**MARKING SCHEDULE FOR THE PROJECT MANAGEMENT PLAN**

1. Overall presentation 5 marks
2. Executive summary 6 marks
3. Introduction 5 marks
4. Project integration management 10 marks
5. Project scope management 10 marks
6. Project time management 10 marks
7. Project quality management 10 marks
8. Project communications management 10 marks
9. Project human resources management 5 marks
10. Project risk management 5 marks
11. Project cost management 2 marks
12. Project procurement management 2 marks
13. Conclusion 5 marks
14. Appendices 15 marks

* Appendix A – Deliverable Task Breakdown Statement
* Appendix B – Work Breakdown Structure (WBS) and Project Schedule (Gantt Chart)
* Appendix C – Project/Team charter
* Appendix D – Glossary of terms
* Appendix E – Agenda and minutes of all client meetings
* Appendix F – Agenda and minutes of all supervisor meetings

Total 100 marks

ICT313 Natural User Interfaces

Tempest

Project Management Plan



# Title Page



**Project name:**

**Client/organisation:**

**Supervisor:**

**Team members:**

**Date of document:**

**Version of document:**

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# Executive Summary



Purpose of the document:

Organizational and process-related information

A summary of the whole document; that is, what is presented in each section below.

# Introduction



Introduce the document, explaining its purpose. Also introduce the project and your information system (be sure to point out the difference between them). A section describing your information system should be included.

# Project Management Knowledge Areas

The following sections will address all of the project management knowledge areas (scope, time, quality, communications, integration, human resources, risk, cost, and procurement). You should refer to the lecture material to identify what needs to go into each of these areas.



All of the sections below need an introduction. So for each section (5-13), discuss the following points as part of the introduction to the section:

* Describe the knowledge area and why it is necessary
* Describe what you will be discussing in that section

For example:

The SCOPE will clearly define the project in terms of the product that will be produced. The scope will describe the project goals, benefits as well as the deliverables due during the course of the project. These will include client and team deliverables as well as requirements due for completion of the unit. Finally the scope statement will define the boundaries of the project.

# Project Integration Management



Paragraph describing how you are going to manage the project overall – diagrams might be helpful

Discuss change management

Project management methodology - project strategy /approach

# Project Scope Management



**PROJECT SCOPE**

Project goals: academic & business – from your team goals

Project benefits: team & client

Project deliverables: documentation/project components

Scope statement: use the requirements and analysis document to describe the major deliverables of product to be developed, and include the defined boundaries. That is, what will be included and what will not be included in the product development.

**Project Scope Management**

Provide a Work Breakdown Structure (WBS) and a description of the how it will be used to ensure that you do not waste time on tasks that are outside the PROJECT SCOPE. If you intend importing this into the Gantt chart, you can use Microsoft Project. Otherwise, use another method to clearly show the hierarchical structure of the breakdown of all tasks to be performed. The WBS should be inserted in Appendix B, but also needs to be discussed here.

# Project Time Management



Project schedule derived from the WBS. This can be done using a Gantt chart or similar scheduling software. If you used network diagrams, include them. The schedule should be inserted in Appendix B, but also needs to be discussed here.

# Project Quality Management



An explanation about how quality is to be ensured:

* A check list of each component of the product
* How quality will be tested/ensured
  + What metrics you will be used to ensure integrity of each component

That is, how will you determine the successful development of each component? Discuss the acceptance criteria, and any other critical factors.

Ensuring the quality of the product and each of its components will be an ongoing endeavour through the development phase of the project. The main objective is to ensure everything functions as intended with written specifications being implemented to the highest degree possible.

As the code base is developed, each author is expected to perform the basic unit and boundary and integration tests to identify where possible and resolve any errors - discrepancy in computed and actual values, faults - incorrect steps or processes or failures – unable to perform services as in written performance specifications, before integrating it with the system to confirm that the component/s work individually and when collaborating with each other where applicable.

When the system is being integrated at the end of each phase, system testing will be conducted in which will put the system through a series of verification and validation tests to ensure that all functional and non-functional requirements are being satisfied. The aim of this to not only ensure that the system meets specifications and intended purpose, but also raise the questions of whether or not we are building the right product and if it’s being built correctly.

Hence the integrity or success of the complete system is measured where applicable ranging from system outputs, the ease to which end product maintenance can be carried out where needed which is also a measure of how modular the code structure is, the ability to perform the service on par with the standards of the client’s expectations, how appealing the features are to outside users and how well it performs under normal conditions over an extended period of time.

# Project Communications Management



Communication management plan consisting of:

* A stakeholder analysis
* How communications are to be carried out during the semester (include what information goes to whom, when, and how, method of communications, frequency of communications, responding to communications, tone of communications, etc.)
* Documentation formatting used for all documents and code - format, content, and level of detail of key project information
* Regularity for each member to check the agreed upon team communication method
* Technologies and access methods
* Collection and filing structure for gathering and storing project information
  + Where and how all documentation is stored, including versioning system
* Method for updating the communications management plan

**Communications Management Plan**

**Prepared by: Bryan Yu Date: 21/8/14**

**Introduction**

The purpose of this document is to specify content, use and frequency of use of the selected communication methods for information distribution between team members and stakeholders.

