# Software Project Management Plan

1. **Introduction**

This introduction provides background information for the rest of the document. It briefly describes the project, the client deliverables, the project milestones, and expected document changes.

* 1. **Project overview**

This project is to create a Student Information Management System that helps a university IT department improve their services and for management to track student information. The software system only stores and retrieves student’s partial information during the current semester such as student’s name, student ID, courses registered, exam grade, and GPA.

* 1. **Project deliverables**

1. Requirements Specification [use case diagram, architecture diagram] 03/20/2017

2. Analysis [Class Diagram, Sequence Diagram, and GUI] 03/20/2017

3. Database Files 03/31/2017

4. Source Code 04/01/2017

5. Test Plan 04/10/2017

6. Final Product w/ Demo 04/15/2017

* 1. **Evolution of this document**

This document will be updated as the project progresses. Updates should be expected in the following sections:

1. ***References*** - updated as necessary
2. ***Definitions, acronyms, and abbreviations*** - updated as necessary
3. ***Organizational Structure*** will be updated as the team leaders are assigned for each phase.
4. ***Technical Process -*** this section will be revised appropriately as the requirements and design decisions become clearer
5. ***Schedule –*** as the project progresses, the schedule will be updated accordingly

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision** | **Date** | **Updated By** | **Update Comments** |
| 0.1 | 03/18/2017 | Beatrice Cerda | First Draft |
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* 1. **References**
     1. Team Website <https://www.c9.io>
     2. Course Home Page <https://www.bb.uhd.edu>
  2. **Definitions, acronyms, and abbreviations**
     1. UML – Unified Modeling Language
     2. Course - A unit of instruction consisting of recitations, lectures, laboratory sessions, etc., in a subject field, and identified by a designator consisting of a subject name and number, e.g., German 102.
     3. Credit - The credit or semester hour value assigned to the course.
     4. GPA – Formula calculating grades x credit.
     5. Student - Classified Undergraduate: A student classified as a freshman, sophomore, junior, or senior and admitted (by campus admissions and in some cases, also by the department/program) to a prescribed program of study leading to a degree, certificate, or diploma.

1. **Project organization**
   1. **Process model**

The process used for this project will be iterative and incremental model such that each stage of the model permits us to update the project plan and other deliverables for missing areas or correctness.

We will use UML tools to create the system model and the subsequent breakdown of the design.

* 1. **Organizational structure**

Team Members –

* + 1. Beatrice Cerda
    2. Betty Cruz
    3. Chadrick Baker
    4. Derrick Nelapati

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| --- | --- | --- |
| Week/Deliverable | Team Leader | Deliverable Description |
| 1 | Beatrice Cerda | Requirements Specification |
| 3 | Betty Cruz | Database Files |
| 4 | Derrick Nelapati | Source Code |
| 5 | Chadrick Baker | Test Plan |
| 6 | Beatrice Cerda | Final Deliverable |
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## Organizational boundaries and interfaces

The team will be democratic and each person will have a specific role.

Team Lead will be responsible for overseeing team meetings, Lead Documentation overseeing communications, SQA overseeing deliverables, Lead Designer overseeing first phase of project, Lead Developer overseeing latter part of project.

* 1. **Project responsibilities**

Beatrice Cerda - Lead Project Manager: Responsible for Project Deadlines, turning in assignments, directing questions to the professor, setting up group meetings, conferences, establishing a timeline, and checking in with everyone to see if anyone needs help completing their work. Lead Project Manager will be on call 24/7 and willing to assist in all facets of the project. This person is responsible for everyone, ensuring everyone understands what needs to be done always during the project and is responsible in helping everyone.

Betty Cruz - Lead Documentation (Secretary): Person is responsible in gathering all initial documents be turned in, reviewing them to ensure all required sections are filled out. Takes notes during all the meetings and furnishes all the team members with the minutes of all meetings, including the informal discussions in class. This person will work closely with project manager to ensure all team members are getting all correspondence and will be person in charge of all text messages and emails regarding project milestones.

Derrick Nelapati - Lead Software Quality Assurance (SQA): Person is responsible in ensuring the team is following the correct process; should lead the reviews of documents and code; must should track the errors and verify they are corrected. The SQA will be the person to do a final review on all documents before submitting to ensure there are no errors or omissions. Works closely with project manager to keep project manager informed of any actions that need to take place to correct any mistakes.

Chadrick Baker - Lead Testing/Lead Developer: Person is responsible for reviewing current systems, presenting ideas for system improvements, including cost proposals. Testing the product in controlled, real situations before going live and preparing any training manuals for users if needed. This person is responsible for anything pertaining to testing and implementation. Working closely with SQA and Designer to discuss program code and detailed specifications. Communicates directly to Documents and Project Manager, regarding updates and deadlines.

1. **Managerial process**
   1. **Management objectives and priorities**

The objective of the project is to develop an ambulance dispatch system within allocated budget, time, and specified quality. The project is highly prioritized due to high benefits to the organization. The benefits will be further discussed in CBA (Cost benefit Analysis).

* 1. **Assumptions, dependencies, and constraint**  
     The project assumptions are as follows
     1. Team of 5 resources
     2. Software availability

The project constraints are as follows

* + 1. Time
    2. Man hours
    3. Availability of existing software
  1. **Risk management**
     1. Market risk
     2. People risk
     3. Structure/process risk
  2. **Monitoring and controlling mechanisms** 
     1. Weekly project status meetings
     2. Shared document repository
     3. Version Control through GitHub

1. **Technical process**
   1. **Methods, tools, and techniques**  
      The project will be implemented utilizing iteration and incrementation, and tools such as Git and Visual Studio will be utilized. The object oriented analysis technique will be used to successfully complete the project.
   2. **Software documentation**
      1. Documentation such as Business Requirement Document, Technical Specification Document, Analysis Document, Design Document, and Test Plan document.
   3. **Project support functions** 
      1. All project support documents will be completed in applicable phases
2. **Work elements, schedule, and budget**
   1. The project is free for 5 resources, and equipment needed to complete analysis, implementation, and test the application
   2. The project lead will maintain for all phases of development and will assist the other team leads overseeing specific artifacts.
   3. The document for all phases will be revised in subsequent phases if needed.