

Project Plan

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Chapter 1

Introduction

This chapter is about general information regarding the Sofa Project "Fontys Module Management System". It includes background information and a small description of the customer and the organisation for which this project is done for.

1.1 Background information

The project belongs to the module SOFA of the seventh semester in the study course Informatics. The project team consists of business informatic and software engineering students. A real customer is involved in this project and the main goal of the project is to satisfy the customer and to act as a real company.

1.2 Context

The Project is for the Informatics department of the Fontys University of Applied Sciences in Venlo. The project period is about five months. The overall purpose of this SoFa project is to apply the knowledge and skills gained during the studies in the course Informatics. As students from both study directions business informatics and software engineering are involved in this project, subject-specific knowledge will be shared within the team and applied accordingly.

Chapter 2

Description

In this chapter is a description of the assignment for this project followed by an explanation of the problem which is to be solved. Finally the goals of the assignment will be set.

2.1 Assignment

The assignment of this project is to develop a system to manage module descriptions within the Informatics department of the Fontys University of Applied Science in Venlo.

2.2 Problem

TODO

2.3 Goals

TODO

Chapter 3

Project

In this chapter the project will be described in detail. It starts with a listing of the stakeholders. After that a explanation of the responsibilities will follow. Furthermore a detailed project scope, planning and organisation of this project is described in this chapter.

3.1 Roles and Responsibilities

3.1.1 Stakeholders

Role	Name	Interest	Influence
Customer	Van den Ham, Richard	High	High
Users of the Product	IT Teachers	High	Medium
Users of the Product	Students	Medium	Low
Students who want to pass	SOFA group	High	High
Coach	Jacobs, Jan	High	Medium

Table 3.1: Stakeholders

3.1.2 Team

Project Manager: Nils Nieuwenhuis

The project manager is responsible for the planning and will keep in touch with the customer due to the limited time. The project manager will write and keep the project management plan up to date. He/She will also keep a tight watch on the available resources. The project manager is responsible for the agenda of each meeting.

Quality Manager: Loek Ehren

The reviewing process of the project deliverables is managed by the quality manager. He/She has the responsibility to check that nothing leaves the team without testing and for that he/she writes a quality management plan and keeps it up to date. He/She also archives the reports produced in the test processes.

More?

3.2 Project scope

This section is about the scope of the project. It focuses on its functions and data, whereas the deliverables are defined in section 3.3.1 as project products. As the project is currently in the beginning stage, it is possible that the scope might change during the project.

The target of the project is to create a system that makes the information collection and deployment of the module informations easier. The most important feature of the system is to display the already available Information about modules and the consistency of this information.

3.2.1 Functionality

The system shall provide the following functionalities:

- A view to see the complete description of a module.
- Previous versions of the module descriptions.
- A release feature for the next semester, which also includes that changes during the semester aren't possible.
- A role system for users.
- A control system for changes with notifications.
- A Flow diagram to visualize the relationships between the modules.

3.2.2 Data

Module	The name of the module
Semester	The semester where the module takes place
Credits	The credits which can be achieved if the module is successfully completed
Valid as of	The date where the descriptions will be valid
Author	The creator of the description
Description	The description of the module
Learning Goals	The learning goals which will be achieved during the module
Competence Profile	The competence profile a student has after finishing the module
Module Assessment	The assessment forms of the module
Prior Knowledge	The modules which have to be completed to participate in the module
Additional Information	Additional information to the module

3.3 Planning

In this section the planning will take place and in addition to that it begins with the milestones. After that the project products will be defined. The planning of the project will be performed based on the scrum framework.

3.3.1 Milestones

TODO

3.3.2 Project products

- Project plan
- Quality plan
- Documentation
- Prototype
- User manual

3.4 Organisation

3.4.1 Communication plan

Communication medium	Stakeholders	Frequency	Deliverable
WhatsApp	Project team	If necessary	-
Customermeeting	Project team , Customer	Weekly	Meeting
Coachmeeting	Project team, Coach	Weekly	Meeting
Sprint planning meeting	Project team	At the bebinning of a sprint	Sprint
Daily Scrum	Project team	Daily	-
Sprint review	Project team	At the end of a sprint	-
Sprint retrospectice	Project team	At then end of a sprint	-

Table 3.2: Communication plan

3.4.2 Quality assurance

TODO

3.4.3 Risk Management

#	Risk description	Impact
1	A stakeholder is not present during a meeting	Decisions can't be made
2	Changing requirements	Probably changes in already finished
3	At the end of a sprint there are unfinished backlogs	In the next sprint is more work to do
4	Ressources are not available	Changes the way of developement

Table 3.3: Riskregister