Project Plan

Sjoerd Brauer, Tobias Derksen, Loek Ehren, Nils Nieuwenhuis

September 19, 2017

Contents

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 one business informatic and three 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 Problem

The customer wants a product to easily create, modify and publish module descriptions for the Software Engineering and Business Informatics department of "Fontys Hogeschool Techniek en Logistiek" in the future.

Today there is no standardized way of creating and changing modules and their descriptions.

During the project our company will develop a software product to solve this problem.

2.2 Assignment

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

2.3 Goals

- Delivering a high quality product
- Minimum application displays the module data
- Delivering proper documentation
- Delivering an extensible product
- Connection to a central database

2.4 Approach

To assure a high quality product with the minimum agreed functions we stick to the Agile development framework Scrum during the project. A good documentation is achieved with our "SOFA Quality Guidelines" and "Software Requirements Specification" defined at the beginning of the project. Careful consideration will have to be taking into account when designing parts of the system to ensure the end-product is extensible and easily understandable for possible other project teams who could continue with this project.

Chapter 3

Project

In this chapter the project will be described in detail. It starts with a listing of the stakeholders. After that an 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
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 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 has the responsibility to check that nothing leaves the team without testing and for that he writes a quality management plan and keeps it up to date. He also archives the reports produced in the test processes.

Configuration Manager: Sjoerd Brauer

The configuration manager has to document the use and / or modification of any hardware related configuration item as well as the use of the software and document related configuration items. Everything will be documented in the configuration management plan by the configuration manager.

Developer: Tobias Derksen

The developer is concerned with facets of the software development process including the research, design, programming and testing of computer software.

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 (3.3.2) as project deliverables.

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. Especially their learning goals connected to the hoger beroepsonderwijs.

3.2.1 Functionality

The functionality is described in the Software Requirements Specification document in detail, for more information please refer to this document.

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

By the end of week four, the project team is familiar with the project and can begin working on the project in a Scrum fashion.

A Scrum sprint will last two weeks, after which the completed backlog items will be reviewed and the following sprint will be set up.

By the end of the project, the mandatory deliverables must be completed.

#	**Milestone**	**Date**
1	Analyse, Project Plan	22.09.2017
2	Sprint 1	06.10.2017
3	Sprint 2	27.10.2017
4	Sprint 3	10.11.2017
5	Minimum working product	21.11.2017
6	Sprint 4	24.11.2017
7	Sprint 5	08.12.2017
8	Sprint 6, Final product	22.12.2017

Table 3.2: Milestones

3.3.2 Project deliverables

- Project plan
- Quality plan
- Configuration item table
- Documentation
- Prototype

3.4 Organisation

3.4.1 Communication plan

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

Table 3.3: Communication plan

3.4.2 Quality assurance

The quality assurance will be dealt with the "SOFA Quality Guideline" created and maintained by the Quality Manager, for more information please refer to this document.

3.4.3 Risk Management

#	**Risk description**	**Impact**	**Owner**	**Likelihood of occurence**	**Severity of effects**	**Status**	**Mitigation action**	**Reaction time frame**
1	Changing requirements	Probably changes in already finished Product features	Customer	High	High	not yet occured	Stick to sprint planning	within 1 day

Table 3.4: Riskregister