PRCO304: Computing Project

Project Initiation Document  
10521997

Project Quality Control System (PQC)

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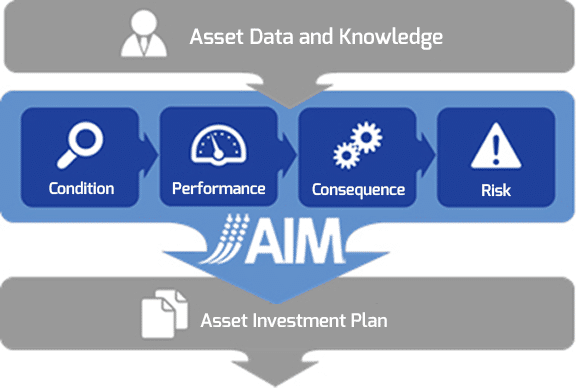
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# 1. Introduction

EA technology was initially a think tank serving the electricity industry, bringing inventions such as the halogen hob. Later becoming a privately financed organisation providing customers with innovative products and services, focusing on distribution network operators (DNOs) which distribute electricity to homes and industry throughout the country.

Within the company, there is a team offering a product called AIM (Asset Investment Management). “EA Technology’s flagship risk-based asset investment decision support tool AIM (Asset Investment Management) analyses asset health, criticality and risk and uses this to prioritise and optimise investment plans”.



# 2. Business Case

## 2.1 Business Need

The AIM Delivery and Support Manager (the client), delivers projects in a timely manner to customers. Projects are typically:

* New customers getting the product, or product parts, for the first time.
* Existing customers getting new models/parts.
* Existing customers asking for modifications and alterations, new reports/inputs.

The clients’ responsibility is to have an overview of all these projects, however different projects have different project managers. The client is not interested in the financial aspect of the projects, only interested in getting projects “out of the door, on time, good quality and making sure he has the resources to accommodate the projects”.

Ensuring that project deliverables are to a high standard, the company must conform to ISO 9001; the internationally recognized quality management system. Currently, projects are managed in multiple spreadsheets in multiple folders. It is very difficult and time consuming to obtain a full overview and control of what is going on in each project.

## 2.2 Business Objectives

To ensure compliance with the ISO 9001 standards and active project portfolio management, by

* Aggregating all the projects into one overall view
* Ensuring that project milestones and points in the projects are met
* Ensuring that projects have enough resources
* Informing staff when they are ahead, behind, on time of their work

# 3. Project Objectives

1. To view a timeline schematic for each project, and an overall view of all projects
2. To analyse a project from a resource point of view. Information that provides the client with details of who is working on which projects, what tasks they have allocated etc.
3. To view evidence that project milestones have been met, link to the document to check the contents. To alert staff if their work is overdue etc.
4. Possible read only view to the project. Maybe a web portal (intranet) where other staff could view the status of projects

# 4. Initial Scope

The initial scope for this project is to provide the client with a way to view the status of the teams’ projects, ensuring they have enough resources and ensuring the deliverables for their clients are released on time.

A core feature for this system is to provide the user with a dashboard like view of the status of their projects; and offer the user the ability to see each project in more detail. Viewing a project in more detail will open a new window with a one-project-only-view, displaying information requested by the client (tbc, see section 7 Stage 2)

Another core feature of the system will allow the user, in a one-project-only-view to access the resources for the project. Resources include: who is working on the project, which tasks have been allocated to project staff (tbc, see section 7 Stage 2).

Another core feature of the system is for the user to view the status of a document, ‘Kick Off Meeting.doc” for example, click on the link and open the document. This will allow the user to save time in searching for documents to check them. An additional part to this feature is to allow the user to send reminders to staff if their work is late, not sufficient or missing. This should be an automatic process.

An additional feature, that could be implemented if there is extra time, will allow potential other users to view the status of projects, through the company’s intranet. However, the client at this date is not sure if this is wanted.

*Please clarify in the PID's scope your best bet concerning entities to be represented in the DB.*  
The database used for this project is an addition of relational tables into the client’s current database. It is thought to have a Project table and a Release table. Further knowledge of the client’s current system, and subsequently my database entities, will be provided in line with Stage 2 of the initial project plan (see section 7).

