

The Sales department will have the possibility to create a new customer and customer data. In addition, they will have the opportunity to make and send quotations.

The Finance department will have the option of Payments and a BKR check. Our objective is to have the BKR check carried out at the moment that the Sales department has introduced a new customer, and at the moment that it ends up in finance, they already know whether the customer has been approved.

The Development department will have the possibility to have an overview of Current assignments and on their overview screen a field with all the stagnated projects. For each project there will be a possibility to open and close the project. Upon opening a project there will be information about the maintenance contract.

Each department will have the possibility to search through the entire customer database. However, the department that enters the customer data first will only have the right to adjust it. A few exceptions will be made for example an exception to this rule is "Creditworthy" which can be adjusted by both Sales and Finance.

When a customer is removed, a background check will be carried out to see if the customer has outstanding payments, and if so, the customer cannot be removed. If this is not the case, the customer will be removed without further ado.

# Project activities

Our project activities are;

* • Drawing up a contract of cooperation
* • Preliminary investigation report
* • Preparing interview questions
* • Program of requirements (MoSCoW)
* • Consultancy
* • Detailed minutes of interview news
* •Plan of action
* •Schedule
* • Prototype of screens based on advisory reports
* • UML diagrams consisting of
  + o data dictionary
  + o Use case diagram of the web application
  + o Use case templates
  + o Activity diagram
  + o Sequence diagram
  + o Entity Relationship Diagram
* Working application
* • Acceptance test
* • Technical test
* • Functional test
* • Test reports
* • Implementation plan
* •User manual
* • Anquetil
* • Analyzed report
* • Materials and tools list
* • Convention report
* • Reflection
* •Log

# Project boundaries

This project started on September 3, 2018 and runs until October 26, 2018. See MoSCoW table for all requirements that "Group 5" will carry out. Below is a list of all things that we are not going to do;

* Group 5 is not liable for any maintenance after the end of the project and / or adjustments.
* Group 5 is not responsible for arranging and / or purchasing the domain.
* Group 5 is not responsible for arranging, maintaining and paying the server.
* Any extensions are not determined in the current plan of approach. This will only be possible as a new project for Group 5.
* Group 5 is not liable for more accounts than the 3 that are delivered in the described application.
* Group 5 is not liable for potential security problems arising from the limited amount of accounts of the application.
* Group 5 is not responsible for the treatment of newly hired personnel who will use the application.
* Group 5 is not liable for the aging of the software.

# Products

Our project activities include among others;

* Program of requirements (MoSCoW)
* Consultancy
* Detailed minutes of interview news
* Plan of action
* Schedule
* wireframes
* Working application
* User manual
* Analyzed report

Our milestones are the PVE, PVA, the working application and the successfully execution of all tests.

# Quality

We as Group 5 guarantee our quality by carrying out the following tests:

* Acceptance test

The acceptance test is a test that will be carried out by you as the client. This test tests whether the application meets the requirements set in advance in the MoSCoW table.

* Functional test

This test will test all methods and global functions associated with each part of the MoSCow.

* Technical test

In this test we look very specifically at each individual function, to really see if each part gives back the right data. (example: if there is a function for X + 2, we will test whether there is always 2 added, and there are no exceptions)

# Projectorganisation

## TaskDescription

Project Manager:

* Management Teammates
* Project responsibility
* Quality control
* Implement changes.
* Presenting finished product

Note taker:

* Taking notes of the Interview
* Taking notes when in a meeting

Group member:

* Performing activities
* Process supervisor
* •Set goals
* Roles in the group
* Process analysis
* Teambuilding
* •Troubleshooting
* Specific skills (meeting, making appointments, etc.)

Client

* Determine project plan
* Assess project
* Blow off project
* Accept result

## Distribution of roles

|  |  |  |
| --- | --- | --- |
| Persona | Rol | Beschikbaar |
| Pieter Jan Kolijn | Project manager | Mo til. vr 08:00 til 17:00 |
| Laura Kruidhof | Note taker | Mo til vr 08:00 til 17:00 |
| Ahmed Khaled | Team member | Mo til. vr 08:00 til 17:00 |
| Mohamed Jelle | Team member | Mo til vr 08:00 til 17:00 |
| H. C. M. van Bueren (Fer) | Managing Director | Mo til vr 08:00 til 17:00 |
| W. Vorselaars (Piet) | Head of Finances | Mo til vr 08:00 til 17:00 |
| H. v.d. Hoek (Sietse) | Head of Development | Mo til vr 08:00 til 17:00 |
| J. Berger (Tim) | Head of Sales | Mo til vr 08:00 til 17:00 |

Meeting dates

For the duration of this project, it has been jointly agreed that every Thursday afternoon at 14:00 a meeting will take place of 30 minutes maximum, however if there is no time for this due to too much delay, no meeting will take place, and consult will happen when needed. The meetings will take place with all 4 project members.

# Planning

Our planning is made in Microsoft Project (see attached appendix / included screenshot).

Costs and benefits

## Costs

The costs for this project have been calculated at an amount of around € 19,200 in hourly wages. Other costs such as materials, consultancy and training will be around 4 to 5,000 euros (for further details, see attachment Invoice). The overall amount will therefore be around 24,000 euros.

## Benefits

The advantages of the new (web) application are as follows;

* No more mutual communication problems
* More efficient staff through an easier overview and insight into what needs to be done
* Less paper consumption
* Faster handling of cases
* Fewer complaints from customers regarding invoice problems
* Les time where customers haven’t paid yet
* Departments will no longer work for nothing
* Higher morale through easier working conditions
* Higher Quality products
* Better service

# Risks

|  |  |  |
| --- | --- | --- |
| Chance class | Chance of happening | Discriptio |
| 1 | 0-5% | Unlikely |
| 2 | 5-25% | Posible |
| 3 | 25-50% | Probably |
| 4 | 50-100% | Almost sure |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risc | cause(es) | chance | Consequence(es) | Prevent |
| A change in the composition of the project group | A group member is expelled or stops with his or her education | 2 | Redistribution of planning, and in the worst case 2 to 3 weeks delay and or Worse product | Staying informed about personal developments, and keeping everyone motivated |
| Long-term absence | Sickness, Accidents, Family circumstances | 2 | Higher workload for leftover people, worse product, lower morale. | Keeping an eye on work pressure, otherwise little else that can be done |
| Lose all equipment and hardware | Disasters, fire, external factors | 1 | 1-day delay to restore backups  in case of the equipment most likely a week to get new | Check fire detectors regularly |
| Bankruptcy during project 's duration | Administrative error | 1 | No completion of project | Have a financial backup |
| Even though project is designed with non-technical people in mind, it could still be too hard and or inconventient to use. | Executives overestimated even the basic computing skills of their employees | 1 | Not as much of a work boost at first, because of the learning curve | Have a good tutorial presentation |
| Server crashes | Power outage/software problem/hardware problem | 1 | Slow day at work since nobody has any data what so ever | Making good backus/ and having a second system in place when dealing with hardware problems. Also letting an external company deal with is might be smart |