**GOOD LIFE JOURNAL(GLJ)**

**PROJECT MANAGEMENT PLAN**

**Version 1.0**

**Prepared by Space Bomb for Money Papa:**

Captain America

Iron Man

Scarlet Witch

Date: Sept-24-2022

**DOCUMENT APPROVAL**

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John DoeDate Signed

Project Sponsor

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John DoeDate Signed

Portfolio Manager

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John DoeDate Signed

Project Manager

**DOCUMENT REVISION HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| **VERSION** | **DATE** | **REVISION DESCRIPTION** | **AUTHOR** |
| **1.0** | **09-24-2022** | **Initial Plan** | **Claire** |
| **1.1** |  |  |  |
| **1.2** |  |  |  |

**POINTS OF CONTACT**

The following project team members can respond to inquiries about the project.

| **ROLE** | **RESPONSIBILITY** | **NAME** | **ORGANIZATION** | **PHONE** | **EMAIL** |
| --- | --- | --- | --- | --- | --- |
| Project Manager | Requirements Elicitation | Claire | HSBC |  |  |
| Business Analyst | Requirements Elicitation |  |  |  |  |
| Business Analyst | Requirements Elicitation |  |  |  |  |
| System Analyst | Requirements Elicitation |  |  |  |  |
| Full Stack | Requirements Elicitation |  |  |  |  |
| Full Stack | Requirements Elicitation |  |  |  |  |

**KEY STAKEHOLDERS**

| **ROLE** | **RESPONSIBILITY** | **NAME** | **ORGANIZATION** |
| --- | --- | --- | --- |
| Users | Consulted | Jane Doe | Individuals |
| HSBC | Consulted | Jane Doe | Client Organization |

1. **INTRODUCTION**

***1.1 Proposal Description:***

Good Life Journal is an application for use as a self-guided journaling system. The application allows the users to track their energy level and record their feelings for every event throughout the day. Users simply post an event on the calendar and input the energy level (1-5) before and after that event, the system would display the energy changing progress for all the events. Users can also post comments on those events and the system would display the analyzed feeling score accordingly.

The application also allows the users to share energy log with others and they can check the history record whenever they want.

The benefit of journalized your day is GLJ’s strength. It touches your deep inside and find your passions by analyze of your energy and feelings, which helps you to maintain mental health and design a better life.

***1.2 Business Goals:***

The primary goal of GLJ is to make people understand themselves better. Some people spend majority of time on something they don’t like because they didn’t find their passions. With the help of GLJ, everyone can have a better understanding of where their future should be. Along with knowing yourselves better, GLJ also tracks your emotions and provide you with analysis report based on AI technics.

***1.3 Project Scope:***

GLJ is an application designed to assist people to have a better life by providing them an analyze report based on energy status and feeling scores for different event. This project will be completed within 30 weeks. Below are those activities and functions that the applications can provide.

***Project In-Scope Activities:***

The activities which can be performed by the users are:

* Add event to the calendar.
* Input energy to the event.
* Post comment for the event.

***Project Out-of-Scope Activities:***

* Customized feelings emojis.
* Add friends.

***1.4 Requirements Definition:***

***Non-Functional Requirements:***

GLJ is a mobile friendly, web-based application that compatible with all kinds of operating systems. It is designed using different language including JS, Java, and Python. The backend of the application is provided by the Cloud Platform which allows customer to share their energy log with their friends.

***Functional Requirements：***

HSBC: The employee’s credential is needed to login to the system.

Users: The user is required to input energy level and comments, in order to generate an analysis report.

GLJ: The application is required to display energy changing progress for all events.

***Resources Needed:***

People:

* Marketing Analyst: Prepare objectives. Analysis survey and research. Develop marketing strategy and plan (Design your life).
* Marketing Researcher: Perform survey about the app from customers.
* Design Engineer: Review market research. Develop design options. Prepare design document. Review design document.
* Production Engineer: Create bill of materials (software and hardware). Develop the app.  Test the app.
* Technicians: Maintain and monitor the app.
* Project Manager: Performance project management.
* Sponsor: Provide sufficient funds.
* Business Analyst: Analyze the business process and system, assess the business model and its integration with technology.

Technology:

* Mobile or Computer: Use the GLJ.
* Software and hardware: support the development of the app.

Material Goods:

* Employee Database: Provide login credentials.

Capital:

* Funding: Support the development of the app.

