

Deliverable 1: Project Management Plan

When designing a project management plan, it is critical to select tools that facilitate effective teamwork and ensure accurate tracking of progress. Fortunately, all members of this group have prior experience working together in SENG2021, which has allowed us to identify Facebook Messenger, the Jira Issue board and GANTT chart as the ideal tools for this project management plan.

Facebook messenger will be the primary source of communication between members of the group due to its messaging and voice call capabilities. This platform will serve as the first point of contact and will be used to raise questions, schedule meetings and give brief updates on progress. Additionally, through prior experience we have determined that to ensure effective communication, we will be meeting via voice call at least twice a week (once immediately following the scheduled mentoring session and a second in the weekend prior). These meetings will serve as opportunities to address issues in detail, brainstorm as a group, as well as organise workload.

The [Jira Issue Board](#) will be used to track progress at a basic level with issues being sorted into 'to-do', 'in-progress', and 'completed' sections. The issues in this board will correspond to tasks delegated in the group meetings and this board will be updated on a regular basis.

The [GANTT chart](#) will be used to track overall progress of the report in the long term as opposed to the Kanban board which tracks issues in the short term. This chart will aid us in keeping track of deadlines as well as ensuring all members are sharing the workload fairly.

Allocation of Roles

Roles are allocated as a team during group meetings. The allocation of roles often follows a first come first served basis, with members nominating themselves for roles based on their own strengths. This method is preferred as it allows everybody to work towards their strengths, thus allowing the team to be efficient. In the event that multiple members nominate themselves for the same role, the team will work together to resolve the issue. As of this deliverable, we have settled on the allocation of roles seen in the GANTT

chart, however these will most likely change as we learn more about the future requirements.

Agile/Scrum

The project will be managed through an Agile Scrum methodology, with progress being achieved iteratively and incrementally. A typical sprint may last multiple weeks, however due to the short span of time between each deliverable, we have compressed each sprint into 3-4 days (roughly the amount of time between group meetings). To ensure we apply Agile Scrum framework to our project development, we have assigned the following roles.

Role	Member
Scrum Master	Kaaviya
Project Manager/Product Owner	Eric

Table 1: Displaying roles

Due to the team's prior experience in SENG2021, we believe Kaaviya and Eric are best suited to take on the roles of Scrum Master and Project Manager. As Scrum Master Kaaviya will be responsible for the team's organisation and work behaviour. This includes managing individual sprints, but more importantly ensuring that the team upholds correct processes (such as Git practices) throughout each sprint. As Project Manager, Eric will be responsible for managing deadlines as well as ensuring that requirements are being met.

Git Practices

To ensure efficient development of code we have settled on the following Git procedures.

- Code will only be developed in Development branches
- Development branches will follow the naming convention *name_task*
- Code will be committed on a regular basis, with meaningful messages
- Code from development branches will only be merged with the Master branch once completely tested
- When merging to the Master branch, pull the Master branch into the Development branch, resolve conflicts, then push the Development branch into the Master branch