Project Definition

ISYS20181: Practical project management

Group 3iii:

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Aim:

To design and implement a mobile-based calendar and timetable application that streamlines the organization and collaboration process within large groups of people.

Objectives

* There will be a testing period shortly before the application is complete. This will consist of a peer review group large enough to test the application adequately.

Project Management

During the first meeting that took place, the group decided that based on past experiences with group work, it would be sensible to hold at least two meetings a week with the possibility of extra when deadlines are approaching or when issues arise. Here we discussed things that had gone well in past groups, and things that hadn’t and came up with a structure that would reflect these thoughts. We also delegated roles and assigned work that each member of the group will carry out. Below are the decisions we all agreed upon;

* Ashley Thompson will be the project leader, meaning he is responsible for arranging group meetings, booking study rooms, delegating work and should be the first person people arise any issues with.
* Mateusz Januszewski will act as backup team leader in extenuating circumstances.
* Nirmoldeep Bajwa will be in charge of recording the minutes and topics covered during the meetings.
* The group will aim to hold at least two meetings of around 30 minutes each week. – These will act as a review of the group’s overall progress and should help to give direction and solve any individual issues the development team may be having.
* The first meeting will take on Monday mornings, with the second being every Wednesday afternoon.

# Sources of Information and Resources

In order to develop the application, two pieces of software will be used in concurrence:

1. Android Studio. Android studio is a simple code editor that allows users to develop Android Apps. As we have decided to develop our application on the Android platform due to how common it is, and how quick it is growing, Android Studio is the perfect choice for an application. The Studio offers a smart code editor, code templates, git hub integration for easy backups (Thus helping minimize the risk of data loss) and all manner of virtual device emulation.
2. Visual Studio 2015. The newest Visual Studio has come released with some Android development tools. Whilst Android Studio will be the main piece of software used, VS2015 will be the backup. We all also have experience working with this piece of software.

We will use the Android Software Development Kit with both of the programs mentioned above. We will also make use of Google Calendars to download user calendar information into our application. Whilst we do not need to rely on hardware due to the large amount of available emulators, we will use three different Android-operating hardware devices to test our application outside of the simulated environment.

# Risk Assessment

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Risk ID | Risk Name and Impact Area | Risk score (1 low, 4 high) | Risk Impact | Probability of risk event | Description | Response | Triggers |
| 1 | Scheduling problems | 1 | Low | Medium | Problems can arise when trying to schedule meetings. | Re-arrange meetings to fit schedules. If not possible, communicate via other means. | -Team members having busy schedules  -Team members having irregular schedules  -Incorrect planning of meetings |
| 2 | Inability to work together | 2 | High | Low | Inability to work together and a hostile group atmosphere. | Try to address any issues someone might have with other group members. | -Team members disliking each other  -Team members feeling they are doing more than others |
| 2 | Lack of Communication | 2 | High | Low | Team members not communicating enough with others. | Arrange more meetings and seek alternate means of communication. | -Team members not attending meetings  -Team members not having internet access or other member phone numbers |
| 3 | Bad time management | 2 | Medium | Medium | Inability to use time correctly and wasting time. | Revise schedules and make sure team members are motivated. | -Team members not being motivated to do the work  -Discussing irrelevant things in meetings |
| 4 | Short term inability to attend meetings | 1 | Low | Medium | Inability to attend a single meeting. | Make sure team member gets meeting minutes and is clued in. | -Short term illness  -Travel problem  -Laziness  -Bad scheduling |
| 5 | Long term inability to attend meetings | 2 | High | Low | Inability to attend a few meetings in a row. | Discuss meetings with team member. | -Long term illness  -Work  -Laziness |
| 6 | Short term inability to meet targets and deadlines | 3 | Medium | High | Work is delivered a little late of soft deadline. | Make sure deadlines can be met via discussion. | -Laziness  -Team member struggling with work  -Illness |
| 7 | Long term inability to meet targets and deadlines | 3 | High | Medium | Inability to meet hard deadlines consistently. | Discuss issue with members. | -Laziness  -Team member struggling long term  -Other commitments |
| 8 | Misattribution of roles and incorrect division of tasks | 2 | High | Low | Team members not fit for their roles. | Rearrange roles if possible. | -Team member not being there when roles assigned or misevaluating own abilities |
| 9 | Lack of punctuality | 1 | Low | Medium | Team member being late to meetings. | Resolve if short term, rearrange if long term. | -Travel difficulties  -Bad meeting times |
| 10 | Indecisiveness of Project Manager | 2 | High | Low | Team manager not making decisions. | Team member should contact customer or talk to other group members. | -Unmotivated team member  -Unclear project definitions from customer |
| 11 | Indecisiveness of entire group | 2 | High | Low | Group not making decisions. | Talk to customer and have a group discussion about the issue. | -Unclear project definition  -Unclear targets |
| 12 | Ignoring feedback from customer | 1 | Medium | Low | Ignoring customer feedback accidentally or on purpose. | Revise feedback, apologize to customer and implement feedback. | -Not being thorough when reading feedback  -Not liking the customer feedback and trying to ignore it |
| 13 | Misunderstanding customer feedback | 2 | Medium | Medium | Not understanding customer feedback properly. | Revise feedback, discuss with customer | -Unclear feedback  -Not taking long enough to analyse feedback |
| 14 | Not reporting to customer often enough | 1 | Medium | Low | Reports not being frequent. | Have a schedule of reports. | -Not scheduling reports after asking customer |
| 15 | Making an erroneous report to the customer | 4 | High | High | Making a mistake in a report | Take care when drafting reports | -Not being careful enough when drafting |
| 16 | Not being able to implement all features | 2 | High | Low | Not implementing features as specified | Make sure features are not too ambitious and that team members can handle them | -Too ambitious features  -Too many features  -Inability to program  -Not enough programmers |
| 17 | Inability to obtain hardware for tests | 1 | Low | Low | Cannot get the hardware required to test application. | Use emulators of hardware or chose a widely available platform for tests. | -Using an obscure platform  -Using an expensive platform |
| 18 | Data Loss | 4 | High | Medium | Lose valuable project data | Make sure to backup | -Lack of backups  -Using vulnerable storage methods |
| 19 | Inability to program software | 3 | High | Medium | Programmer is unable to program the software either due to lack of technical skills or lack of time. | Chose competent programmers, chose a common platform and assign additional programmers as needed. | -Using obscure languages  -Using bad programmers  -Making up difficult to implement features  -Choosing a platform with lack of technical manuals |
| 20 | Running out of time when implementing | 4 | High | High | Running out of time to implement all the specified features. | Make sure enough programmers are on the job | -Too few programmers  -Too many features |