VR1Family Charity Aid Services

Project Management Plan (PMP)

Assignment 02

Team Name	T02_G03_ER
Workshop	2
SDLC Choice	Agile
Tutor Name	Esther Rotimi
Subject	SWEN90016 – Software Processes and Management

Project Team Members:

No.	First Name	Last Name	Student ID
1	Hao	Xu	1224853
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6			

Executive Summary (5 Marks)

VR1Family Charity Aid Services is a charitable organization that provides humanitarian assistance to people suffering from natural calamities. The current I.T. infrastructure used by VR1Family is limited, and the organization faces challenges in managing aid distribution. This has resulted in an overhead of 30% of the expended resources just to manage the aid distribution. Therefore, the organization decided to develop a new I.T. system aimed at reducing this overhead to under 10%. In that case, minimize the operational overheads in aid distribution activities and provide better visibility and control over the distribution of aid supplies. VR1Family decided to implement a small pilot phase of this new I.T. system in Australia region first. By showing the capabilities of the VR1 Family Aid Service with this new I.T. system, donors' confidence can be enhanced. Furthermore, VR1 Family can get bigger donations and then gradually roll over the functionality across other countries in a phased manner.

This pilot phase project has a budget of 20000 dollars and is expected to be built by 4-6 students of the University of Melbourne in about 6 weeks. There are 3 milestones in this pilot project, the UI design release after the first sprint, the product release with a majority of requirements implements after the second sprint and the final product release after the third sprint. The main risks of this project including low user adoption caused by not elderly-friendly user interface, poor product quality caused by lack of user engagement, and schedule overrun quality caused by an inexperienced developer team. Additionally, the main constraint of this project is limited financial resources, potential constraints could include technical challenges and short resistance from volunteers, but these can be addressed through effective project management and stakeholder engagement.

For the optional use case, the team chose to implement the functionality of social media integration for the client. Compared with other optional use cases such as security considerations, print and e-mail support and so on. This functional area will have the biggest positive influence on attracting more donations. By providing an about us page and links to the social media profile in this new I.T. system, the users of this system can learn more about the career of VR1Family, further the influence of VR1Family can be expanded and more donations can be attracted. There are 3 milestones in this pilot project, the UI design release after the first sprint, the product with the majority of requirements implements after the second sprint and the final product release after the third sprint.

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Project Initiation
Stakeholder Analysis (15 Marks)

No.	Stakeholder Name	Stakeholder Role	Justification
1	VR1Family	Project Sponsor	As a project sponsor, VR1Family is an internal stakeholder who usually decides the project's overall direction and works with the project management team during the project development.
2	Development Team	Project Team	The development team is an internal stakeholder, and team members are responsible for developing and modifying the entire project based on customer feedback.
3	Philanthropic Donors	Funder	Philanthropic donors provide funds and resources to support the team's development and program completion. As external stakeholders, they are not directly involved in the decision-making and development of the project. However, they provide financial security for the development of the project.
4	Aid Recipients	Registered User	As registered users, they are the primary users who submit material requests on the system. They will evaluate whether the final product meets their needs and expectations.
5	Government	Regulator	Since the project requires collecting personal information from residents, the government can provide regulatory and approval support to ensure that the project meets relevant standards.
6	Volunteers Team	Employees	As employees, the volunteer team is the end user in the organization and will respond to how to use the new IT system. The new system will provide more powerful functions for aid items distribution and better work conditions for employees. Eventually, enhancing job satisfaction and productivity will improve company's financial performance.

In-Scope Features (20 Marks)

Product backlog							
ID	As an	I want	So that	Story points	Priority	Sprint	Use Case
1	Volunteer	to be able to capture the details of aid recipients	I can maintain a database of their information for future reference and aid disbursement	9	highest	1	1
2	Volunteer	to be able to capture the additional details of aid recipients.	I can ensure that aid is being provided to the right individuals and their families.	5	highest	1	2