**Persons responsible for producing project information**

All members of the team - Bryan, Alex, Anopan and Hannah are responsible for producing project information to stakeholders per request.

**Collection and filing structure for gathering and storing project information, including nominated storage repository and suggested version control system.**

Git-Hub is the version control software nominated by the team and supervisor to be used for storage repository and source code management.

**Distribution structure (what information is to be distributed, to whom and when)**

Information on the current scope, state, completed objectives and tasks expected to be completed are distributed to client/supervisor on a weekly basis.

**Suggested methods or technologies for distributing information**

Social media – Facebook chat and Skype is used for keeping all team members briefly posted on progress or updates to schedules or project.

In the event of any urgency that requires the presence of team members, text/phone calls will be used.

Emails are the main form of communication with client and supervisor stakeholders when organizing meetings or making queries.

On campus face to face meetings with client/supervisor.

GitHub maintains all latest changes or revisions to the code and any documentation items that is shared amongst team members and client.

**Format, content, and level of detail of key project information**

Status, progress and forecast reports are distributed by means of verbal communication or any written documentation (i.e. Gantt charts) or functioning bare-bones product prototypes to client/supervisor to inform them of any obstacles or continuing and fulfilled objectives in the course of a week.

**Frequency of general communications, responding to communications (including the regularity for team members to check their agreed upon communication method)**

It is agreed upon that each team member should regularly check their emails, Facebook chat or Skype to keep up to date with any latest discussions.

Meetings with supervisor/client are held once per week for progress reporting or more frequently if there are any other urgent issues.

Commits to GitHub is done whenever there is an approved change to documentation items or updates to code. Each team member is accountable for informing others about any of their latest pushes to the repository so others can retrieve and merge with the most recent.

**Tone of communications**

Emails to and on campus meetings with supervisor/client are straight to point and formal.

Social media discussions with other team members are relaxed and informal.

**Method for updating the communications management plan**

Any updates to the communications plan will be first approved by all members of the team and including stakeholders whom it may concern.

**Escalation procedures**

In the event of an emergency or conflict amongst team members, the project is always valued as the highest priority and should come first. However majority vote will determine the resolution of conflicting ideas for example.

If there are any immediate problems or grey areas just regarding the project requirements or deliverables, the client/supervisor will be contacted as soon as possible via email with the problem statement.

**Stakeholder communications analysis**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stakeholders** | **Document Name** | **Document Format** | **Contact Person** | **Due Date** |
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|  |  |  |  |  |
| **Comments:** | | | | |

**12. Glossary of terms**

# Project Human Resources Management



Organizational chart: who is involved in the project?

Project roles and responsibilities: include deadlines/schedule (basically a Responsibility Assignment Matrix)

Describe any work/things/procedures that your team plans to do to develop the team camaraderie. For example: social gatherings (have a meal or drinks alongside your meetings), organise meeting times to accommodate one member, etc.

Also, discuss procedures to resolve conflicts within the team.

# Project Risk Management



* List of possible risk events, including a number for each risk event, name of each risk event, description of each risk event, category under which each risk event falls (if applicable), potential responses to each risk, person responsible for responding to each risk event.
* Possibly a probability/impact matrix

# Project Cost Management



Budget: resources needed and associated costs (if any)

Budget: labour costs (if any)

# Project Procurement Management



Hardware/software requirements needed for the project (if any)

Who is responsible for assessing available products?

The process for procurement

The hardware required for the project is supplied by the client/supervisor and which includes the Oculus Rift head mounted display and other motion sensing devices including Microsoft Kinect, Leap Motion and Razor Hydra. Mouse and keyboard are also a part of the hardware requirements but as development is via PC, those resources are adequate.

Software development kits for the head mounted display and motion sensing devices are also a core requirement for building and developing the product. The SDKs are also supplied by the client/supervisor together with the devices.

Unity is a cross-platform game engine and integrated development environment that will be installed from the official website and used to run the demos provided with the SDKs and thus commence development of the main product. However Unity’s pro license subscription will also be a necessity for the devices to execute properly with the engine. The pro-license will be acquired from the client/supervisor.

The version control tool used throughout the lifetime of the project is the web-based hosting service Git-Hub which provides open source project management tools for code development.

The client/supervisor is in charge of assessing the availability of any requisite hardware and software fundamental to implementation of the project requirements.

Obtaining the required hardware components and each of the SDKs is via the client/supervisor in which will be expected to supply at minimum one of each device. Requests for Unity pro license, group or individual is done similarly and approval will be requested from the client/supervisor for the acquisition and monthly funding of the pro licenses.

In the event that procurement of Unity pro licenses may take several weeks, each team member will register for the one month trial of Unity Pro until the resource is acquired.

GitHub is attainable by creating an account from the official website and setting up repositories for team members to commit and update.

# Conclusion



Restate the purpose of the document

What the document discussed

# Appendices



Appendix A: Deliverable Task Breakdown Statement

Appendix B: Work Breakdown Structure and Schedule

Appendix C: Project/Team charter

Appendix D: Glossary of terms

Appendix E: Agenda and minutes of all client meetings

Appendix F: Agenda and minutes of all supervisor meetings