

# Software Development Management Plan

Team # 10

Title of Project Proposal

## Give Information How to Use the Caliper

List of the team members

Team No *	Team Members Name
1 (Team Leader)	Hongyiel Suh
2	Kwanghyuk Kim
3	Hojun Shin
4	Allen Chan
5	Taesoo Kim
6	Jaegeun Oh
7	Karina Munoz

TA Name	Raghuram Subramanian
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## **Tables for section 1.1**

**Table 1.1a: Work Package description**

Work package number	1	Leader			Hongyiul Suh		
Work package title	Project management and reporting						
Participant number	1	2	3	4	5	6	7
Short name of the participant	HY	KK	AC	HS	TK	JO	KM
hours/months per participant:	32hr/month	0	32hr/month	0	0	32hr/month	32hr/month
Start month/week	1 week		End month//week		7 week		

### **Objectives**

Management of general projects and setting the financial of the project. The user will be guided through a learning scenario that will teach them how to use the key features of the caliper.

### **Description of work (where appropriate, broken down into tasks), lead partner, and role of participants**

The overall aim of this work package is to check the project objectives (monitoring) and set up the project budget. Hongyiul Suh (HY) will be the leader of this work package 1 (WP1) and Jaegeun Oh (JO) and Allen Chan (AC) will help this work package. The main tasks of this WP is: overall project management, financial management, group meetings and formal reporting. This WP1 includes a general management task that will maintain the project's life. Also, the financial management part and documentation included. Financial management part will set the general budget on the whole of the project. Documentation is also important to sharing the working process with other teammates.

All of the project helpers and the WP leader will have their own decisions. The WP leader and helpers will participate in their meeting.

There will be a team meeting every first week at 10pm.

#### **[WP1 Task1] Project management**

- 1.1: Checking the project's object and does project is suitable
- 1.2: Sending the information that included process of project
- 1.3: Preparing Group consulting

#### **[WP1 Task2] Financial management**

- 1.4: Monitoring budgets' report
- 1.5: Providing budget report

#### **[WP1 Task3] Documentation**

- 1.6: Storing and collecting the project's documents
- 1.7: Setting the platform that sharing documents

Role of participants

Hongyiel Suh (HY) will lead this work package, checking the general project objective and sending information to teammates about project schedules.

Jaegun Oh (JO) will help this work package, monitoring the general budget part and setting the budget for this project.

Allen Chan (AC) will help this work package, to store the project's documents and set the platform that sharing documents.

**Deliverable**

The output of this work package is a management document that helps us start a project. This Documentation contains information about projects and detailed information on financials.

Work package number	2	Leader			Kwanghyuk Kim		
Work package title	Improving the management and plan						
Participant number	1	2	3	4	5	6	7
Short name of the participant	HY	KK	AC	HS	TS	JO	KM
hours/months per participant:	0	32hr/month	32hr/month	32hr/month	0	0	0
Start month/week	6		End month//week		17		

### **Objectives**

Ensuring and improving the quality steps of working outcomes.

### **Description of work (where appropriate, broken down into tasks), lead partner, and role of participants**

The main aim of the improving the management and plan work-package (WP2) is to make a detailed plan of the project and improve the quality steps of working outcomes. The Caliper project will send the information to the user about how to activate the caliper. WP2 will define how the project's activities work and predict the results. The WP2 comes out with the result that evaluated planning and management. Preparing the actual planning of the project, final reports, and other forms will be dealt with here.

A general procedure of task of WP2:

- 1) Collecting the expected result and deliverables from the other WPs
- 2) Checking the milestone and timetable which are connecting with results
- 3) Collecting the information that related with final report
- 4) Preparing the actual result and planning actual work

Qualitative data and feedback from reports are required in WP2.

From this procedure, the project is improving and preparing the actual plan.

