

# Project Plan

## Project Mindstorm

Group: IT1C

Client representative: René Laan

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## 1. Background

A group named IT One Can See (IT1C for short) was contacted in september of 2017 by René Laan - a client representative. The main idea of the given project is to create a website for the purpose of attracting international students to their new university – which is two merging universities in Emmen. There is no current name for the university nor logo made so the group IT1C must create both of them.

The client is the whole management department of the two joined universities, but the only person from the company our group has contact with is Mr. Laan, who is either approving or disapproving our ideas. The client has some specific requirements to be fulfilled by the IT1C team. The website must attract international students and in the first year there must be at least a 200 person increase and upcoming years 300 and up. Additionally the name should spread - get known outside Emmen - and the website must have an RSS feed built into it.

The roles are divided into four. The first two are project leader and co-leader - they control the workforce of IT1C company. The third is secretary – who writes down all the meetings and does all the paperwork and lastly normal workers who will work only on developing the website and brainstorming the ideas.

Because a merging of two schools will take place it is important that the new school will attract new, international, students and gets more known. This project derived with the goal of attracting more students it has no further connections with other projects. But the project goals could be of an influence on perhaps new future projects. Initiator and Stakeholder of this project is the company operating the newly established university.

Client has given the IT1C group ideas for what the website should contain. All of the given requests were given on meetings in spoken form. Any and all requests are given to us by client through meetings arranged by us.

The client organization is going to take care of the marketing and testing of the website, while the IT1C is responsible for on the development of the website.

## 2. Project Results

As two universities are merging, there is the need for a new website. IT1C understands that

the main purpose of the project is to attract more students in the future years and increase the popularity of the university world-wide.

The final result is a completely functional website, that meets the Client's expectations. Also, the Client's goals are SMART: they are clear and specific, as all the members of the group understand that the website needs to increase the number of students and popularity. Also, it is measurable as it has to attract 200-250 new students in the first two year and furthermore see a high increase throughout the years instead of a decrease. The goal is realistic, as the number of students could increase significantly with the help of the website. The goals can also be achieved in the period of time that is desired, the two year period. During a meeting it became clear that a research about the increase is conducted by the university. They thought an increase of 8%-10% in the first year should be attainable.

The Client has indicated that there is one subgoal for this project and that is that through the website, the brand should be better known worldwide, mostly in the European countries. The website's popularity should increase in the first 2-3 years, a goal that can be achieved in the desired period of time.

When the project is completed, a presentation will be held for the Client. The presentation will contain a detailed evaluation of the project which will determine whether the final product was successfully completed.

### 3. Project Activities

This chapter contains all the main activities that are required for this project to be complete. They are separated into three development phases as listed below:

#### Preparation

Activity	Description
Internal organization	<ul style="list-style-type: none"><li>- Setting roles in the group</li><li>- Preparing Drive and Code of Conduct</li><li>- Discuss project procedure</li></ul>
Prepare for client meeting	<ul style="list-style-type: none"><li>- Prepare questions for the client</li><li>- Make appointment with client</li><li>- Reserve room</li><li>- Prepare and send agenda to the client</li></ul>
Hold client meeting	<ul style="list-style-type: none"><li>- Ask questions to the client</li><li>- Take notes of the clients requirements</li><li>- Evaluate client meeting</li></ul>
Create draft Project Plan	<ul style="list-style-type: none"><li>- Divide chapters between group members</li><li>- Write Project Plan</li><li>- Check Project Plan</li><li>- Hand in draft version of the Project Plan</li></ul>
Evaluate returned Project Plan	<ul style="list-style-type: none"><li>- Discuss draft Project Plan, regarding the client's requests</li><li>- Discuss changes for the final version</li></ul>
Create final Project Plan	<ul style="list-style-type: none"><li>- Make changes to the Project Plan</li><li>- Finalize Project Plan</li><li>- Hand in final version of the Project Plan</li></ul>

#### Execution

Activity	Description
Prepare Requirements Document	<ul style="list-style-type: none"> <li>- Prepare questions for the client about the requirements</li> <li>- Divide chapters between group members</li> </ul>
Requirements client meeting	<ul style="list-style-type: none"> <li>- Ask questions to the client</li> <li>- Take notes</li> <li>- Evaluate client meeting</li> </ul>
Create Requirements Document	<ul style="list-style-type: none"> <li>- Write Requirements Document</li> <li>- Check the document together</li> <li>- Hand in Requirements Document</li> </ul>
Manage Development Tools	<ul style="list-style-type: none"> <li>- Set up the developer environment</li> </ul>
Design	<ul style="list-style-type: none"> <li>- Create individual designs for Logo and website</li> <li>- Pitch designs to the client</li> </ul>
Website Design	<ul style="list-style-type: none"> <li>- Create website design according to the clients preferences</li> <li>- Hand in website design and evaluate the client's response</li> <li>- Make changes according to the client</li> </ul>
Coding	<ul style="list-style-type: none"> <li>- Create working Website with all requirements</li> </ul>
Testing	<ul style="list-style-type: none"> <li>- Test the website's functions</li> <li>- Debug not working parts</li> </ul>
Alignment Session	<ul style="list-style-type: none"> <li>- Present current progress to the client to assure quality</li> </ul>

