

**Capstone Project Report**

**Report 2 – Project Management Plan**

– Hanoi, May 2024 –

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# I. Record of Changes

|  |  |  |  |
| --- | --- | --- | --- |
| Date | A\* M, D | In charge | Change Description |
| 05/19/2024 | A | Nguyen Van Quang | Initial Create |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

\*A - Added M - Modified D - Deleted

# II. Project Management Plan

## 1. Overview

### 1.1 Scope & Estimation

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **WBS Item** | **Complexity** | **Est. Effort**  **(man-days)** |
| ***1*** | ***Authenticate*** |  | ***5*** |
| 1.1 | Login/Logout/Reset password | Simple | 2.5 |
| 1.2 | Manually create account (for lab and intern) | Simple | 1 |
| 1.3 | Authorization | Medium | 1.5 |
| ***2*** | ***Import Intern/lab*** |  | ***5.5*** |
| 2.1 | Import intern/lab | Complex | 3 |
| 2.2 | Automatically create account (for lab and intern) | Medium | 2.5 |
| ***3*** | ***Attendance*** |  | ***5.5*** |
| 3.1 | Check-in/Check-out | Medium | 1.5 |
| 3.2 | Calendar | Complex | 3 |
| 3.3 | Leave to work request | Medium | 2 |
| ***4*** | ***Project/Training progress tracking*** |  | ***12.5*** |
| 4.1 | OKR task tracking | Complex | 4 |
| 4.2 | Task detail (Include Comment/Manually Update) | Medium | 3 |
| 4.3 | Target/small target (task) create | Medium | 2 |
| 4.4 | Tasking List | Medium | 2 |
| 4.5 | Automatically update status (Background service) | Medium | 1.5 |
| ***5*** | ***Performance Summary*** |  | ***5*** |
| 5.1 | Dashboard | Medium | 3 |
| 5.2 | Export performance CSV | Simple | 2 |
| ***6*** | ***Reviewing/Scoring Sub-system*** |  | ***6*** |
|  |  |  |  |
|  |  |  |  |
| ***Total Estimated Effort (man-days)*** | | | ***34*** |

### 1.2 Project Objectives

*[Provide the overall project objective description and then the specific target metrics of your project in term of quality, time, and cost (allocated effort distribution for project activities: requirement, design, coding, testing, project management, etc). For example*

*Quality*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Testing Stage** | **Test Coverage** | **No. of Defects** | **% of Defect** | **Notes** |
| 1 | Reviewing |  |  |  |  |
| 2 | Unit Test |  |  |  |  |
| 3 | Integration Test |  |  |  |  |
| 4 | System Test |  |  |  |  |
| 5 | Acceptance Test |  |  |  |  |

*Milestone Timeliness (%):*

*Allocated Effort (man-days):*

]

### 1.3 Project Risks

*[List out the details on project risks in the table below]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Risk Description** | **Impact** | **Possibility** | **Response Plans** |
| 1 |  |  |  |  |

## 2. Management Approach

*[Describe the approach you would use the manage and implement your project]*

### 2.1 Project Process

*[Draw and describe the software development process model that the team would apply into the project implementation]*

### 2.2 Quality Management

*[Provide the approach you would apply to improve the project quality, reach the project quality objectives. Some of the quality approach can include*

* *Defect Prevention*
* *Reviewing*
* *Unit Testing*
* *Integration Testing*
* *System Testing*

*]*

### 2.3 Training Plan

*[You need to plan the training activities in case any of your team member lack of knowledge/skills to handle the project works]*

|  |  |  |  |
| --- | --- | --- | --- |
| Training Area | Participants | When, Duration | Waiver Criteria |
| Java Spring Boot |  |  | Mandatory |
| Git, Github |  |  | Mandatory |

## 3. Project Deliverables

*[Given the main project deliverables. Those can be internal and/or external deliverables. Students can prepare master schedule like the table format as below or in the more detailed structure as the sample in the attached sample file -* ***Report2\_Sample High Level Project Schedule.pdf****]*

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Deliverable** | **Due Date** | **Notes** |
| 1 | … | dd/MM/yyyy | … |

## 4. Responsibility Assignments

*[Describe the main responsibilities in your project (to complete the outputs as defined in the above section), in the format as the sample below]*

*D~Do; R~Review; S~Support; I~Informed; <blank>- Omitted*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Responsibility** | **QuangNVHE153169** | **PhuDQHE161496** | **DungTMHE140892** | **QuangTDHE151424** | **NinhTDHE161884** |
| Project Planning & Tracking | D | R | R | S | S |
| Prepare Project Introduction Document | D | S | S | R | R |
| Prepare SRS Document (Overview Part) | D | R | R | R | R |
| Prepare SRS Document (User Requirements) | D | S/R | S/R | S/R | R |
| … |  |  |  |  |  |

## 5. Project Communications

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Communication Item** | **Who/ Target** | **Purpose** | **When, Frequency** | **Type, Tool, Method(s)** |
|  |  |  |  |  |
|  |  |  |  |  |

## 6. Configuration Management

### 6.1 Document Management

*[Describe how you would manage project documents & their changes/versions]*

### 6.2 Source Code Management

*[Describe how you would manage project source codes & their changes/versions]*

### 6.3 Tools & Infrastructures

|  |  |
| --- | --- |
| **Category** | **Tools / Infrastructure** |
| **Technology** | React 19 (FrontEnd), C#/ASP.NET core (BackEnd) |
| **Database** | SQLServer |
| **IDEs/Editors** | Visual Studio Code, Eclipse |
| **Diagramming** | StarUML, DrawIO |
| **Documentation** | Ms Office, Google Docs/Sheets/Slides |
| **Version Control** | GitLab (Source Codes), Google Drive (Documents) |
| **Deployment server** | Amazon Web Service |
| **Project management** | ProjectLibre (Schedule), GitLab (Tasks, Defects) |