

Software Project Management Plan

Version 1.0,

prepared by TheFlippedCompany

Table of Content

1. [Overview](#) [Pag. 2]
 - 1.1 Definitions
 - 1.2 Purpose and Scope
 - 1.3 Goals and Objectives
 - 1.4 Projects Deliverables
 - 1.5 Assumptions and Constraints
 - 1.6 Schedule and Budget Summary
 - 1.6.1 Schedule
 - 1.6.2 Budget
 - 1.7 Success Criteria
2. [Startup Plan](#) [Pag. 4]
 - 2.1 Team Organization
 - 2.2 Project Communication
 - 2.3 Technical Process
 - 2.4 Tools
3. [Work Plan](#) [Pag. 6]
 - 3.1 Activities and Tasks
 - 3.2 Release Plan
4. [Control Plan](#) [Pag. 9]
 - 4.1 Monitoring and Control
 - 4.2 Project Measurements
5. [Supporting Process Plans](#) [Pag. 11]
 - 5.1 Risk Management Plan
 - 5.2 Test Plan
 - 5.3 Product Acceptance Plan

1. Overview

1.1 *Definitions*

OnGo – the product that has being described here; the application specified in this document
Origin – it is the computer on which files are actually stored
User – it is the actual device on which the OnGo user is working with

1.2 *Purpose and Scope*

The OnGo application provides access to files located on a remote computer, without the necessity of uploading them on any cloud service. There is no such a problem as not finding the needed file because with OnGo users work directly with all files on the origin.

The purpose of this project is to easily work with files on devices nowhere near the user.

1.3 *Goals and Objectives*

The main objective of OnGo is to allow users to have an easy and quick access to any file stored on their devices. The OnGo application is expected to:

- function in a simple and intuitive manner
- provide an easy access to the user's files without uploading them first, as cloud services required to
- work on any operative system and device

1.4 *Project Deliverables*

There are no extra outputs of the project delivered to the costumers, such as a source code, user's guide or any manual. Video tutorials will be avaible on the team website and on the official YT Channel.

1.5 Assumptions and Constraints

Assumptions:

- The OnGo system takes advantage of the HTTP technology
- The OnGo app will work on any device

Constraints:

- The documentation must be ready by 01/05/2020
- Users will need to remember the code to pair the origin and the user by themselves

1.6 Schedule and Budget Summary

1.6.1 Schedule

- 27/11/19 – Brainstorming ideas on OnGo application (general purpose and name decisions)
- 28/11/19 – Design architecture and sketching down the project
- 04/12/19 – Project Plan and group subdivision
- 05/12/19 – Project Presentation
- 11/12/19 – Application and documentation developing
- 12/12/19 – Application and documentation developing
- 19/12/19 – Application and documentation developing

extra-work dates are not included

1.6.2 Budget

There's no total project cost, for now it will be a no-profit project

1.7 Success Criteria

A working prototype, which is easy to use, that allows users to access to any of their file located on a remote computer from any device.

2. Startup Plan

2.1 Team Organization

- Role: Project Manager
Actor(s): D'Onofrio Alessandro
Responsibility: break out tasks, assign them to teammates, call team meetings
- Role: Communication Coordinator
Actor(s): Brighenti Christine
Responsibility: Coordinate communications within group, coordinate communications outside group
- Role: Programmer
Actor(s): Ricca Emanuele, D'Onofrio Alessandro, Ferrari Matteo
Responsibility: Program to requirement and architect specifications
- Role: Developer
Actor(s): Ricca Emanuele, D'Onofrio Alessandro
Responsibility: Develop software based on requirement and architect specifications
- Role: Requirement Engineer
Actor(s): Brighenti Christine, D'Onofrio Alessandro
Responsibility: Outline and document project requirements

2.2 Project Communication

Event: Team Meeting

Information: Task status, completed since last meeting & planned for next

Audience: All team members

Format: Informal meetings and WhatsApp messages status updates & problems as they occur

Frequency: Everyday

Event: Project Status Report

Information: Review finished items and programming issues

Audience: All team members

Format: WhatsApp messages

Frequency: As needed

2.3 *Technical Process*

An iterative and incremental development process is planned. Feedback will be used from each iteration to improve the next. The first iteration will focus on basic functionality of the application. Subsequent iterations will build upon that and incorporate more features as time allows.

