Software Engineering Group Project

Project Management

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# Introduction

This document outlines deadlines for deliverables and describes the management process of them.

# Purpose of this Document

This purpose of this document is to describe how tasks will be created, named and monitored to ensure deliverables are of a high quality and completed within set deadlines.

### Scope

This document is written to assist in planning and management of the project. It also lists major tasks, deadlines and deliverables. and creates a standard naming scheme for them.

## Objectives

This document aims to inform the reader of upcoming deliverables and their deadlines, it will break the deliverables down into assignable tasks with a standard naming convention. The project plan will also provide a schedule to detect problematic tasks and remediate the situation before time slippages occur.

# Deliverables

## List of deliverables and their deadlines

To ensure the project is progressing correctly and to a high standard several deliverables will be presented within a review meeting with the project manager. These must be submitted via Blackboard before the meeting.

These deliverables and their deadlines [1] are:

1. Interaction and high level design for the system – October 30th
2. Test specification for the system – November 13th
3. Design specification for the final system – November 27th
4. 1st Prototype demonstration – December 11th
5. Delivery of software – January 29th 16:00
6. Handover of all documentation – February 15th 16:00

## Additional important dates

There are other important dates within this project. These are listed below:

* Integration and testing week - January 25th – January 29th (Inclusive)
* Acceptance testing – Week Commencing February 1st (times to be announced)

## Deliverable requirements

### Interaction and high level design for the system

Sections 4.1, 4.2, 5.1 and 5.2 within SE.QA.05A [2] are required for this deliverable. This includes:

* Applications in the system
* Application interactions
* Use-cases
* User interface design

### Test specification for the final system

This deliverable requires the test specification to be completed as per SE.QA.06 [3] the documentation should include:

* A Test Plan
* Test Specification
* A Test Result Reporting Method

### Design Specification

A full design specification must be created conforming to SE.QA.05A [2]. The following sections can be reused from Interaction and high level system design deliverable

* Applications in the system
* Application integrations
* Use-Cases
* User interfaces design

The following documentation must be created in addition:

* Component descriptions
* Significant Classes
  + Interface design

To ensure a complex class or interaction is implemented correctly it also needs to be broken down into:

* Sequence diagrams
* State Diagrams
* Activity diagrams
* Significant data structures

### 1st Prototype demonstration

A demonstration of the final product needs to be created; this is to allow the client to review and change elements of the product early in development. The demonstration must have all its major components completed however it does not need to be fully complete or polished.

### Delivery of software

The software must contain all functional requirements and be polished and ready for customer delivery. The software will be delivered on a CD to the client. The client will then perform acceptance testing.

### Handover of all documentation

All documentation must be completed and reviewed to ensure a consistent high standard across documents. All documents must also conform to the layout in SE.QA.03 [4]. Once finalised the documents will be exported to PDF and delivered to the client. The documentation includes [5]:

* Design Specification
* Final Report
* Maintenance Manual
* Project Plan
* Test Report
* Test Specification

# Task Standards

## Naming convention

All tasks will follow a standard naming scheme to allow identification of the deliverable targeted this is described in SE.QA.02 [6]. The format will be \*Insert format and reference\*. XXXX refers to the deliverable in a shorthand code such as PM for project management. YY is a numerical value starting and 01 and increasing for tasks which are large enough to warrant being broken down into subtasks. Tasks which are not suitable to be turned into sub tasks will have a subtask value of 01 (reference).

## Task groups

The following codes will be used for identifying tasks:

* DEGN – Design Specification
* MAINT – Maintenance Manual
* PM – Project Management
* QA – Quality Assurance
* TCLI – Tasker Client
* TEST\_REP – Testing Reports
* TEST\_SPEC – Testing Specification
* TMAN – Tasker Manager
* TSRV – Tasker Server

For example a design document might have the code SE\_05\_DEGN\_07 (if it was subtask 7)

# List of tasks

## Project Management Tasks

## Test Specification Tasks

## Design Specification Tasks

## 1st Prototype Tasks

### TaskerCLI Tasks

### TaskerMan Tasks

### TaskerSrv Tasks

## Software delivery Tasks

## Documentation handover Tasks

# monitoring

## Review meetings

## Informal meetings

## Formal meetings

REFERENCES

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| [2] | N. W. Hardy, C. J. Price and B. P. Tiddeman, *SE.QA.05 A - Design Specification Standards,* Aberystwyth University: Software Engineering Group Projects, 2015. |
| [3] | N. W. Hardy, C. J. Price and B. P. Tiddeman, *SE.QA.06 - Test Procedure Standards,* Aberystwyth University: Software Engineering Group Project, 2015. |
| [4] | N. W. Hardy, C. J. Price and B. P. Tiddeman, *SE.QA.03 - General Documentation Standards,* Aberystwyth University: Software Engineering Group Project, 2015. |
| [5] | C. J. Price, *SE.QA.02 - Project Management Standards,* Aberystwyth University: Software Engineering Group Project, 2015. |

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