Project Plan

**Project Resources**

**Group Resources**

Every member in the team plays a key part and everyone has input to the project, both as a whole and individually. The key person for the success of the project is the Sponsor Leanne, who has ultimate say on whether or not the project is successful. She also has the special skills with nutrition and health science, which none of the team members have.

The team also has other students, Lecturers and other university staff, whose knowledge may be of benefit to the team.

Everyone in the team has the same resources in terms of hardware and software, and will use them to do their individual parts of the project and it as a whole.

The following resources will be used to develop the project and its documentation.

**Hardware**

The following hardware will be used during the documentation and creating of the application.

Desktop PC- used to work at both home and university, to do both documentation and coding. The specifications of each team member’s computers vary, but are a combination of the latest version of Windows and Apple’s OS X.

Laptop- Used to do work during meetings and again work on the writing the application itself and its documentation

Android Smartphone- used to test prototypes of the application for bugs and issues not seen in the emulator.

For deploying the application there will be additional hardware needed. To start with the application’s back end can be run locally on a desktop PC. But once it is deployed there must be a backend that is available to use from any location. It must be able to cope with demand and be efficient so that the application is smooth and fluid.

**(Need more info for back end we need)**

**Software**

The following software will be used to develop and prototype the application:

* Microsoft Windows (7, 8, 8.1)
* OS X Mavericks
* Titanium and it’s development environment
* Github
* Alloy
* Genymotion Android emulator
* Microsoft project
* Enterprise architect
* Sybase Power designer

**Development Risks and Management**

**Risk Management**

We are applying the four step process to the Risk Management strategy, which is often the go to for organisations, both large and small. The four steps are Identify, Analyse, Plan and Monitor. Each step is taken for a specific purpose to ensure the risks to our project and the Clients organisation are mitigated as best as possible.

**Risk Identification**

Below are the risks that are associated with the project. They may change as the project evolves, so a change log will also be included to update these as needed.

Technology risks

1. Version controls somehow fail and work is lost.
2. Software resources do not function as expected
3. Competitor releases similar application
4. Phone breaking as result of testing

People Risks

1. Loose contact with team members
2. Loose contact with project sponsor
3. Team members cannot attend meetings
4. Conflict between team members
5. Conflict between team and sponsor

Organisational Risks

1. Unable to meet at normal location
2. Other subjects require work to be conducted at same time
3. Loss of phone during testing
4. Test users may not meet when needed

Estimation Risks

1. Estimated times needed are too short
2. Workload underestimated

**Risk Analysis**

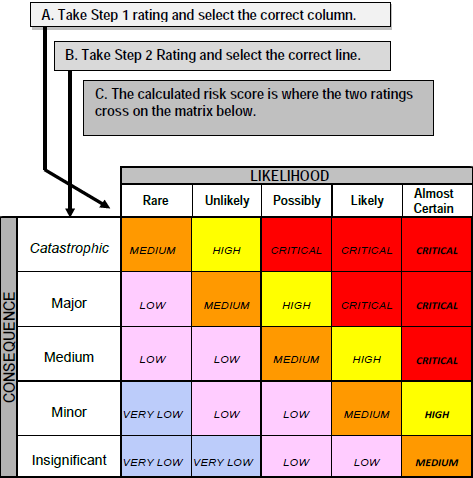
The risk analysis table below is a result of looking carefully at the risks to work out the Likelihood of the risk and the worst case Impact. From this it is then given a rating, which is dependent on Likelihood and the potential impact.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk no. | Risk Description | Likelihood | Impact | Rating |
| 1 | Version controls somehow fail and work is lost | Rare | Catastrophic | Medium |
| 2 | Software resources do not function as expected | Unlikely | Major | Medium |
| 3 | Competitor releases similar application | Rare | Medium | Low |
| 4 | Phone breaking as result of testing | Unlikely | Catastrophic | Medium |
| 5 | Loose contact with team members | Rare | Major | Low |
| 6 | Loose contact with project sponsor | Rare | Catastrophic | Medium |
| 7 | Team members cannot attend meetings | Possible | Medium | Medium |
| 8 | Conflict between team members | Possible | Major | High |
| 9 | Conflict between team and sponsor | Possible | Major | High |
| 10 | Unable to meet at normal location | Possible | Minor | Low |
| 11 | Other subjects require work to be conducted at same time | Likely | Minor | Medium |
| 12 | Loss of phone during testing | Rare | Catastrophic | Medium |
| 13 | Test users may not meet when needed | Possible | Minor | High |
| 14 | Estimated times needed are too short | Possible | Major | High |
| 15 | Workload underestimated | Possible | Major | High |

**Risk Planning**

The risk strategy table below is ranked in order of rating. The aim is to mitigate each risk as much as possible, so that the rating is reduced to an acceptable level. For it to be acceptable the rating must be below no higher than Medium, except in the rare case a high rating may be allowed, but must be more carefully monitored.

|  |  |  |  |
| --- | --- | --- | --- |
| Risk no. | Initial rating | Strategy | Rating after mitigation |
| 1 | Medium | Have multiple backups saved in different locations | Low |
| 2 | Medium | Try multiple software vendors, so we can test if they work or not | low |
| 3 | Low | Keep all information within team, and do not share IP | Medium |
| 4 | Medium | Thoroughly test application on emulator before real device tesing | low |
| 5 | Low | Have multiple ways to communicate, e.g social media, email etc. | low |
| 6 | Medium | Work out issues before they become major. If needed work with staff to resolve the problem | low |
| 7 | Medium | Arrange multiple meetings/ times. Make sure team can make at least one of them per week | low |
| 8 | High | Resolve situations within team, if not able to solve consult staff for more help and to notify them about the situation | Medium |
| 9 | High | Work with sponsor as much as possible, and continuously communicate with them to ensure things are working | Low |
| 10 | Low | Be flexible with meeting locations and times | Low |
| 11 | Medium | Schedule work to be done bit by bit, as to avoid large amounts of work piling up | low |
| 12 | Medium | Ensure phone is used for testing in secure area. Do not leave it unattended, and put someone in charge of it | low |
| 13 | High | Be flexible with meeting times and locations and have a best fit approach to meetings | low |
| 14 | High | Carefully work out times needed. Update and keep track of time needed to complete tasks and update as you go | medium |
| 15 | High | Share workload, and if needed take up slack as needed. Track all work done and update timesheets to gain better overview of project |  |
|  |  |  |  |



**Risk Monitoring**

There are a number of indicators that will help see and monitor each risk. If these are monitored carefully and updated, the risks can be managed more easily and better mitigated, where possible.

All risks will be monitored closely and checked on regularly, but risks with a residual rating of medium will have special attention paid to them. Some of the risks cannot be monitored easily due to their nature, but the mitigations will allow us to better plan for them and have a better way to react if they eventuate.

|  |  |
| --- | --- |
| Risk type | Indicators |
| Technology | * Computers are not able to cope with workload * Minimum requirements aren’t met for certain applications * Slow or poor performance |
| People | * Low moral * Conflict over trivial issues * Low communication |
| Organisational | * Feedback is poor initially * Feedback does not change, even after faults are fixed |
| Estimation | * Time taken always more than time estimated * Schedule is always pushed back, without prior need |

**Change Log**

|  |  |  |  |
| --- | --- | --- | --- |
| Risk no. | Description/ Initial rating | Strategy | Rating after mitigation |
| 16 |  |  |  |
| 17 |  |  |  |
|  |  |  |  |

University uses

http://staff.mq.edu.au/human\_resources/health\_and\_safety/managing\_risk/workplace\_inspections/undertaking\_a\_workplace\_inspection/