2.4 *Tools*

- Programming & Markup Languages - Python, NodeJS, JavaScript, HTML, CSS, Firebase DB, Firebase Functions, Firebase Hosting, Google Storage
- Operating System - Any
- Version Control - GitHub Inc.

3. Work Plan

3.1 *Activities and Tasks*

Detailed resource estimates will be available on the website.

3.2 *Release Plan*

Iteration #1

Date: 27/11/2019 – 20/12/2019

Summary: OnGo basic and fundamental architecture

Feature: Server application architecture

Estimated effort: 50

Actual effort: 40

Features: Tester Application for requests and operations

Estimated effort: 50

Actual effort: 60

Iteration #2

Date: 18/12/2019 – 20/12/2019

Summary: integration with helpful platforms

Feature: Firebase Integration

Estimated effort: 50

Actual effort: 70

Date: 22/12/2019 – 27/12/2019

Feature: Bucket configuration Google Storage

Estimated effort: 40

Actual effort: 50

Iteration #3

Date: 23/12/2019 – 27/12/2019

Summary: Taking care of file transfer

Feature: User interface

Estimated effort: 70

Actual effort: 70

Iteration #4

Date: 27/11/2019 - ...

Summary: Developing user interface

Feature: User interface

Estimated effort: 70

Actual effort: 70

4. Control Plan

4.1 *Monitoring and Control*

Daily: Team meeting. Project participants report status, progress and potential problems

- 27/11/2019 – discussion on the realization of the whole project
- 11/12/2019 – critical tests on request to the server
- 23/12/2019 – critical tests on file exchange

Milestones are included to reference down below:

- Date: 20/12/2019
Milestone: Iteration #1
- Date: 20/12/2019
Milestone: Iteration #2
- Date: 27/12/209
Milestone: Iteration #3

4.2 *Project Measurements*

The following procedure is to be used when making changes to all baselined work products, as a team we decided to follow an already existing procedure:

1. All project work products will be stored in a centralized repository.
2. All project work products (documents, source code, test cases, program data, test data, etc) will be stored in a repository (subject to formal change control procedures.)
3. Items that are subject to change control will be considered baselined after a group review at the end of the initial document creation.

4. The change control procedure once a product is baselined is:
 - 4.1 anyone wanting to make a change to a baselined item sends a message to the rest of the team describing the change, reason for the change, expected schedule impact, and timeline for integrating the change.
 - 4.2 if no one responds to the group within 2 days with a reason for why the change request shouldn't be permitted, it will be considered accepted and the person proposing the change may proceed with the change.
 - 4.3 if anyone does object to the change, the reason for objecting will be discussed at a meeting where everyone is invited to attend and voice their opinion. At the end of the meeting a democratic vote will be held to decide whether or not the change should be allowed .
 - 4.4 if a change takes place, the initiator must collaborate with the project manager to update the schedule.

5. Supporting Process Plans

5.1 *Risk Management Plan*

- Rank: 1
Risk: Schedule
Probability of loss: Likely
Size of loss: Major
Risk exposure: High
Response: Stick to the schedule
- Rank: 2
Risk: Tester Application
Probability of loss: Likely
Size of loss: High
Risk exposure: High
Response: Avoid – avoid simple errors and follow the outline
- Rank: 3
Risk: Deploy error
Probability of loss: High
Size of loss: High
Risk exposure: Moderate
Response: Avoid – avoid any error and follow the right procedures

5.2 *Test Plan*

The test plan defines the items that will be tested, methods for testing, and a schedule detailing the tasks, owners, and time line.

The test plan will be available in a separate document on the website.

5.3 *Product Acceptance Plan*

At the conclusion of each iteration, the prototype created will be tested to ensure it meets the requirements of that iteration. For the final iteration, product acceptance testing will ensure that the prototype functions as expected.