In order to supporting the quality of results task, the team will following communication instruments

- Zoom meeting
- Discord meeting or chat
- Canvas
- Asana
- Others available tools

[WP2 Task 1] Improving the quality of the Caliper project

- 2.1: Preparing the project's plan
- 2.2: Monitoring the actual planning
- 2.3: Producing the report

[WP2 Task 2] Management team

- 2.4: Give a role to the team members

## 2.5: Following the work plan and reporting project issues

### Role of participants

Kwanghyuk Kim (KK) will lead this work-package2 (WP2) for preparing the project's plan, monitoring the actual planning and producing the report.

Hojun Shin (HS) and Allen Chan (AC) will help WP2 with timeline setting and geometrical presentation.

### **Deliverable:**

This work package reinforces the previously written Document through communication among team members. Through this work package, we are going to divide a role to team members and start following the work plan.

Work package number	3	Leader			Taesoo Kim		
Work package title	Planning out key features of creation of video application						
Participant number	1	2	3	4	5	6	7
Short name of the participant	HY	KK	AC	HS	TK	JO	KM
hours/months per participant:	0	32hr/month	32hr/month	0	32hr/month	0	32hr/month
Start month/week	14		End month//week		24		

### **Objectives**

Identify the required softwares and create a plan for video.

### **Description of work (where appropriate, broken down into tasks), lead partner, and role of participants**

The purpose of work-package 3 (WP3) is essential to this project; drawing plans out for the creation of instructional video. Planning to use 3D CAD software to explain how to work Caliper and find the tools for recording. Also. identifying the editing tools for editing the video that we recorded.

There are 3 deliveries to the user, audio narration, caption and multi-language will discuss in WP3 for detailed explanation of the product.

Planning the flow of video will be discussed in WP3, most of the plan will set on this part.

Update budget part from WP3 Task 4 and review the confirmation of the project to prepare create the actual contents.

#### **[WP3 Task 1] Research and discussion of softwares**

- 3.1: Identifying 3D CAD software to use
- 3.2: Identifying video recording software to use
- 3.3: Identifying video editing software to use

#### **[WP3 Task 2] Discussion of advantages of each delivering means**

- 3.4: Identifying delivering mean
  - 3.4.1: Case of audio narration (Mandatory)
  - 3.4.2: Case of caption (Optional)
  - 3.4.3: Case of multi-language (Optional)

#### **[WP3 Task 3] Planning the flow of video**

- 3.5: Identifying key feature of caliper
- 3.6: Identifying fundamental elements of instruction video (identifying what to teach,e.g. list of elements)

#### **[WP3 Task 4] Finalize**

- 3.7: Updating budget report
- 3.8: Review and confirm



#### Role of participant

Taesoo Kim (TK) will lead WP3, assigning tasks to team members and take lead of discussions. TK will plan the actual project and find a method of the project.

Karina Munoz (KM) and Kwang hyuk Kim (KK) will help WP3 to consider what method is suitable for this project. KM and TK will collaborate to plan the flow of the video.

#### **Deliverable:**

In this work package, the goal is to create a basic program for this project. The main purpose of the program will be to create a clean UI and convenient usage based on user convenience. The goal is also to develop the video edit system so developers can be easily modified and added.

Work package number	4	Leader			Jaegun Oh		
Work package title	Creation of video application						
Participant number	1	2	3	4	5	6	7
Short name of the participant	HY	KK	AC	HS	TK	JO	KM
hours/months per participant:	32hr/month	0	0	32hr/month	0	32hr/month	0
Start month/week	15		End month//week		28		

### **Objectives**

Recording actual video that will publish to the user, and editing

### **Description of work (where appropriate, broken down into tasks), lead partner, and role of participants**

Overall the main aim of the work package 4 (WP4) will prepare the contents to the user. This involves the steps to create typical video: writing scenarios and script, preparing props (caliper model) and stage (3D CAD software), recording audio and video, editing to add captions and smooth camera work, and finally generating feedback to review the product. This WP will repeat until the feedbacks given satisfy the outline.