# 5. Resources and Dependencies

This project is dependent on the client’s networks R Drive, containing project folders. All the project information is held on this drive. Similarly, the project is dependent on the client’s existing database. Access to SQL developer is necessary. If the occasion arises that I should no longer have access to the client’s system, a risk management strategy has been noted (see section 8).

# 6. Method of Approach

The developmental method of approach will be incremental with many aspects of PRINCE2 (as detailed in section 7.1). A possible integration of agile User stories may be used to clarify the desired functionality for the end of each stage.

I have created a time management schedule to keep my work on track and plan up to date. The use of an external tool such as Trello may be used to support this time plan.

*Why is it a desktop application rather than a web application?*  
For this initial project, a desktop application that the Client has access to, is all that has been requested. The deliverable will be a local application on the Client’s personal R:// R Drive, the project drive. In other words, the system will live on the internal work servers, database attributes I create will live in a database called aim system management.

Possible technologies will include Visual Studio for C# Development, SQL Database, Microsoft Outlook for notifications, Directory Watcher for notifications, Push notification service such as PushWoosh or OneSignal.

# 7. Initial Project Plan

Don’t create a detailed plan for the entire project. However, an initial staged project plan should be produced here.

|  |  |  |  |
| --- | --- | --- | --- |
| **Stage** | **Expected**  **Start**  **Date** | **Expected**  **Completion**  **Date** | **Products/Deliverables/Outcomes** |
| 1. Project Initiation | Monday **26th November** 2018 | Friday **14th December** 2018 | Project Initiation Document |
| 2. Investigation and requirements | Monday  **28th January** 2019 | Friday  **1st February** 2019 | Analysis of existing business processes; subsequent outline requirements. |
| 3. Initial high-level design | Monday **4th February** 2019 | Friday **8th February** 2019 | Design documentation such as system architecture, Database schema, paper prototype with user acceptance testing. |
| 4. Stage/Increment 1 | Monday  **11th February** 2019 | Friday **22nd February** 2019 | Stage plan including requirements and design. Sub-system providing solution for business objective 1. End of stage review. |
| 5. Stage/Increment 2 | Monday **25th February** 2019 | Friday **8th March** 2019 | Stage plan including requirements and design. Sub-system providing solution for business objective 2. End of stage review. |
| 6. Stage/Increment 3 | Monday **11th March** 2019 | Friday **22nd March** 2019 | Stage plan including requirements and design. Sub-system providing solution for business objective 3. End of stage review. |
| 7. Stage/Increment 4 | Monday **25th March** 2019 | Friday **5th April** 2019 | Stage plan including requirements and design. Sub-system providing solution for business objective 4. End of stage review.  Poster creation. |
| Easter Holiday | Monday **8th April** 2019 | Friday **26th April** 2019 | Easter Holiday includes 3 weeks buffer **(if necessary)** |
| 7. System and User Testing | Monday **29th April** 2019 | Friday **3rd May** 2019 | User and system testing documentation, analysis of user feedback, prioritisation and implementation of changes. |
| 8. Assemble and Complete Final Report | Monday **6th May** 2019 | Thursday **16th May** 2019 | Complete any outstanding. Final report and user documentation. |

## 7.1 Control Plan

The following PRINCE2 and other control techniques will be employed:

* Weekly highlight reports
  + Weekly supervisor meetings until 28th March, more meeting can be arranged after if necessary
* End of stage reviews, including risk management (see section 8), revision of plans or business case
* Issue log for change management; any changes made will be logged accordingly
  + Exception reports for deviation beyond tolerance bounds, if necessary
* Project closure meeting and project closure report detailing, if any, unfinished work, outstanding risks or unresolved issues
* Communication plan (see section 7.2)
* Quality plan (see section 9)

## 7.2 Communication Plan

In line with the control plan (section 7.1), weekly review meetings are scheduled with the project supervisor. Any additional meetings, after 28th March 2019, can be arranged.

