Project Management Mission

**Group name:** The Mighty Boosh

**Individual responsibility by:** Panayiotis Petsas

# Code of conduct

As a team, we have agreed upon some rules to ensure that the quality of the outcome of this project would always under all circumstances remain high. This code of conduct furthermore outlines our methods for organisation and for teamwork.

1. We heavily promote and are open to all kind of suggestions and opinions from all the team members. This way, we believe that by supporting this idea of freedom of expression and open communication, it enables our project to improve in terms of creativity and additional advancement.
2. We ensured that all the team members feel comfortable with any mission assigned to them (since we have also decided together which mission would fit to which team member) and in case a team member has any trouble during any individual mission, we are all open into communicating and helping each other.
3. We have agreed as a team to put maximum commitment to this project, as it is important for both self-development (learning python, gaining knowledge on machine learning etc.) and to improve our team-based problem solving skills (by discussing anything project related with the team, by considering decisions and agreements together etc.)
4. Additionally, we agreed to participate and engage in all meetings. In a hypothetical scenario that we wouldn’t be able to physically meet with each other, we have decided to hold our meetings online. In the case that one of the team members is not able to meet in person while the rest of the team members can, the available team members would meet in the designated location, while the member that cannot meet in person would communicate with the rest of the members online (phone or video call).

# Skills audit

All the members’ skills audit forms were added in the *Project Ideation* mission document.

# Risk analysis

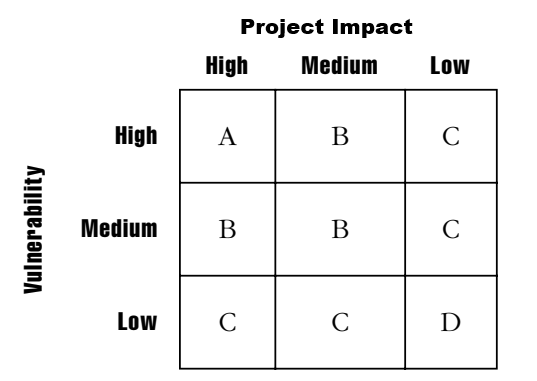
For the risk analysis, we are using the **FRAP** (Facilitated Risk Analysis Process) method, which is most commonly used in ensuring that information security-related risks to business operations are considered and documented. (Peltier, T.R., 2000)

**Risk** is a potential event that will have a negative impact on the objectives or mission of the project.

Since our project is much smaller scaled than the usual corporate and business model projects that the FRAP method is usually used for, appropriate measures were also taken to ensure the quality of the risk analysis would still remain intact. Every risk differs in vulnerability, and that is why we have set a standard set of definitions for defining these risks for the risk analysis:

* **High vulnerability**: very substantial weakness exist in the project or its operation, and where the impact potential is severe or significant, the control must be improved.
* **Medium vulnerability**: some weakness exist and where the impact potential is severe or significant, the controls can and should be improved.
* **Low vulnerability:** the system is already well constructed and operated correctly. No additional controls are needed to reduce vulnerability.

Through these vulnerability standards we have created a priority matrix, just before defining the letter grade priorities(A, B, C ,D) and then the risks themselves:



One letter grade priority is assigned to each risk. The response from the team members should be as follows, based on the letter grade provided in the risk:

* **A** — corrective action must be implemented
* **B** — corrective action should be implemented
* **C** — requires monitoring
* **D** — No action required

*(See next page for risks and controls)*

|  |  |  |  |
| --- | --- | --- | --- |
| **FRAP Session Deliverables for The Mighty Boosh team** | | | |
|
| **Risk #** | **Risk** | **Priority** | **Controls** |
| 1 | The python main file will not run. | B | 1,2 |
| 2 | The data file cannot be accessed. | A | 1, 2, 3 |
| 3 | One member cannot attend a meeting. | D | 4 |
| 4 | More than one member cannot attend a meeting. | C | 4, 5 |
| 5 | A world pandemic occurs. | A | 5, 6 |
| 6 | One of the files crashes. | A | 1, 2, 3 |
| 7 | A file crashes without being saved previously. | B | 8, 9 |
| 8 | One of the team members gets sick. | C | 4 |

|  |  |
| --- | --- |
| **Controls for the deliverables/risks** | |
|
| **Control #** | **Control** |
| 1 | Check the source code again for any possible bugs/mistakes. |
| 2 | Run tests for the code. |
| 3 | Check that all files are in the correct directory. |
| 4 | Meeting(s) should still take place. Meeting(s) can also be held online. |
| 5 | Meeting(s) will be held online. |
| 6 | All types of communications are set online. |
| 7 | Debug everything |
| 8 | To avoid this, backup everything on a cloud drive and GitHub frequently. |
| 9 | Have a recovery plan designed to ensure that all the project files are and information can be recovered, in the event of data loss |

Control is a measure taken to avoid, detect, reduce or recover from a risk to protect **Task management**. For every possible event of a risk, one or more controls have been assigned in order to avoid events that would negatively impact the project/assignment.