## Finalisation

Activity	Description
Meet the client	<ul style="list-style-type: none"> <li>- Show complete website to the client</li> <li>- Take notes on the client's adjustments</li> </ul>
Finalize Product	<ul style="list-style-type: none"> <li>- Run last tests</li> <li>- Check if everything goes according to the requirements</li> <li>- Make final changes if necessary</li> </ul>
Create Presentation	<ul style="list-style-type: none"> <li>- Decide presenter and presentation method</li> <li>- Create presentation about the final product</li> </ul>
Presentation	<ul style="list-style-type: none"> <li>- Present the product to the client and competitors</li> </ul>
Evaluation	<ul style="list-style-type: none"> <li>- Summarise the Project in a group meeting</li> <li>- Evaluate the Project sufficiently</li> </ul>

## 4. Project Boundaries

IT1C had 2 meetings with the client and established some project boundaries.

IT1C will deliver:

- Regular updates on the project
- A valid working website, will be HTML5 validated for example. See the chapter “6. Quality” for the tests which will ensure a valid and secure website.
- The end product by the 9th of November
- Maintenance of the server, until the end of the contract.

IT1C will not deliver:

- Courses on the use of the website, it should be clear and user friendly.
- A manual for the web servers and such as IT1C will do the maintenance until the end of the contract.

## 5. Interim Results

To provide an efficient project-based system, the group IT1C created a programme of interim results.

The interim results are as listed below:

1. The group IT1C will come up with a sufficient and realistic project plan for the project "Project Mindstorm"  
Estimated delivery: week 4.
2. The group IT1C will come up with a design for the new school logo and a name for the school.  
Estimated delivery: week 4.
3. The group IT1C will come up with the final requirements document, containing all of the requirements for the website.  
Estimated delivery: week 4.
4. The group IT1C will finish and present the final project with all the necessary documentation.  
Estimated delivery: week 9.



## 6. Quality

A number of assurance checks have been set up by the IT1C project group to ensure the quality of the project and the products that are to be delivered. These checks will allow the project to be of a high quality, with a low risk of failing. The checks are also meant to help each other learn and get better.

There will be weekly meetings to check the progress and the results of the project. During these meetings there are opportunities to give feedback to each other and to help each other. Giving each other feedback will help each others learning process and it will make sure that every project product is up to the set standard.

The products to be delivered, such as the project plan, will be checked by an external party for quality. This will most like be the client.

The project leader has the power to stop the project and have everyone take a step back if the project is not up to the wished standard, the client also has this authority.

The end product, a website, will follow the coding conventions and has to be validated. This to make sure that everyone working on the website has a consistent coding style so we can work together more easily. The end product should be secure and has to make sure that the privacy of the visitors is guaranteed. The end product should have all the pages and functionalities required by the client and the chosen design(s). It Should provide an increase of 8% -10% of international students per year.

The project will contain the following products:

- Draft projectplan
- Projectplan
- Draft requirements
- Final requirements
- Website design
- Logo design and a name for the website
- The end product, a website
- Presentation
- Evaluation

The project will follow the method described in the book "Project Management", written by Roel Grit.

The products will be tested by everyone of the group two working days before the delivery. The end product will be tested according to:

### Shadow test

This test will check whether a particular action leads to the desired result.

### Usability test

This test will check whether the website is obvious enough, uniform and clear. It will also make sure if the website matches the target group.

## Monkey test

During this test the group members will try to break everything, and see what breaks and why. This test will exploit the weaknesses of the application.

All the test results will be discussed. If the tests turn back results that are not the results the group and client expected. The application will be checked and changed where necessarily so the results are as to be expected.

The end product will be build with HTML, CSS and PHP as the main (markup) languages. Every programmer can choose for themselves what text editor or IDE they'd like to use. There will be use of version control, this to ensure no loss of data.

## 7. Project Organisation

### Leader

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The participants in this project are seven web developers from the development departments of IT1C that are available for work during weekdays from 8am to 5pm. During the development phase of the project, the team will meet at least two times a week to assure results are handed in before the deadlines pass. Each participant must be available by e-mail, WhatsApp, or phone.

The role of the Project leader is to organise the group by assigning task to group members, finding workspace for the group and leading the meetings with the Client.

The Co-Project leader has the responsibility to step in as leader if the Project leader is not able to attend meeting or group work.

The main task for the secretary is to archive the project documents to Google Drive and in hard copies to ensure that no loss of important project files will ever occur and also to make minutes during meetings with the Client.

The Project Manager and all other team members are equal. Every member has the right to

speak freely. If a problem which cannot be solved by the project organisation occurs, a consultation with the Client will be arranged. Time spent working on the project will be recorded and documented by all group members and a report will be sent to the Project leader every Friday during the duration of the project.

All documents, minutes and other information for this project will be archived by group members on google drive. Code will be archived on GitHub, which also includes version control.

The Client is contactable via email or in person during consultation hour and will receive a report and a time sheet regarding the progress of the project every friday.