			Product backlog				
ID	As an	I want	So that	Story points	Priority	Sprint	Use Case
3	Fundraising coordinator	to capture the details of aid donors	I can maintain a database of their information for future fundraising events.	7	Highest	1	3
4	Aid program manager	to capture the additional details of aid donors	I can maintain a comprehensive and accurate database of donor information for future fundraising events and grant reporting	8	highest	1	4
5	aid program manager	to create various aid categories	I can maintain an organized inventory of aid items and streamline aid requests.	5	high	2	5
6	aid program manager	to track various aid items	I can ensure that the aid inventory is properly managed and distributed	18	high	2	6
7	recipient of aid	to request aid items that I need	I can receive the necessary aid items to help me and my family quick and easy	10	high	2	7
8	aid program manager	to document aid items received from donors	I can keep track of donations and ensure they are assigned to the correct aid categories	9	high	3	8

ID	As an	I want	So that	Story points	Priority	Sprint	Use Case
			Product backlog				
9	administra tor	a page that briefly mentions the history, achievements, and philanthropic activities of the organization	visitors to the website can learn more about the organization and its mission	7	lowest	3	11
10	administra tor	the page to have two follow us buttons	Visitors to the website can click those buttons to receive latest news and activities from us.	6	lowest	3	12

Out of Scope Features *(10 Marks)*

1. User training
    a. Training users requires a different set of skills and knowledge, which is not within the scope of the team's responsibilities.
    b. The project team is constrained by time and budget to deliver the system, leaving no room for training users.
    c. The project team's focus is on delivering the system, user training should be part of the ongoing support. Therefore, user training is an out-of-scope feature for the project team.
2. Hardware procurement
    a. Hardware procurement refers to the process of acquiring the necessary hardware devices and equipment required to support the organization's operation.
    b. Hardware procurement requires significant resources and a budget that is beyond the scope of the project team's responsibilities.
    c. Providing necessary hardware and software access so the project team can successfully complete the project is an out-of-scope feature for the project team.
3. Data migration
    a. Data migration involves transferring data from one system to another, which may require specialized expertise and tools. There is no requirement stating that our project development team needs to migrate data from the old system to our project.
    b. In addition, data migration may involve legal or regulatory requirements that the project team may not be equipped to handle. Therefore, data migration is out of the scope of our project team.
4. Data backup and recovery
    a. Data backup and recovery refer to the process of creating and storing copies of data in order to protect it in case of loss or damage.
    b. It is an out-of-scope feature for the project team because data backup and recovery require another set of skills and infrastructure, such as backup servers, storage devices, and backup software.
    c. Therefore, the responsibility for data backup and recovery will be clients.
5. Security Hosting
    a. Security hosting typically requires specialized knowledge and expertise that may not be within the scope of the project team's skills therefore it's not the project team's responsibility.

b. Additionally, security hosting is an ongoing process that requires continuous monitoring and updates, which may extend beyond the scope of the project timeline, therefore another reason why it's not the project team's responsibility.

Project Assumptions and Constraints *(10 Marks)*

Constraints:

1. This project is constrained by a low budget of 20,000 dollars, it is important because it limits the financial resources available to carry out the project. This means the project team must carefully prioritize and allocate resources to ensure they are used efficiently and effectively. With a limited budget, there are constraints on the amount of manpower, and material. Therefore, it's crucial to plan and execute the project in a way that optimizes the available resources while still achieving the desired outcome within the constraints of the budget.

2. This project is constrained by 6 weeks of development time. It is important because the development team needs to handover the product in 6 weeks. This means that project teams need to plan for the project in advance to make sure they can finish the project on time. Under the constraints of the time, the project team may give up on some complex functionalities to make sure the quality of key functionalities. It is also important to keep the schedule runs as planned to avoid the delay of final product handover.

3. This project is constrained by the level of user engagement, our team chose to use agile SDLC models which is high demand in stakeholders' engagement. It is challenging for VR1Family to provide such an extensive communication chance for users and project team, since it is a worldwide charity organization with limited resource. VR1Family does not have the right to enforce volunteers to engage in the development of this new I.T. system. Further, the lack of users' feedback will have negative impact on the product quality.

4. This project is constrained by programming skills of students. The students from UoM may be inexperienced in develop projects due to their insufficient practical experience in project development during their academic curriculum. Therefore, they may need extra time to learn and adapt to a development environment, the development team have to spend more time on teaching the students how to manipulate the programming skills instead of building the new system, as results, the whole schedule on project will be delayed.