Weekly review meetings will also take place with the client. Due to the location of both parties, these reviews will be over Skype.

|  |  |
| --- | --- |
| **Date** | **Meeting with Client** |
| Friday 1st February | Review meeting 1 |
| Friday 8th February | Review meeting 2 |
| Friday 15th February | Review meeting 3 |
| Friday 22nd February | Review meeting 4 |
| Friday 1st March | Review meeting 5 |
| Friday 8th March | Review meeting 6 |
| Friday 15th March | Review meeting 7 |
| Friday 22nd March | Review meeting 8 |
| Friday 29th March | Review meeting 9 |
| Friday 5th April | Review meeting 10 |
| **Monday 29th April** | **User testing and client testing feedback** |
| Friday 3rd May | Review of changes made through feedback |
| Friday 10th May | Project Closure meeting |

# 8. Initial Risk List

|  |  |
| --- | --- |
| **Risk** | **Management Strategy** |
| Schedule overrun | Contingency has been added into the project plan (Easter holidays). Highlight reports, review meetings etc. |
| Difficulty learning/using the development technologies | Investigation and requirements aim to reduce this risk. Simple prototypes and research of the technologies made. |
| Requirements breakdown | Conflict in requirements can be referred to the client for resolution. |
| Technology failure | Standard technologies used, regular/daily back up. Code repository (Github) is to be used. |
| Personnel changes | Develop a backup plan to make this a general project management application, rather than client specific. |
| Client network structure change; changes to folder structure | The system can tolerate system structure changes, simple redirection will be used to resolve this issue. |
| Client migration to SharePoint | Redesign for a web interface; client wishes to receive plans for design of a web interface. |
| Gold plating requirements | The requirements will undergo requirement validation. Any additional requirements will be reviewed, together with the client; if deemed necessary a shift of priorities of requirements will be implemented. |
| Other commitments | Time management plan implemented to ensure enough time is allocated and used for the project, other university modules and free time. |
| Emergency client meetings | Due to location of both parties (in excess of 300 miles), if a face-to-face meeting is required, suitable schedule rearrangements will be made to make up lost time. |

# 9. Quality Plan

What quality checks are you putting in place to check the quality of your products. Table of the check and the strategy.

|  |  |
| --- | --- |
| **Quality Check** | **Strategy** |
| Requirements | Requirements will be checked for validity (traceable to business objectives), achievable, demonstrateable. Document required product quality criteria. Prototyping, user reviews and walkthroughs implemented. |
| Design validation | Design will be checked against requirements compliance, HCI techniques, DB normalization, software design principles |
| Sub-system verification and validation | To be conducted at the end of each stage, in review and with client |
| User acceptance testing | Conducted in each stage of the project plan |

# 10. Legal, Social, Ethical and Professional Issues

Due to the clients ‘client confidentiality’ agreement, any members of the project (supervisor and developer) who are not the client, will not have access to the actual current system. The client will provide a replica system to test and develop on. At each stage, the client will test on their live system and provide feedback.

Similarly, for testing purposes, test subjects will be using “dummy” projects to avoid legal issues, not breaching client confidentiality.

# Other Information (for purposes of writing PID)

**1. Introduction 2. Business Case and Objectives**Models are released.   
Towers model, underground cables model, HV LV MV switch model, HV MV LV transformer model (45 different models) all pertaining to group sets of assets   
Underwater cables, fences, buildings, substations, transformers - take readings for everything, produce criticality and risk profile. If they know how critical or important a risk is. Knowing the risk, e.g. transformer 1 serves a hospital, has high criticality. Transformer 2 supplies a small housing estate, this housing estate has another supply therefore transformer 2 has low risk.   
If you can go to a network provider with a collection of their risks and failings, they can optimise their assets, to sort and fix.   
In AIM, delivery and support team. Support team handled by helpdesk software. Delivery team is responsible for delivery of projects.   
e.g. he needs to be able to say he has 5 projects on the go, 1 on time 3 behind, need help with one in three weeks time as he will have two people missing.

**3. Project Requirements (more details)**3.1 excel spreadsheet. Five projects on the go. Folder called work schedule, within the folder, spreadsheet containing a schedule (Gannt chart)

3.2 e.g. Shaun is working on three projects, Olivia has late work for 2 tasks etc.

3.3 Some system that says this document is in this folder, with links.

**5. Resources and Dependencies (more details)**  
Coding, databases etc. are developed and tested elsewhere (not the project folders), the results and ultimately the project deliverables are contained in the project folders on the r drive. Release to the clients in the form of a script or database. Send out to clients as a ZIP

**6. Method of approach (more details)**All the projects live on this drive. Set folder structure for each project. For example, meeting folder, should contain a kick off document.

Company are looking into possibly migrating to SharePoint, in which case a web application could be ustilised.