## 8. Planning and Scheduling

The planning of this project has been discussed in the project group and is based upon the set deadlines with the client. The information is available for every member of the project group.

The hours spent on the components of this project might differ from the planning, due to external problems, lack of knowledge and other unexpected problems. Even though the group tries to make the planning as realistic as possible.

Task	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Total per phase
<b>Preparation</b>										<b>16</b>
Internal organisation	1									
Prepare for client meeting	2									
Hold client meeting		1								
Prepare for another client meeting		2								
Hold client meeting			1							
Create draft Project Plan			3							
Evaluate returned Project Plan				2						
Create final Project Plan				4						
<b>Execution</b>										<b>57</b>
Prepare Requirements Document				2						
Requirements client meeting				1						
Create Requirements Document				4						
Logo design and name				3						
Website Design				4						
Manage Development Tools					2					
Coding					13	20				
Testing						6				
Alignment Session						2				
<b>Finalisation</b>										<b>11</b>
Meet the client							2			
Finalize Product							4			
Create Presentation								2		
Presentation									1	
Evaluation									2	
<b>Total</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>20</b>	<b>15</b>	<b>28</b>	<b>6</b>	<b>2</b>	<b>3</b>	<b>84</b>

## 9. Cost and Benefits

The costs include around 330 EUR per year and 1580 EUR for the time of client's employees. The benefits obviously outweigh the costs - reaching 40000 to 50000 EUR per year.

Costs	Benefits
<b>Domain</b> - 10 EUR per year <b>Hosting</b> - 120 EUR per year <b>SSL</b> - 200 EUR per year <b>Organization representative (Mr. Laan)</b> - 900 EUR <b>IT manager</b> - 100 EUR <b>IT specialist</b> - 160 EUR <b>2 Testers</b> - 320 EUR <b>Marketing department</b> - 100 EUR	Every year clients institution gets <b>200-250</b> new students more than the year before the website was published. Every student brings 200 EUR for the organization. The estimated benefits are <b>40000 - 50000 EUR</b> per year.

## 10. Risks

Risk	Prevention	Damage control
One of the team members gets sick and cannot continue working on the project.	If it so happens that a team member cannot continue working on the project he must inform the project manager as soon as possible	Split the tasks assigned to the sick team member and finish them before the deadline.
One of the team members cannot implement one or more features before the deadline.	The project manager must consistently check on the progress of every member of the development team.	If any of the team members are struggling help should be arranged. If needed the project manager should arrange a meeting in which the whole group joins forces to solve the problem.
Internal disagreement	Make time before every meeting for everyone to express their opinions	The project manager must make an effort and hear out all sides of the argument. after doing so the project manager is given the final say on the issue.
Loss of data	Consistently use a distributed version control system - Github.	Address the issue in one of the team meetings. If no one has a copy of the work the team must gather the forces to redo the work that was lost.
The Team member lacks motivation	Team members support and inspire each other by showing initiative	Team member with lack of motivation has to get help from the study career coach
Team members PC malfunctions	Put in an effort to keep all the involved PCs clean of viruses by avoiding untrusted sites. Don't keep cups in a place where if spilled the liquids could damage the PCs.	Go to the ICT sector and ask for a replacement PC.
The team can't find a room for a meeting.	Book rooms at least 2 days before the meeting.	Meet in a public place - for example: a coffee bar.
Individual team members have too much on their plates	Before assigning individual tasks to team members, Project leader must assess the time it'll take to finish the tasks and assign tasks equally to all team members	If it so happens that one or more team members have too much on their plates, the rest of the team must help the team members with the tasks they that consume too much time.
One or more team member gets an injury that stops them from working	Don't participate in any dangerous activities.	If such thing happens then rest of the team must take over the tasks of injured team member(s).

Team member is away from the town/country	Make sure that all the required tasks are done before departure and have reliable internet connection to participate in conference calls	Keep the member up to date with every change that is happening in the group and project. Have missing team member participate in group-work via conference call.
Team member has to leave the team after acquiring too many warnings	Consistently look up and obey the rules of conduct.	Evenly split the work assigned to the team member who had to leave the group among remaining team-members
Client doesn't want the product because it is not up to standard	Regular quality checks	Have a meeting with the client in which the quality is discussed, change accordingly
The knowledge is not up to standard, not enough knowledge	Participation in the classes offered by Stenden	Help each other out. Give the group member who hasn't gotten enough knowledge tips and website on which they can find what they need
Client changes his mind about how to end result should look and work	Have a well-documented project plan and have the client choose a design. Communicate and write down the specifications	Tell the client the possibilities about changing the application. But try to keep the changes to a minimum and have the client think that this is what he wanted as much as possible. Or set another deadline.
No clear schedule and/or deadlines which means that things will not be done on time	Have a schedule and make sure everyone knows	Make sure it gets finished as fast as possible and tell the client about the problems and apologize
Not enough communication between group member. So for example tasks can be unclear	Communicate during the group meetings and outside of them (WhatsApp). Make sure everyone knows what they need to do and when they should have done it.	Tell as the one who finds it unclear why it is unclear. Then the group can discuss how to solve and improve the communication