# Task management

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Task | Priority | % Complete | Notes |
|  | Iterative Development | HIGH | 100% |  |
|  | Baseline Development | HIGH | 100% |  |
|  | Mathematical Review | LOW | 100% | Priority is low because it's a side mission. |
|  | Project Management | HIGH | 100% |  |
|  | Solution Testing | HIGH | 100% |  |
|  | Solution Design | HIGH | 100% |  |
|  | Additional Data | LOW | 100% | Priority is low because it's a side mission. |
|  | Project Ideation | HIGH | 100% |  |
|  | Solution Review | LOW | 100% | Priority is low because it's a side mission. |

# Master Schedule

# Progress Report

|  |  |  |
| --- | --- | --- |
| **Date** | **Progress Done** | **Plans for next meeting** |
| 05-Mar-20 | Group first's meeting. Brainstormed ideas for project's main idea. Started working on the project ideation as a team. | Each member would also consider other ideas for the project in their own time |
| 12-Mar-20 | Finalised the project ideation form and submitted it. Decided that the project idea would be a system which identifies through AI if an email/sms is spam or not. | Each member would consider which of the missions would be most applicable to them. |
| 19-Mar-20 | Discussed all the missions/roles of the group and assigned them appropriately to the members of the group. | Members would familiarise themselves more with their missions. Project manager would create the master schedule so that members would know who they are dependent on. |
| 26-Mar-20 | Started working on the Baseline and Additional Data missions as a group. | Group members responsible for those two missions would continue working on the missions until the next meeting to discuss difficulties or any kind of obstacles regarding the continuation of the missions. |
| 02-Apr-20 | Finalised the two missions. The meetings from now on are held online. Group starts working on Solution Testing and Iterative Development. | The plan for the next meeting would be to do as much work as possible on the Solution Testing and Iterative Development missions. The coding progress would be updated through a GitHub repository. |
| 09-Apr-20 | For the next three meetings, since work on the same missions would continue on, we would hold these meetings to see how everyone is doing and in the case that one of the members needed help, we would offer them any kind of support we could to continue on the project. | Everyone continues to work on their responsible part of the project. In the case we would need any help before the next meeting, we were also available to communicate by texting each other. |
| 16-Apr-20 | Just like the week before, this meeting main purpose was to catch up with everyone's progress, since we had set guidelines to continue to work on the project on our separate missions. | Just like last week, everyone continues to work on their responsible part of the project. In the case we would need any help before the next meeting, we were also available to communicate by texting each other. |
| 23-Apr-20 | For the final week, meeting’s main purpose was to catch up with everyone's progress. By this date, we were almost done with the iterative development. | The plans for the next week were to look back at the previous missions, in order to improve them. |
| 30-Apr-20 | Group decides to continue the assignment individually. | Since from now on the assignment is individual, I decided to continue this progress log to keep track of my progress and to set goals for each week. |
| 07-May-20 | This week I had my extension approved. This gave me extra time to improve my two missions even further. The goal for the next week would be to make some further research on the 'Risk Analysis' section of this mission. | |
| 14-May-20 | I decided to add code into my 'Additional Data' mission. The code that was added was would enable two (or more) .csv files to be trained and tested through one dataframe. | |
| 21-May-20 | I added explanation on how the code works, in order to have be more understanding. | |
| 23-May-20 | Since the deadline was very close and I was basically done with both of my missions, my goal for this final week was to read all instructions that were given to me and make sure everything I did so far was correct. This is also the week that I finally submitted my individual assignment. | |

# References

Peltier, T.R., 2000. Facilitated risk analysis process (FRAP). *Auerbach Publication, CRC Press LLC*. Link: <http://ittoday.info/AIMS/DSM/85-01-21.pdf>