5. The project is constrained by unspecific user interface requirement. The VR1Family didn't provide a clear and comprehensive requirement about user interface. This can be a constraint on a project because it doesn't provide clear direction or guidance on what needs to be achieved. This can lead to confusion, misunderstandings, and disagreements among project stakeholders, which can ultimately result in delays, rework, and additional costs.

Assumptions:

1. Assume that all team members have Agile development experience. Agile is chosen as the SDLC model for this project. So, it is important to ensure that all the team members are familiar with Agile methodologies and the development process. In that case, no valuable time resource will be wasted on learning how to use Agile. Therefore, ensure there is no schedule overrun.

2. Assume that the volunteers will provide feedback actively during the development process. In the VR1Family organization, most warehouse managers are retirees, so a simple system interface will help them adapt to the new system faster. Therefore, the volunteers' feedback on the system interface can support the development team in adjusting the design.

3. Assume the development team is well experienced in Springboot and React. It is important in the context of the project since it can significantly impact the development time and overall quality of the final product. If the development team is already familiar with those technologies, it can reduce the learning curve and enable them to develop the project more efficiently. This can result in a higher-quality product being delivered within the project's timeline and budget. Additionally, the use of familiar tools can increase team morale and motivation, as they feel more comfortable and confident in their abilities to complete the project successfully.

4. Assume that the UoM students will assist the development team. It is essential to this project since those students can improve the project productivity who have a higher education. Due to the

project having multiple complicated functions with a smaller development team, the team can leverage the strengths and skills of those UoM students to achieve high productivity. Additionally, UoM students have more creativity and innovation in project development. As a result, they can help the team to seek a more creative approach to the project, which can not only increase customer satisfaction but also improve the project's efficiency and quality.

5. Assume a new investor feels that the project has good prospects and intends to increase the budget for the project. It is important for this project, because the initial budget may not be enough for the whole process. The completion of the project needs solid financial support, if the project's cost is over the initial budget. To keep the project running as normal and not delay the handover time of the final product. Therefore, solid financial support is very important in this project.

SDLC Delivery Approach (10 Marks)

Our group decided to use the Agile model as the final SDLC.

Disadvantages of Agile:
If developing using the Waterfall model, employees and volunteers in the organization would only preview or test the system during the provisioning requirements and validation project stages. Therefore, they have limited chances to preview or test the system until it is too late.[1] If the designed system's UI is too complex for the employees in the organization, the team would have to rework the system's UI, which would waste a lot of time and prevent the system from being built in six weeks.

Also, the stages of the waterfall model are sequential, so each stage must be completed before moving on to the next stage. And, due to the inflexibility of the waterfall model, it isn't easy to modify requirements in the middle of the process.[2] Therefore, failure to complete the current stage on time will delay the next stage and eventually cause the project to exceed the expected time.

Advantages of Agile:
The Agile model has the critical capability of being flexible and mitigating risks.[3] The case study requirements for the use cases are unclear and likely to be modified at different project stages. Using agile methodologies, development teams can modify project requirements and deliverables at any stage of the development process.

Another advantage of the agile model is that it can be developed iteratively. In the case study, the volunteer team consisted mainly of retired people who may not be proficient in modern technology. As a result, the team needed to modify the final system UI based on volunteer feedback. In Agile development, the development team makes the necessary adjustments after the iteration receives feedback before moving on to the next iteration to make the product fit the needs of the volunteers.

Specific needs of the case study:
1. The case study requires creating user interfaces about different categories of assistance. However, there are no detailed requirements for the layout of the interface. So, the client may have more complicated requirements during the development process. By using the Agile model, the page design can be modified during the development process based on user feedback.
2. The case study has many functions to implement, such as Data Capture and Information Setup for Aid Items. By using the product backlog function of the Agile model, the sprint backlogs can be divided into each Sprint. It helps the development team to complete the entire project in steps.
3. The case study shows that the development team needs to complete all the projects in about six weeks. So, the team needs to schedule the project properly. Using the burndown chart in the Agile model helps the team predict how long the project will take to complete in the specified time. And allows the development team to control the development progress of the project.

Role of Project Assumptions, Constraints, and Characteristics of case study:
In assumption, all team members are experienced in agile methodologies. Also, this project has the constraint that the client does not give a detailed layout of the user interface, which may result in the client

adjusting the interface layout during the project development. In the case study, most of the organization's volunteers are retirees. Therefore, the project needs to design a simple system UI based on their feedback.

