**Project Plan**

**Improving Usability of Portflow Evidence Section**

Logo, company name

Description automatically generated

|  |
| --- |
| Graduation Internship at Drieam B.V. |
| Duration : 6th February – 30th June, 2023 |
| Date : February 2023 |
| Version : 1.0 |
| State : First Draft |
| Company Mentor : Ellya Aisyah |
| University Tutor : Jo-An Kamp |
| 2nd Assessor : Berry Sanders |
| Author : Edita Pronckute |

#### Version history

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version** | **Date** | **Author(s)** | **Changes** | **State** |
| 1.0 | 08-02-2023 | Edita Pronckute | Filling in the information I have | First Draft |
| 1.1. | 10-02-2023 | Edita Pronckute | Completing the first draft | First Draft |
| 1.2 | 14-02-2023 | Edita Pronckute | Updating based on mentor’s feedback | First Draft |
| 1.3 | 17-02-2023 | Edita Pronckute | Updating based on tutor’s feedback | Second Draft |

**Distribution**

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Receivers** |
| 1.0 | 08-02-2023 | Ellya Aisyah |
| 1.1 | 10-02-2023 | Ellya Aisyah |
| 1.2 | 14-02-2023 | Jo-An Kamp |
| 1.3 | 17-02-2023 | Jo-An Kamp |

Contents

[1. Project assignment 1](#_Toc127539437)

[1.1 Context 1](#_Toc127539438)

[1.2 Goal of the project 1](#_Toc127539439)

[1.3 Scope and preconditions 1](#_Toc127539440)

[1.4 Strategy 2](#_Toc127539441)

[1.5 Research questions 2](#_Toc127539442)

[1.6 End products 3](#_Toc127539443)

[2. Project organisation 4](#_Toc127539444)

[2.1 Stakeholders and team members 4](#_Toc127539445)

[2.2 Communication 5](#_Toc127539446)

[3. Activities and time plan 6](#_Toc127539447)

[3.1 Phases of the project 6](#_Toc127539448)

[3.2 Time plan and milestones 6](#_Toc127539449)

[4. Testing strategy and configuration management 8](#_Toc127539450)

[4.1 Testing strategy 8](#_Toc127539451)

[4.2 Test environment and required resources 8](#_Toc127539452)

[4.3 Configuration management 8](#_Toc127539453)

[5. Risk assessment 9](#_Toc127539454)

[6. Completion criteria 10](#_Toc127539455)

# Project assignment

## Context

Drieam is an education technology company that enables higher education, commercial training providers and business schools to deliver the best learning experience with Canvas. Their customers include large educational institutes like the Chamberlain, Yale, Eindhoven University of Technology, Fontys, Thomas More and Hogeschool Utrecht, international business schools such as IMD, Instead, Vlerick and commercial training providers like Schola Medica and PIVO.

There are several products being developed and maintained by Drieam. One of the products is Portflow. Portflow is a student-led development and assessment portfolio, with authentic 360° feedback. It is an LTI (Learning Tools Interoperability) that can be added to an existing LMS (Learning Management System). In the last 1.5 years, the product has been built from scratch and is nowadays being used by thousands of students and teachers across the globe. The application allows students to submit their goals and evidence of their assignments. They can import various files, links and existing Canvas (LMS) assignments as evidence within their portfolio and submit (all or part of it) as a Canvas assignment. Teachers can review, grade and leave feedback per each evidence. The “My Portfolio” section is the overview of the entire structure of the portfolio. The “My Evidence” section is where the students can manage all their evidence. The assignment will be focused on Portflow, specifically the evidence section.

## Goal of the project

The rapid development of Portflow and growth of the company has lessened the look and feel of the Portflow evidence section. At the moment this is just a basic, textual list of all the evidence of a single student, and you can see in what collection it appears. There is a lack of consistency and functionality among features such as collections and goals. The stand-alone features are functioning well, however, there needs to be a better way to handle all evidence and create a feeling of fluency and consistency among entire portfolio. The current Evidence section feels redudndant and students do not use it much.

Therefore, the goal of the assignment is to modernise and further enhance the evidence overview to allow users to manage their aggregated data (evidence) in a convient and meaningful way. The company would like to convert this basic list into a dashboard-like page with an overview of open summaries of all evidence and other useful features. As by aggregating the evidence data, students and teachers can have a clearer picture of the portfolio progress allowing them to update accordingly. This assignment fits into the Drieam’s goal of putting the students in control of their lifelong development and enabling teachers to guide them accordingly.

## Scope and preconditions

The student will join the existing development team of Portfow with the focus on improving the Evidence section. Collaboration with both the development team, the product owner, and the UX designer will be needed. The product will be production-ready code, released to production, and eventually tested by the students. Any new features will be implemented based on the ideas of the intern and customer feedback, to go through the whole feedback loop, resulting in better user experience for students and educators.

