PROJECT MANAGEMENT PLAN

Horizons Weather App, Team 117

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DOCUMENT PURPOSE

The purpose of this document is to outline the aim and scope of this project, as well as an outline of progression towards these aims.

Additionally, new members of the team may refer to this documentation for an overview of essential information before joining the project.

PROJECT INFORMATION

Project name	Horizons Weather App
Project Manager	Michelle Balestrat
Team Roles	• Kai Zhong, launch page • Della Lai, add location page • Xiaomin Zhou, view location page

PROJECT OVERVIEW AND AIMS

The aim of this project is to produce a location-aware app that utilises an online forecasting service to present current and historic weather information for locations of interest to the user.

Prospective clients have expressed interest in the project, and include the Australian Bureau of Meteorology, State Emergency Service and Nine Network News.

The users of this app are anyone who is interested in the weather for a location, whether it be current or historic.

PROJECT SCOPE

INCLUSIONS

The following items are included in the scope of the project:

- The serving of current weather information to users.
- Allowing for persistent storage of this information between browser sessions.
- Allowing users to add and remove locations.
- Taking weather information from the Dark Skies public API.
- Maintaining basic security of the program by keeping appropriate variables private and not accessible to the user.
- Allowing the user to add the current location, without using the location field.
- Allowing the user to view forecasts for up to one month prior to the current date.

EXCLUSIONS

The following items are excluded from the scope of the project:

- Retrieving forecasts for future dates.
- Displaying weather at hourly granularity.
- Displaying weather warnings or extreme events.
- Storing and viewing fire danger ratings, or other location-specific weather attributes.

ROLES AND RESPONSIBILITIES

The roles and responsibilities for each member of the team is outlined below.

Role	Description
Project Manager	The Project Manager is responsible for the main development of the code, as well as proof reading and quality control of the team's output, both technical and written. Additionally, the Manager is responsible for the main liaison with clients and the assignment of tasks to the Project Team.
Project Team	The Project Team must complete any tasks assigned by Project Manager, and by extension the Client. They are also responsible for documenting their work and reporting any issues or roadblocks encountered in the development of their sections.
Client (3rd Party)	The client is to report to the Team as per the Agile development methodology, stating their requirements and contributing User Stories for the software team.

CHANGE CONTROL

Change in the deliverables will be shared amongst team members through use of the version control system, Github.

Each team member is to create an account and clone the team repository. Any changes made to the team repository must be pushed at the end of the coding session to ensure that each team member has access to the latest changes.

In the case of a conflict, each member should report to the Project Manager before undertaking a Merge or discarding their changes.

COMMUNICATIONS PLAN

Team meetings will be held every week for one to two hours. During this time, each team member is to give a brief overview of their progress for the previous week. Minutes will be taken in a rotating fashion, with the results saved to a shared group folder.

The main form of communication – particularly of the time-sensitive variety -- will be via the Facebook messenger service. Mobile phone numbers are collected at the beginning of the project, but are to be used only in case of an emergency relating to the project.

Asana will be used keep track of the tasks that team members are responsible for. Each team member is required to check and update their Asana Dashboard regularly, marking off tasks completed and staying up-to-date with the project status.