With the above assumptions, constraints, and case study characteristics, the development team preferred Agile in selecting the SDLC because they are familiar with the Agile framework. It helps the development team make timely adjustments to the design and layout of the user interface.

Project Governance

Roles and Responsibilities *(10 Marks)*

Agile SDLC
1. Product Owner: Yun Zhu

Yun Zhu responds for defining the features of the product, for the benefits/profitability of the product. She is also responsible for prioritizing features according to the stakeholder's requirements, and adjusts features and priority every iteration, and final work results acceptance and rejection.

2. Scrum Master: Yusong Yang

Yusong needs to represent the management of the project. He is responsible for enacting Scrum values and practices, removing impediments of the project. He is also required to ensure that the team is fully productive and functional, enabling close cooperation across all other roles. He is the shield for the team from external interferences.

3. Development Team: Hao Xu, Jianlong Yin

Hao Xu, and Jianlong are the development team members in this project. They are responsible for estimating possible release dates of features. They are also required to perform sprint execution, document user stories or requirements for the subjects. They have to maintain and update the product backlog and set communication word priorities, updates and issues that emerge during the whole process.

4. Subject Matter Expert: Chaoyi Shi

Chaoyi Shi is the subject matter expert of this project. He is responsible for bringing the information from the project to the stakeholders and representing the business units' need to the project. He is also required to provide the information for design, construction and creation of documentation. In addition, for testing of end production, he needs to provide feedback to the program team.

Communication Plan *(10 Marks)*

Owner	Meeting Title	Audience (Stakeholder)	Meeting Objective	Frequency	Format (Virtual / Face-to-Face)
Project Manager	Project Review meeting	VR1Family employee, project team	Update the project progress and VR1Family employee provide feedback, discuss the next steps	At milestones	Virtual
Project Manager	Stand-up meeting	Project team	Discuss what did they do last period, what they will do next period and any blocks or problems	Twice a week	Face-to-Face
Project Manager	Post-mortem meeting	Project team	Evaluate what worked and what did not work, discuss the takeaways	At the end of the project	Face-to-Face
Project	Project	Project team	Review the status of	Once a	Virtual

Manager	Status Meeting		project and discuss the potential delays	fortnight	
Project Manager	Task progress updates	Project team	Share the daily progress on the project	Daily	Virtual

Meeting Title	Location	Escalation Trigger	Contingency Plan
Project review meeting	Zoom(virtually)	VR1Family employees miss the time of meeting	Project manager should check the availability of team and project sponsors, and plan the meeting at another time.
Stand-up meeting	University of Melbourne	Team members is not in melbourne	Change the face-to-face meeting into a virtual meeting on Zoom at the same time.
Project review meeting	Zoom(virtually)	Project tasks did not finish on time	Delay the time of meeting depends on how long can team members finish the previous tasks
Task progress update	Zoom(virtually)	Team member repeatedly ignores teamwork message	Change the format of the meeting into face-to-face, and the project manager makes it compulsory, everyone needs to attend.
Post-mortem meeting	University of Melbourne	VR1Family employees do not satisfy with the product	Delay the post-mortem meeting and use the time to finish the product, hold a new post-mortem meeting when the product is finished and satisfied.

Risk Management *(20 Marks)*

ID	Risk Statement	P	I	P*I	Risk Justification	Risk - Team Justification
1	The majority of users of this new IT system are retirees, so they might not be able to adapt to it, thereby causing a low degree of adoption of the new IT system.	70%	7	4.9	Even though the developers will consider the fact that many old people will use this system and come up with an easy-use user interface. There is still a certain possibility that elderly users of this system are not able to adapt to it. Some old people have worked in an old-fashioned way for the most of time in their life, they are used to communicating through phone calls and recording with	The design of the UI is the key of this project. It directly affects the product satisfaction of the client. If the UI is designed too complicated, the users will use more time to learn how to use the UI. It reduces the efficiency of the product, and it may cause the rework of the UI, and more potential cost and delay on project handover. In conclusion, to avoid this risk is most important in this project.