***Requirement Traceability Matrix:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requirement ID\*** | **Requirement Description\*** | **Requirement Priority\*** | **Requirement Level\*** | **Requirement Progress** |
| GLJ 10 | As a user, I can input energy level and comments. | H | Solution | C |
| GLJ 20 | As a user, I can add (remove) event | H | Solution | C |
| GLJ 30 | As a user, I can check history record. | H | Solution | I |
| GLJ 40 | As a user, I can share the energy log with others. | M | Capability | I |
| GLJ 50 | As GLJ, it can show the energy changing progress and feelings score. | H | Solution | C |
| GLJ 60 | As GLJ, it can provide analysis report. | L | Capability | I |

***1.5 CRUD Matrix:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Use case/Domain Class** | **Users** | **Event** | **Log** | **Report** |
| **Add Event** | C | C |  |  |
| **Edit Event** | RUD | RUD |  |  |
| **Input Energy and Comments** | C |  | C |  |
| **Check History Log** |  |  | R |  |
| **Share Log** |  |  | R |  |
| **Generate Report** | R |  | R | C |

C: Create

R: Read

U: Update

D: Delete

The users must be able to add

***1.6 Success Criteria:***

The success criteria for this project are:

* Delivered according to the approved schedule.
* Within acceptable cost.
* All features and functions working properly.

***1.7 Project Assumption:***

The project is undertaken the following assumptions:

* HSBC database is accessible

***1.8 Project Dependencies:***

The project’s sentiment analysis function is dependent on the NLP machine learning algorithm, without this technic, the application won’t be able to generate the feeling score.

***1.9 Project Constraints:***

Users must input their true feelings and energy level for each event. And they have to input as many events as they to have an accurate analysis.

***1.10 Project Feasibility:***

Technical Feasibility

Economic Feasibility

1. **PROJECT INFORMATION MANAGEMENT**

Section not applicable for deliverable 1.

***2.1 Project Execution Deliverables:*** Section not applicable for deliverable 1.

***2.2 Risk Management Plan:*** Section not applicable for deliverable 1.

***2.3 Communication Plan:*** Section not applicable for deliverable 1.

1. **MANAGERIAL PROCESS PLANS**

***3.1 Test Plan:***

***3.1.1 Purpose:***

The test plan describes the testing approach and overall framework that will drive the testing of GLJ Version 1.0. The document introduces:

* Test Strategy: rules the test will be based on, including the givens of the project (e.g.: start/end dates, objectives); description of the process to set up a valid test (e.g.: entry/exit criteria, creation of test cases, specific tasks to perform, scheduling, data strategy).
* Execution Strategy: describes how the test will be performed and process to identify and report defects, and to fix and implement fixes.

***3.1.2 Testing Audience:***

* Project team members perform tasks specified in this document and provide input and recommendations on this document.
* Project Manager Plans for the testing activities in the overall project schedule, reviews the document, tracks the performance of the test according to the task herein specified, approves the document and is accountable for the results.
* The stakeholders’ representatives and participants (individuals as identified by the PMO Leads) may take part in the UAT to ensure the business is aligned with the results of the test.
* Technical Team ensures that the test plan and deliverables are in line with the design, provides the environment for testing and follows the procedures related to the fixes of defects.
* Business analysts will provide their inputs on functional changes.

***3.1.3 Test Assumptions:***

* The Test Team assumes all necessary inputs required during Test design and execution will be supported by Development/Business Analysts appropriately.
* Test case design activities will be performed by GLJ team.
* Test environment and preparation activities will be owned by GLJ team.
* Business Analyst will review and sign-off all test cases prepared by test team prior to start of the test execution.
* Project Manager/Business Analyst will review and sign-off all test deliverables.
* Project team has the knowledge and experience necessary, or has received adequate training in the system, the project, and the testing processes.

***3.1.4 Test Principles:***

* Testing will be focused on meeting the business objectives.
* There will be common, consistent procedures for all teams supporting testing activities.
* Testing processes will be well defined, yet flexible, with the ability to change as needed.
* Testing environment and data will emulate a production environment as much as possible.
* Testing will be a repeatable, quantifiable, and measurable activity.
* Testing will be divided into distinct phases, each with clearly defined objectives and goals.

***3.1.5 Data Approach:***

In functional testing, GLJ Version 1.0 will contain pre-loaded test data, and which is used for testing activities.

***3.1.6 Test Levels:***

|  |  |
| --- | --- |
| **Role** | **Type of Test** |
| Project manager |  |
| Business Analyst | Functional Test |
| Developer | Security Test |
| Client | User Acceptance Test |

1. Unit Testing: All small units of the system are tested individually.
2. Integration Test: All units of a particular component are tested together.
3. System Test: The entire system is tested.
4. User Acceptance Test: This tests if the system delivers what the end user needs.