The WP4 is a critical part of the project before the release. We need to spend a long time specially in WP4.

#### **[WP4 Task 1] Creating scenario / script**

- 4.1: Writing scenarios
- 4.2: Writing scripts for each scenario
- 4.3: Preparing props (e.g. caliper model)

#### **[WP4 Task 2] Creating video**

- 4.4: Recording video
- 4.5: Audio recording
- 4.6: Video editing
  - 4.6.1: Creation of caption
  - 4.6.2: Creation of multi-language caption

#### **[WP4 Task 3] Review**

- 4.7: Internal feedback on video
- 4.8: External feedback on video
- 4.9: Finalize the video

#### Role of participants

Jaegun Oh (JO) will be the leader of the WP4, JO will control the day of the plan and set the platform to make videos.

Hongyiul Suh (HY) will help WP4 to record actual video, audio and editing all of the video that we captured.

Hojun shin (HS) will help the WP4, to get review with internal feedback on video and external feedback on video.

#### **Deliverable:**

The goal of this work package is to create a video that is the main object of this project. The video should aim to clean editing and sound effects with producing subtitles for various languages.

Work package number	5	Leader			Allen Chan		
Work package title	Evaluation and validation of the product						
Participant number	1	2	3	4	5	6	7
Short name of the participant	HY	KK	AC	HS	TK	JO	KM
hours/months per participant:	32hr/month	32hr/month	32hr/month	32hr/month	32hr/month	32hr/month	32hr/month
Start month/week	24		End month//week		36		

### **Objectives**

Obtaining the final confirmation from the customer with clear fulfillment of requirements and satisfaction of the customer.

### **Description of work (where appropriate, broken down into tasks), lead partner, and role of participants**

The last work package will be the evaluation and validation of the product from the customer. Even though the debugging would be finished in WP4, the work will be tested individually and also as a whole for cross checking. If there is a problem, we will interact with the leader of WP4 or WP3 to fix the problem.

After that, we will have a final confirmation from the customer. The customer will check the requirements again, and make the final confirmation.

At last, the product is ready to publish.

All of the team should participate in WP5 Task 3 and get feedback from customers and make final team consulting to discuss what we should be improving and find feedback, update the product.

WP5 contains follow-up measures that after release.

#### **[WP5 Task 1] Component testing**

5.1: Test the product component-wisely

5.2: Rework if needed

5.3: Finalize component testing

#### **[WP5 Task 2] System testing**

5.4: Test the product as a whole

5.5: Rework if needed

5.6: Finalize system testing

#### **[WP5 Task 3] Customer testing and finalization**

5.6: Confirmation from the customer

5.7: Rework of the product or redesign if needed

5.8: Release to public

#### Role of participants

Allen Chan (AC) will be the leader of the work package and will mostly talk to the customer. He will get feedback from the customer and distribute the work if needed, and take the last confirmation from the customer.

All of the other members will be engaged in this work package. The primary job will be the testing and the secondary job will be the communication with the customer.

#### **Deliverable:**

The output of this work package is the completed and releasable program. There should be no errors after a long testing period, and publish a website that will receive feedback from users.

**Table 1.1b: List of work packages**

Work package No.	Work Package Title	Lead Participant No.	Lead Participant Short Name	Hours-Months	Start month/week	End month/week
1	<u>Project management</u>	1	HY	3	OCT	JUN
2	<u>Improving the management and plan</u>	2	KK	2	OCT	MAY
3	<u>Planning out key features of creation of video application</u>	5	TK	1	OCT	MAY
4	<u>Creation of video application</u>	6	JO	1	OCT	APR
5	<u>Evaluation and validation of the product</u>	3	AC	2	OCT	OCT
<b>Total person(hours)-months:</b>				9		
<b>Overall Start and End Months/weeks foreseen:</b>					OCT	JUN