					paper and pen, which means this conversion to a digital system is inevitably hard for them. Moreover, the direct thinking differences between highly educated young people and the elderly cannot be eliminated. Therefore, the User Interface these young developers believe is elderly-friendly, might still be difficult for some old people.	
2	During the product development process cycle, university students may not have enough time outside of class for this work or not have enough working experience to complete this IT system on time.	50%	5	2.5	University students need to study their courses at school during the week. So, they can only spend time outside class to do this work. Moreover, they are also learning knowledge and may not be proficient in the skills needed to do this job. So extra study time may be needed to learn the corresponding knowledge. Furthermore, the possibility of these problems occurring is significant. So, I set the probability of this risk to 50%. Once one of the students' needs to put his or her energy into school studies first, the other students in the group will have to take on more workload, thus causing this IT system not to be completed on time.	This project is a time-consuming project. Team members are composed of the students of the University of Melbourne. They will be distracted by their assignments compared to full-time developers. The tasks in the development process will not be finished on time, and it causes schedule overruns and delay in the final product. Therefore, it is important to avoid this risk.

3	Meetings cannot be held as scheduled due to time conflicts between team members and volunteers, therefore it causes schedule overrun and the product does not meet the requirement.	60%	3	1.8	Members in VR1 Family are mostly volunteers and the project team members are students. Volunteers are too busy to deal with the problems in VR1 Family. Team members need to focus on development, and they may have other work. There is a risk that they have a time conflict for the meeting. It causes the team members and volunteers can not communicate on time and results in the dissatisfaction of clients and bad quality of the final product.	Communication between clients and the development team is important because clients need to give the requirement to the development team and the team needs feedback from clients to check if they are on the right track. Therefore, it is important to avoid time conflict for the meeting which causes a bad quality of final product and potential schedule overruns.
4	Team members are inexperienced university students, which means they may require additional effort to complete this new IT system, thereby causing delays in project delivery and potential schedule overruns.	50%	3	1.5	The team is composed of university students. Most of the students have solid programming skills but lack real-world project experience. They may not be capable to plan the project process accurately and complete it efficiently. Also, when encountering obstacles, they need more time than experienced programmers to overcome, which is highly possible to happen and delay the progress of the project. On the other side, students may have other urgent things, which will disperse their energies from	This project is a time-consuming project. If the development team members are not familiar with the development process, team members do not have experience to deal with serious situations and complex problems. They may need more time on it, and it causes tasks that cannot be finished on time then schedule overruns. Therefore, it is important to avoid this problem.

					building this new I.T. system for VR1Family Aid Service, such as exams and assignments. All the possibilities mentioned above are highly possible to happen and delay the delivery of the product.	
5	Data unable to easily be stored into the database due to the amount of data and data categories may require additional efforts to complete the design of the database, therefore causing schedule overruns and more costs.	20%	3	0.6	Most of the students experienced database related projects in the university. Team members are familiar with data processing. Most of the data are formatted into text, and it makes the complexity of the database low. In addition, in the pilot phase, only employees and volunteers in Australia can access this system, and it means there will be only a small amount of data stored into the database. These elements are making a very low risk for the project. However, data storage is the main functionality for this subject, the impact is highly considered to make the following stages finish on schedule.	Data storage is the key of this project. Clear data format can save the cost of storage and time on processing. Therefore, it is important to make the data format easy and clear. It consumes team members more effort and time to design a suitable data format. However, it may cause a schedule overrun and more cost on the project. It is important to avoid this risk.

ID	Risk Trigger	Owner	Response Type	Risk Response Strategy
1	client does not satisfy with interface and require to rework	Project team	avoid	1. plan advanced to use more team members and more time on designing user interface 2. Communicate with client on time and update the interface depends on feedbacks 3. Design an example of interface for the clients in advanced
2	development team members distracted by SWEN90016 group	Project team	mitigate	1. Find the team members with enough time to work with this project

	assignments from university			2. Ask university for extension for their university tasks 3. Find the graduated students from the university directly
3	Employees and team members have time conflicts on having meetings	VR1 Family employees Project team	avoid	1. Use agile SDLC and structure the meeting time in advance. 2. Communicate the problems on time and change the meeting time which they are both available.
4	Team members are inexperienced, do not familiar with the whole development process	Project team	mitigate	1. Choose experienced full-time developers rather than students in the industry 2. Project development training in advanced 3. Choose the students who have the experience to join in the team 4. Choose the HD students from the university
5	cannot design a data format that suitable to store all the data	Project team	mitigate	1. Plan advanced to use more members and time on the design of format 2. Use the data format of previous system as an example 3. Use a third-party application to design

Choice of Technology *(10 Marks)*

There are many technology frameworks/languages that could suit the current project very well and works with the Agile model very well.