***3.1.7 Types of Tests:***

1. Regression Test: This test verifies the changes and updates made from the previous version. It helps ensure previously occurred bugs are fixed, and no new bugs have emerged.
2. Quality Assurance Test: The system should meet the business and technical requirements.
3. User Interface Test: This tests whether the app meets the specification. It checks if the control is passed correctly between different components of the app.

Test Standards: It should be a perfect match to the specifications and use case.

1. Security Test: This test will determine application security. It will check for the possibility unauthorized access.
2. User Acceptance Test: This test focuses on validating the business logic. It allows the end users to complete one final review of the system prior to deployment.
3. Functional Test: Functional testing will be performed to check the functions of application. The functional testing is carried out by feeding the input and validates the output from the application.

***3.1.8 Execution Strategy:***

* The entry criteria refer to the desirable conditions to start test execution; only the migration of the code and fixes need to be assessed at the end of each cycle.
* The exit criteria are the desirable conditions that need to be met in order to proceed with the implementation.
* Entry and exit criteria are flexible benchmarks. If they are not met, the test team will assess the risk, identify mitigation actions and provide a recommendation. All this is input to the project manager for a final “go-no go” decision.

***3.1.9 Test Cycles:***

* There will be two cycles for functional testing. Each cycle will execute all the scripts.
* The objective of the first cycle is to identify any blocking, critical defects, and most of the high defects. It is expected to use some work-around to get to all the scripts.
* The objective of the second cycle is to identify remaining high and medium defects, remove the work-around from the first cycle, correct gaps in the scripts and obtain performance results.
* UAT test will consist of one cycle.

***3.2 Acquisition Plan:***

The project is going to be developed in-house due to the following reasons:

* The app being developed is an off-the shelf software which has its own specialized needs, which cannot be fulfilled by a canned application. By developing the application in-house, the business needs of the application are fulfilled exactly the way we want.
* In-house development of the app gives more flexibility in terms of making changes to the application. The organization has total control over development and features of the app.
* By developing the app in-house, the organization retains the rights to the code. This way the organization has an upper hand with its competitors.
* The organization doesn’t have to rely on the vendor to fix bugs in the application. Full control of the application’s development and maintenance is in the hands of the organization.

***3.3 Project Change Management Plan:***

***Change control process:***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | *Requester* | *Requirement ID* | *Description* | *Type of Change* | *Related Requirement ID* | *Review Date* | *Change Request Impact* | *Approved* | *Reviewed By* | *Approved By* | *Release Version* |
| 09/24/2023 | John Doe | GLJ 90 | The users should be able to comment on other’s event | N(New) | GLJ 20 | 10/01/2022 | This Change would require 3 days to code and test. | A | Project Management Team | John Doe | Version 3.0 |

The change control process is usually conducted as a sequence of steps proceeding from the submission of a change request. The change control process is a six-step process for change request.

1. Documenting the Change Request: This step involves the project team to record and document the request made with informal assessments of the importance of changes requested. The team also tries to evaluate the complexity of implementing it.
2. Formal Assessment: This step involves reasoning, justification and evaluation for the change being requested. If the change request seems to be acceptable, the development team is assigned to work on it. If the change is rejected, that fact is documented and communicated to the requester.
3. Planning: This step involves the development team to plan out the implementation of the change to be incorporated. The team also prepares for a rollback plan in case the changes are unsuccessful.
4. Designing and Testing: The team designs the changes that need to be made and run tests on it. If the tests are successful, the team requests approval and date of implementation.
5. Implementation and Review: The changes to be made are implemented and the stakeholders review them.
6. Final Assessment: The changes made are showed to the requester. If the requester is satisfied with the change made, the request is closed. If the requester is not satisfied with the output the project is reassessed and steps may have to be repeated.

***3.4 Mock-up of User Interface:***

***3.5 Project Rollout Plan:***

***3.6 Project Closeout Plan:***

***Project Milestone Review:***

| **Milestone** | **Estimated Finish Date** | **Actual Finish Date** | **Variance** | **Explanation of Variance** |
| --- | --- | --- | --- | --- |
| Application Development |  |  | 0 | On Time |
| Demo Testing |  |  | 0 | On Time |
| Application Launch |  |  | 0 | On Time |

***Project Closeout Checklist:***

| **Closeout Items** | **Status** |
| --- | --- |
| 1) Project Management Plan was updated and archived. | Completed: 09/24/2022 |
| 2) All documents were updated, audited by the GLJ team, and archived |  |
| 3) The project schedule was completed and archived. |  |
| 4) Remaining risks and issues were transferred to the operations and maintenance organization. |  |
| 5) Post closeout survey responses were solicited, collected, and compiled. |  |

1. **APPENDICES**