**Table 1.1c: List of Deliverables**

<b>Deliverable (number)</b>	<b>Deliverable name</b>	<b>Work package number</b>	<b>Short name of the lead participant</b>	<b>Type</b>	<b>Dissemination level</b>	<b>Delivery date (in months)</b>
1.1	Checking the project's object and does project is suitable	1	HY	R	PU	Dec
1.2	Sending the information that included process of project	1	HY	R	PU	Dec
1.3	Preparing Group consulting	1	HY	R	PU	Dec
1.4	Monitoring budget' report	1	HY	R	CO	Dec
1.5	Providing budget report	1	HY	R	PU	Dec
1.6	Storing and collecting the project's documents	1	HY	R	CO	Dec
1.7	Setting the platform that sharing documents	1	HY	R	CO	Dec
2.1	Preparing the project's plan	2	KK	R	CO	Feb
2.2	Monitoring the actual planning	2	KK	R	CO	Feb
2.3	Producing the report	2	KK	R	CO	Feb
2.4	Give a role to the team members	2	KK	R	CI	Feb
2.5	Following the work plan and reporting project issues	2	KK	R	CO	Feb
3.1	Identifying 3D CAD program	3	TK	OTHER	CO	Apr
3.2	Identifying video recording program	3	TK	OTHER	CO	Apr
3.3	Identify video editing program	3	TK	OTHER	CO	Apr
3.4	Identifying delivering mean	3	TK	R	CO	Apr
3.4.1	Case of audio narration	3	TK	DEC	CO	Apr
3.4.2	Case of caption	3	TK	DEC	CO	Apr
3.4.3	Case of multi-language	3	TK	DEC	CO	Apr
3.5	Identifying key feature of caliper	3	TK	R	CO	Apr
3.6	Identifying fundamental elements of instruction video	3	TK	R	CO	Apr
3.7	Update budget report	3	TK	R	CO	Apr
3.8	Review and confirm	3	TK	R	CO	Apr

4.1	Writing scenarios	4	JO	R	CO	May
4.2	Writing scripts for each scenario	4	JO	R	CO	May
4.3	Preparing Props	4	JO	R	CO	May
4.4	Recording video	4	JO	DEC	PU	May
4.5	Audio Recording	4	JO	DEC	PU	May
4.6	Video editing	4	JO	DEC	PU	May
4.6.1	Creation of caption	4	JO	DEM	PU	May
4.6.2	Creation of multi-language caption	4	JO	DEC	CO	May
4.7	Internal feedback on video	4	JO	DEM	CO	May
4.8	External feedback on video	4	JO	DEM	CO	May
4.9	Finalize the video	4	JO	R	CO	May
5.1	Test the product component-wisely	5	AC	R	CO	June
5.2	Rework if needed	5	AC	R	CO	June
5.3	Finalize the component testing	5	AC	R	CO	June
5.4	Test the product as a whole	5	AC	R	CO	June
5.5	Rework if needed	5	AC	R	CO	June
5.6	Finalize the system testing	5	AC	R	CO	June
5.7	Confirmation from the customer	5	AC	R	CO	June
5.8	Rework	5	AC	R	CO	June
5.9	Release to public	5	AC	DEC	PU	June