1. Springboot
   a. One of the reasons it is well suited for the current project is Springboot is a good fit for Agile development of its modular architecture, which allows for flexibility and adaptability. This framework is built with a collection of loosely coupled modules that can be easily swapped in and out as needed. Which makes it easier to adapt to changing requirements. It's very useful since our team decided to use Agile as our software development life cycle.
   b. The other reason why Springboot is a good fit is that Springboot provides Spring security. The project requires an authentication and authorization feature to restrict access to certain parts of the application based on user roles and permissions. Such as normal volunteers are not allowed to send aid packages only full-time employees are. Spring Security provides robust and configurable security features to achieve this. Springboot also offers seamless integration with other Spring modules. This integration can make it easier for the project team to implement security features.
2. React
   a. React is a Javascript framework that is used to build dynamic user interfaces for web applications. React's component-based architecture and its ability to handle complex user interfaces make it a good fit for the project. It provides a high level of flexibility, scalability and performance, allowing for the development of interactive user interfaces that can adapt to changing requirements.
   b. React provides a robust ecosystem of tools and libraries that support Agile development. For example, React Native allows developers to build web applications using the same React architecture, which can save time and resources for this project. Which is critically important since we have limited resources and time.

Technology discussion
1. All user interface requirements

      a. In this project, the requirement highly prioritizes the importance of a simple user interface. React is a suitable framework for this project since it allows developers to create reusable UI components and easily manage the state of those components, making it an ideal choice for creating a simple user interface that can be used in the project.

   2. About us page

      a. Reach can work with many different libraries and technologies to support developers to achieve this. React can work with HTML5 elements such as 'img' for displaying images, 'audio' and 'video' for playing audio and video. It can also work with other libraries such as react-audio-player for more advanced audio and video playback options. React also works with CSS to provide styling and layout options for different types of content. So, in this case react is a suitable tool for the use case.

   3. Security hosting

      a. The requirements state that the new IT system shall be securely hosted. In this case, Springboot with spring security got this covered. Spring security supports various authentication mechanisms such as form-based. This allows developers to implement secure login and authentication functionality meanwhile preventing hackers from accessing the system. Cross-site request forgery(CSRF) is also another important functionality that spring security provides to help the new system be securely hosted. The spring security provides built-in protection against CSRF by including a unique token with each form submission. This approach ensures only legitimate form submissions from trusted users are allowed. While also preventing malicious requests from attackers who do not have access to the user's cookies. This will prevent hackers submit fake requests and cause a waste of resources.

Project Execution Plan *(30 Marks)*

Our team is using an Agile SDLC.

Plant for sprint 1
Sprint period: week 7 - week 8 (April 17 - April 23)
Main Sprint goals
1. Have a design of the User Interface of the VR1 Family I.T. system.
2. Finish use case 1: General Information of Aid Recipient
3. Finish use case 2: Private Information of Aid Recipients
4. Finish use case 3: General Information of Aid Donors
5. Finish use case 4: Private Information of Aid Donors

Sprint backlog			
Feature user story	Sprint user story	Priority	specific tasks
1. (9 story points) As a volunteer I want to be able to capture the details of aid recipients so that I can maintain a database of their information for future reference and aid disbursement	1.1 As a volunteer, I want a simple user interface to be able to capture the details of aid recipients so that I can maintain a database of their information for future reference and aid disbursement. (3 story points)	highest	1. Design User Interface that captures the general details of aid recipients