The software is already pre-existing, therefore, some of the technical choices are already set. Ruby on Rails and the React are used for development of the assignment. Ruby was chosen for backend as the syntax and ready-to-use solutions (gems) enable rapid development which is vital for fast growing company developing an LMS or LTIs driven by customer needs. React was utilized for nearly the same reasons. Rapid development and ability to create complex UIs due to its encapsulated components that manage their own state and can be reused throughout the web app. The student will learn and deepen the knowledge of the Ruby-on-Rails framework and React library through practice. The table below list out the responsibilities that fall under the inside and outside scopes of the project.

|  |  |
| --- | --- |
| **Inside scope:** | **Outside scope:** |
| 1. Learning the Ruby on Rails framework and React library | 1. Advertising the new features |
| 1. Consulting the design team for the right choices | 1. Coming up with a design system for the assignment |
| 1. Component and Unit Testing | 1. End User testing |
| 1. Validating the research findings | 1. Releasing and maintaining the features |
| 1. Presenting relevant research findings | 1. Contact with the clients |
| 1. Participating in Scrum activities |  |

## Strategy

The Agile methodology is already used within the company, due to its flexibility and the values matching with the company’s internal culture. The development team, that the student is a part of, already uses Scrum Framework in their daily activities. The framework was chosen as it enables the team to quickly adapt to the changing situations, receive frequent feedback, and supports frequent releases.

The student joins the daily standups from day one to stay in the loop and will receive/create own epics and tasks as soon as the development stage is reached.

## Research questions

The main question is : how can we provide more tools to students to manage their evidence more easily? In order to answer it, the folowing research questions (and subquestions) arise that will lead the project. The research questions also give rise to the phasing of the internship and gives way to plan of action discussed in the next Chapter.

## End products

The student will deliver the Solution for evidence overview improvement as well as all related research files and documents to the company and university. The exact deliverable will arise from Research and Analysis as well as Design phases. Below is an example of potential end products.

# Project organisation

## Stakeholders and team members

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Abbreviation** | **Role and functions** | **Availability** |
| Edita Pronckute  [edita@drieam.com](mailto:edita@drieam.com) | EP | Intern, Frontend developer | Full-time |
| Jo-An Kamp  [j.kamp@fontys.nl](mailto:j.kamp@fontys.nl) | JK | Graduation Internship Tutor | On a weekly basis  More can be arranged if needed |
| Ellya Aisyah  [ellya@drieam.nl](mailto:ellya@drieam.nl) | EA | Graduation Internship Mentor,  Frontend developer | Two days a week |
| Pieter J. Smits  [pieter@drieam.nl](mailto:pieter@drieam.nl) | PS | Product Owner,  Product Manager | On a need basis |
| Elise Claassen  [elise@drieam.nl](mailto:elise@drieam.nl) | MP | UX Designer | On a need basis |
| Gásten Sauzande [gasten@drieam.nl](mailto:gasten@drieam.nl) | GS | Scrum Master, Team Member, Custom apps | On a need basis |
| Ignacio Aliende García  [ignacio@drieam.nl](mailto:ignacio@drieam.nl) | IG | Team Member,  Full-stack, Focus Qualtrics | On a need basis |
| Matthijs Wanders  [matthijs@drieam.nl](mailto:matthijs@drieam.nl) | MW | Team Member, Backend developer,  Deployment and releases | On a need basis |
| Coline van Leeuwen  [coline@drieam.nl](mailto:coline@drieam.nl) | CL | Team Member, Full-stack developer | On a need basis |
| Koen Sengers  [koen.sengers@drieam.nl](mailto:koen.sengers@drieam.nl) | KS | Team Member,  Backend developer | On a need basis |
| Stijn Thurkow  [stijn@drieam.nl](mailto:stijn@drieam.nl) | ST | Team Member,  PO of qualtrics | On a need basis |
| Daniel van Berzon  [daniel@drieam.nl](mailto:daniel@drieam.nl) | DB | Team Member,  Full-Stack developer | On a need basis |
| Dennis Paagman  [dennis@drieam.nl](mailto:dennis@drieam.nl) | DP | Team Member,  Backend developer | On a need basis |
| Jelle Heinemans  [jelle.heinemans@drieam.nl](mailto:jelle.heinemans@drieam.nl) | JH | Team Member,  Custom apps | On a need basis |
| Jorin Tielen  [jorin@drieam.nl](mailto:jorin@drieam.nl) | JT | Team Member,  Backend developer | On a need basis |
| Martijn Pieters  [martijn@drieam.nl](mailto:martijn@drieam.nl) | MP | Manager, Frontend | On a need basis |
| Linda Linssen  [linda@drieam.nl](mailto:linda@drieam.nl) | LL | UX Designer for Study Coach | On a need basis |

The student will join the company full time and become part of the Learning Tools Interoperability (LTI) development team. All the stakeholders relevant to the assignment are listed in the table below starting with the student, tutor, mentor and finishing with least relevant members of the project.