## Tables for section 1.2

**Table 1.2a: List of milestones (milestone that complete**

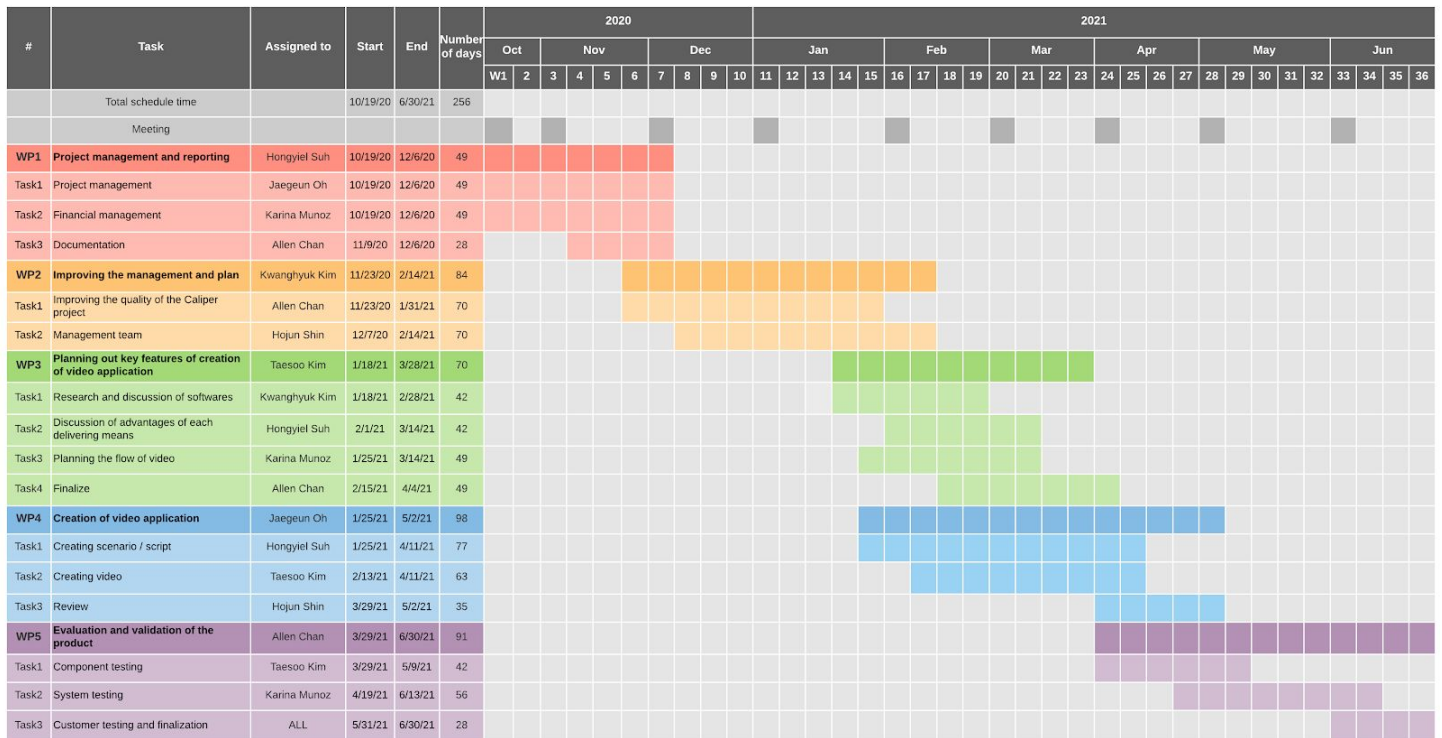
<b>Milestone number</b>	<b>Milestone name</b>	<b>Related work package(s)</b>	<b>Due date (in month/week)</b>	<b>Means of verification</b>
1	Communication Updates	1, 2, 3	Mar / 23wk	Update the program based on developers' feedback.
2	Front end	1, 2, 3, 4	Apr / 24wk	Design the UI of the assignment and set up the video player.
3	Performance	3, 4	May / 28wk	Check all videos successfully uploaded on the program.
4	End of development	3, 4, 5	May / 29wk	Software is supposed not to have any error or crash in the middle of running.
5	Release of Product Samples	5	Jun / 33wk	The program or application has to be shareable and easy to download from the mock website and the store.
6	Testing Phases	1, 2, 3, 4, 5	JUN / 34wk	release the beta version to catch external bugs.
7	Project Completion	5	Jun / 36th	Add credit and upload the final version of the program to the store.