Sprint backlog			
Feature user story	Sprint user story	Priority	specific tasks
	1.2 As a Volunteer. I want to capture the name of the principal agent, age, previous address, and total family members. So that I can ensure that aid is being provided to the right recipient. (3 story points)	highest	1. Upload mandatory information of recipients: name and age and previous address and total family member
	1.3 As a Volunteer. I want the option to capture additional details of the name of the common-law partner, age of the common-law partner, name of kids and age of kids. So that It will help me better understand the family situation of the individuals I am assisting, and allow me to provide more personalized and effective support. (3 story points)	lowest	1. Upload additional details: name&age of common-law partner 2. Upload additional details: name of kids and age of kids
2. (5 story points) As a volunteer, I want to be able to capture the additional details of aid recipients. so that I can ensure that aid is being provided to the right individuals and their families.	2.1 As a volunteer. I want a simple UI to capture the nationality of the aid recipients and their family members. So that I can ensure that aid is being provided to the right individuals and their families. (2 points)	highest	1. Design a User Interface that captures the private details of the aid recipients 2. Upload mandatory information: Nationality, family members

Sprint backlog			
Feature user story	Sprint user story	Priority	specific tasks
	2.2 As a volunteer. I want to be able to capture at least one identity document from the principal applicant and each family member. so that I can verify their identities and prevent fraud. (2 point)	highest	1. Upload optional information: at least one piece of information from family members 2. Allow collecting details with a maximum of three identity documents
	2.3 As a volunteer. I want to be able to upload a scanned image or photo of the identity documents. So that I can maintain the integrity and genuineness of the aid recipients and their family members. (1 point)	highest	1. Upload scanned image or photo of identity documents
3. (7 story points) As an Aid program manager, I want to capture the details of aid donors so that I can maintain a comprehensive and accurate donor information database for future fundraising events and grant reporting	3.1 As a fundraising Coordinator. I want a simple user interface to capture the details of aid donors. So that I can maintain a database of their information for future fundraising events. (3 points)	highest	1. Design a User Interface that captures the private details of the aid donors.
	3.2 As a fundraising coordinator. I want to capture a preferred mode of communication for future fundraising events. so that communicate with the donor in a way that they prefer. (1 point)	highest	1. Design UI can capture preferred mode of communication for future fundraising events

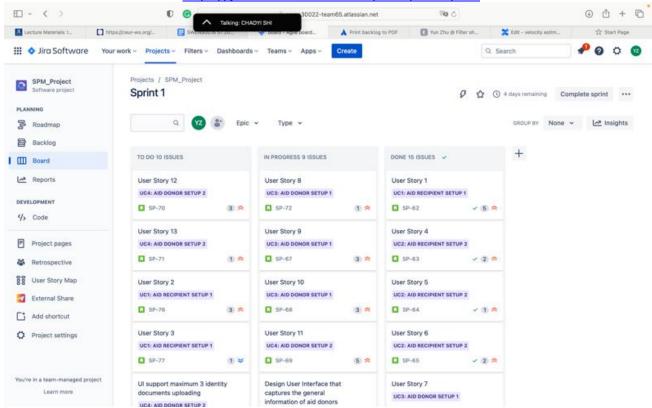|	Sprint backlog		
Feature user story	Sprint user story	Priority	specific tasks
	3.3 As a fundraising coordinator. I want to capture the details of donor organizations. So that I can maintain a database of their information for future fundraising events. (3 points)	highest	1. Capture information of donors: organization name 2. Capture information of donors: address of its headquarters, and principal contact person
	3.4 As a fundraising coordinator. I want to capture the address of the donor organization's headquarters and the name of the principal contact person. So that I can establish a point of contact with the donor organization. (3 points)	highest	1. Capture information of donors: organization name. 2. capture information of donors: address of its headquarters, 3. capture information of donors: principal contact person.
4. (8 story points) As an Aid program manager, I want to capture the additional details of aid donors so that I can maintain a comprehensive and accurate database of donor information for future fundraising events and grant reporting	4.1 As an Aid program manager. I want a simple user interface that captures the additional details of aid donors. So that I can maintain a comprehensive and accurate donor information database for future fundraising events and grant reporting. (4 points)	highest	1. Design User Interface that captures the private information of aid donors
	4.2 As an aid program manager. I want to capture the donor's nationality and at least one identity document information, such as a national identity card number and expiry date and the details of a maximum of three identity documents from the donor. So that I can ensure the authenticity of the donor information and prevent fraudulent	highest	1. Upload mandatory information about donors: name of the donor. 2. Upload mandatory information about the donor's age. 3. Upload mandatory information about the donor's mailing address. 4. Upload mandatory information of the donor's phone number and e-mail address. 5. Upload mandatory information: Nationality of the donor and at least one identity document

