Project Plan

Project Vision

For Monash tutors who need to be able to mark multiple groups' work for multiple subjects, the web-based software is a tool that allows both students and tutors to access marks, comments, re-mark requests and time tracking statistics, unlike the current email system. Our product will make ease of this complex process, and be extremely useful, especially during remote learning.

Who are your team members

- Lincoln Briscoe
  Contact:
    - Facebook Messenger (Lincoln Briscoe)
    - Email: lbri0008@student.monash.edu
  Roles and responsibilities:
    - Product owner (in direct contact with client)
    - Risk manager

- Kyle Bartlett
  Contact:
    - Facebook Messenger (Kyle Bartlett)
    - Email: kbar0004@student.monash.edu
  Roles and responsibilities:
    - Data management
    - Proof-reading

- Grant Fullston
  Contact:
    - Facebook Messenger (Grant Fullston)
    - Email: gful0002@student.monash.edu
  Roles and responsibilities:
    - Scrum Master

- Christian Zubcic
  Contact:
    - Facebook Messenger (Christian Zubcic)
    - Email: czub0002@student.monash.edu
  Roles and responsibilities:
    - Document management
    - Database management/coordination

- Cameron Humphreys

Contact:

- Facebook Messenger (Cameron Humphreys)
- Email: chum0001@student.monash.edu

Roles and responsibilities:

- Keep product backlog up to date
- Quality assurance

Process Model

The model we are using is a modified version of scrum, and while we are going to be doing bi-weekly scrum meetings, as they aren't required daily for the time commitment of team members, they will be in the form of IM over Facebook, not a standard stand-up meeting.

Sprint planning, sprint review, and the retrospective will all be part of the same meeting, to help combat scheduling issues of team members (easier to find one longer time for a meeting than finding three smaller times, especially while working remotely)

Testing will be done individually while working on parts of code, and testing of components will be completed by another two team members to ensure correctness; the same process will go for documents, at least two team members will proofread to ensure correctness, formatting, etc.

Sprints will operate like those in scrum, with tasks allocated to members before each sprint, based on priority and estimated time, with no overtime allowed for any task; if extra time is required it will be included in the next sprint. The product backlog will be managed via Asana, where sprints can be assigned to members and overlooked by the scrum master.

Requirements for Feature Completion (Definition of Done)

- Thorough testing done by at least 2 members on component / document
- Testing phase to be detailed, structured by the following modes:
    - Acceptance Test-Driven Deliverance
    - Behaviour-Driven Development
    - Exploratory Testing
    - Session Based Testing
- Estimated 4 hours of work per week, but will vary depending on sprint, or any issues that arise

In order for a feature to be considered complete, the team has decided that it must be working according to the requirement the feature is structured for.
Once working, it should be tested thoroughly by the team member who wrote the code, and then reviewed by at least another team member. After this testing is complete, the new feature should then be merged into the main script for the web application.
It should then be ensured that it functions according to its requirements in conjunction with the rest of the working and implemented application.

When this process is complete, the feature can be classified as complete.

Scrum Ceremonies

- **Sprint Planning**
  Weekly zoom meetings to plan out the sprint for the week.
    - How much of the product backlog should be done
    - Set up burndown chart
- **Daily Scrum**
  5pm Tuesday/Thursday quick daily update
    - What have you done
    - What are you going to do
    - What troubles are occurring
- **Sprint Review**
  Weekly before planning the next sprint
    - Is the product created potentially shippable?
    - Check progress of whole project
    - Refine sprints

- **Retrospective**
  What can be done better in the next sprint?
    - Was time managed effectively?
    - Could roles be changed to increase efficiency?
    - Are the sprint lengths too short?
    - Are we trying to get too much done?

Allocating Tasks

- Assigning roles in the group: Scrum Master, Product Owner, etc.
- Identifying individual's specialisations
- Done during sprint planning
- Allocated according to abilities while trying to keep an even allocation of time required for tasks per person

Progress Tracking

- Asana: For each sprint's task requirements and time-keeping
    - Asana will have tasks created with a set time of completion, team members will be allocated to said tasks and they must complete it within the specified time.
    - Each task will also include a brief description of the task
- Bi-weekly scrum meetings: To update all members on progress through the sprint and any problems encountered, Tuesday and Thursday evening
- Git repository: To see coding changes and document updates
- Sprint review: Enabling all members to see how every other person is progressing on their allocated tasks

Backlog Storage and Management

Backlog Storage

- Asana Project space

Management

- Reviewed after each client meeting
- Requirements changed/updated according to product review and further client consultations
- Sprint backlogs changed and updated for each sprint

Time Management

Managing time using Asana

- Asana is used to keep track of progress, backlogs and time management
- Team members can update the asana with things they have done to keep on top of things
- Asana will have deadlines for each task for each member relating to each sprint

Risk Management

Risk Register

The following is the risk register for the project in an excel spreadsheet
https://docs.google.com/spreadsheets/d/1TkPMVInUWAma9qD9z_fH1iszQNXEBunbkvqjJstA-h0/edit?usp=sharing