## Communication

Most of communication is done via emails, video calls, slack or live on location. Below are some of the major meetings that have an impact on the internship project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of a meeting | Frequency | Location | Purpose | Attendees |
| Stand-Ups | Daily | Live or/and online | Discuss what has been done the day before and what are the plans ahead, and if there are any challenges and hindrances | Team members |
| Meeting with the Tutor | Weekly | Online via MS Teams | Discuss challenges, review documents and planning | Tutor and student |
| Meeting with each Mentor | Weekly | Live or/and online | Performance overview, improvement points | Mentor and student |
| Feature Based Refinement | On a need basis | Live or/and online | To validade ideas, assess features | Elise and student |
| Sprint Demo | Biweekly | Live or/and online | Recap of previous sprint | Product and development team |
| Sprint Retrospective | Biweekly | Live or/and online | Review of previous sprint process, what went well and what could be improved | LTI team |
| Lunch Talk | Monthly | Live or/and online | Update on company’s goals and changes | All Drieam employees |
| Check-in with the Manager | On a need basis | Online | Reflect on the project and collaboration | Martijn and student |

# Activities and time plan

## Phases of the project

The table below illustrates the rough stages of the project with the activity examples for each phase. Research and analysis will continue throughout the duration of the internship as it is Research based and the student will be learning and practising new things at every stage. Next, design, development and deployment phases may be looped over and over during the internship as it is organised in iterations. This way improvements can be made in a proper manner. Finally, the wrap up phase finalises the internship period and delivers the outcome.

## Time plan and milestones

The work is organised in 2 week long iterations based on Scrum framework. The team maintains a backlog using Zenhub (an extension of Github). Everyone is assigned to a task or an Epic, peer programming is also quite common. Every morning the team gathers for a Stand Up to discuss the challenges, what has been done and the plans for the day. This helps keep everyone in the loop and identify hindrances in time. There are aso refinement sessions when needed and retrospectives to review the progress made and how it was achieved. The Scrum events are led by a Scrum Master who helps keep an overview of all matters.

The student will be joining the development team while systematically working on the assignment completion. The table below represents phases and main milestones over a timeline.

# Testing strategy and configuration management

## Testing strategy

The student will perform technical testing on all of their code. Unit tests will have to be written to verify the structure and logic of the code whenever possible. For the frontend, component testing will be used to test the behaviour of the solution. Some testing is already integrated in the existing CI/CD pipeline.

Lastly, End-to-End (E2E) testing will be used. E2E tests the solution from the end user’s experience by simulating the real user scenario and validating the system under test and its components for integration and data integrity. Furthermore, it expands the overall test coverage, can help detect bugs and ensure the fluency and correctness of the entire solution. For this reason there is an internal application set up where developers can try out their implementations in the real environment.

## Test environment and required resources

The student is joining an existing development team, thus the Github organisation already has preset Actions (CI/CD pipelines). The student will learn about it more in the development phase of the assignment.

## Configuration management

For basic version control GitHub is used. Each member is free to choose the GUI application (if any) to manage the shared repository. Tickets are tracked via an extension of GitHub – Zenhub. The branching strategy and issue management will be introduced at a later stage (Development stage).

# Risk assessment

The table below lists some of the potential risks that are mostly out of student control, yet still has a chance of taking place. Column 2 and 3 lists the potential prevention or avoidance activities as well as how to mitigate once it occurs.

|  |  |  |
| --- | --- | --- |
| **Risk** | **Prevention activities** | **Mitigation activities** |
| 1. Losing a core team member | Sharing information about each other’s tasks to aid in workload overtaking if needed | Redistribution of workload to cover |
| 1. Disputes among stakeholders | Proper communication, compromising | Involving 3rd party (Semester Coach to mediate) |
| 1. Data security risk | Planning work and meetings to be more private | Have an urgent meeting to discuss a proper course of action |
| 1. Losing a PO/mentor | - | Other PO would take over |
| 1. Company disagrees with my findings | Validate well, communicate | Accept and adjust |

# Completion criteria

The completion criteria has been split per category. Internship criteria aligns with the learning outcomes and personal goals of the student. Company criteria represents the expectations of the company towards the student. Users criteria represents the end-user needs of the assignment solution. The completion criteria can be measured by submissions, tutor’s and mentor’s feedback, end-to-end testing and user satisfaction. Overall the internship will be assessed and graded by 3 asseccors. Furthermore, a successful solution will lead to an improvement on Canvas LMS that is used by peers and colleagues.