	Sprint backlog		
Feature user story	Sprint user story	Priority	specific tasks
	activity. (3 points)		
	4.3 As an aid program manager. I want to capture the business registration details of the donor organization. So that I can maintain accurate and up-to-date information about the donor organization and its contact person. (1 point)	highest	1. Optional requirement: donor is an organization, and the business registration details should be captured.
5. (5 story points) As an aid program manager, I want to create various aid categories so that I can maintain an organized inventory of aid items and streamline aid requests.	5.1 As an aid program manager. I want a simple user interface that allows me to create various aid categories. So that I can maintain an organized inventory of aid items and streamline aid requests. (5 points) (for sprint 1 we only do 1 point of this story since we only do this design task)	highest	1. Design User Interface for Aid categories and kit
6. (18 story points) As an aid program manager I want to track various aid items I can ensure that the aid inventory is properly managed and distributed	6.1 As an aid program manager. I want a simple user interface that allows me to track various aid items. So that I can ensure that the aid inventory is properly managed and distributed (5 points) (for sprint 1 we only do 1 point of this story since we only do this design task)	highest	1. Design User Interface for the tracking of various aid items

	Sprint backlog		
Feature user story	Sprint user story	Priority	specific tasks
7. (10 story points) As a recipient of aid I want to request aid items that I need so that I can receive the necessary aid items to help me and my family quickly and easily	7.1 As a recipient of aid. I want a simple user interface to request aid items that I need. So that I can receive the necessary aid items to help me and my family quickly and easily (5 points) (for sprint 1 we only do 1 point of this story since we only do this design task)	highest	1. Design a simple user interface that captures the specific requests of aid items from recipients
8. (9 story points) As an aid program manager, I want to document aid items received from donors so that I can keep track of donations and ensure they are assigned to the correct aid categories	8.1As an aid program manager. I want a simple user interface to document aid items received from donors. So that I can keep track of donations and ensure they are assigned to the correct aid categories. (5 points) (for sprint 1 we only do 1 point of this story since we only do this design task)	highest	1. Design a simple user interface that documents aid items received from donors
9. (7 story points) As an administrator I want a page that briefly mentions the history, achievements, and philanthropic activities of the organization so that visitors to the website can learn more about the organization and its mission	9.1As an administrator. I want a static page that briefly mentions the history, achievements, and philanthropic activities of the organization. So that visitors to the website can learn more about the organization and its mission. (5 points) (for sprint 1 we only do 1 point of this story since we only do this design task)	lowest	1. Design the user interface of about us page

Sprint backlog			
Feature user story	Sprint user story	Priority	specific tasks
10.(6 story points) As an administrator I want the page to have two follow us buttons so that Visitors to the website can click those buttons to receive the latest news and activities from us.	10.1 As an administrator. I want the static page to have two follow-us buttons. So that visitors to the website can click those buttons to receive the latest news and activities from us. (2 points) (for sprint 1 we only do 1 point of this story since we only do this design task)	lowest	1. Design the user interface of the social media page with two follow us buttons.

p.s. 1 means a small task, 3 means a medium task, and 5 means a large task.

The link to our Kanban **board** https://jira.external-share.com/issue/67229/null

Burndown chart

Date - 17 April 2023 – 24 April 2023

Velocity estimate for sprint 1

Since all the team members are students who need to take 4 subjects concurrently, we assume every team member can work 5 hours on this project every week.

Our team decided to calculate sprint velocity with a simple math equation: divide the total number of story points by the total length of our sprint in days.

The total number of story points our team assumed to finish in sprint 1 is 35.

The length of sprint 1 in days is 7 .

Therefore, the estimated velocity is 35/7 = 5 story points/day.

REFERENCE

[1] A. Alshamrani and A. Bahattab, "A Comparison Between Three SDLC Models Waterfall Model, Spiral Model, and Incremental/Iterative Model," ProQuest, Jan. 2015.

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[3] "The Importance of Flexibility In Agile Development," Clearbridge Mobile, Dec. 03, 2019. https://clearbridgemobile.com/the-importance-of-flexibility-in-agiledevelopment/#:~: text=Ultimately%2C%20flexibility%20is%20at%20the