### **Tables for Section 1.3**

**Table 1.3a: Summary of staff effort**

	<b>WP1</b>	<b>WP2</b>	<b>WP3</b>	<b>WP4</b>	<b>WP5</b>	<b>Total Person(hours)/Mont hs per Participant</b>
HY	<b>56</b>	0	48	88	32	224
KK	0	<b>96</b>	48	0	32	176
AC	32	80	56	0	<b>104</b>	272
HS	0	80	0	40	32	152
TS	0	0	<b>80</b>	72	80	160
JO	56	0	0	<b>112</b>	0	168
KM	56	0	56	0	64	176
<b>Total Person hours per Work Package</b>	200	256	288	312	344	1328

## Project Timeline

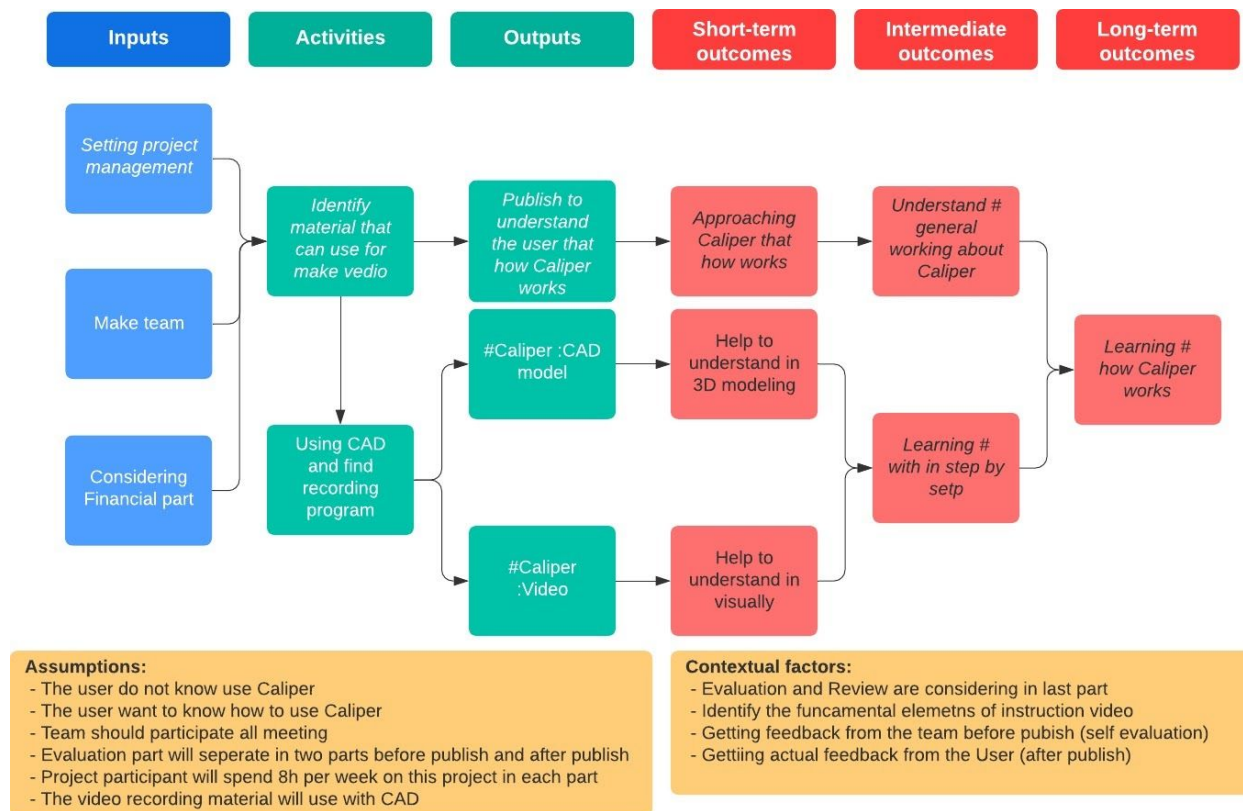


### Figure 1. Project Timeline

**Shareable link:**

<https://lucid.app/invitations/accept/5c5c0f01-5668-4284-b3d5-28c3254899d1>

## Project Logic Model

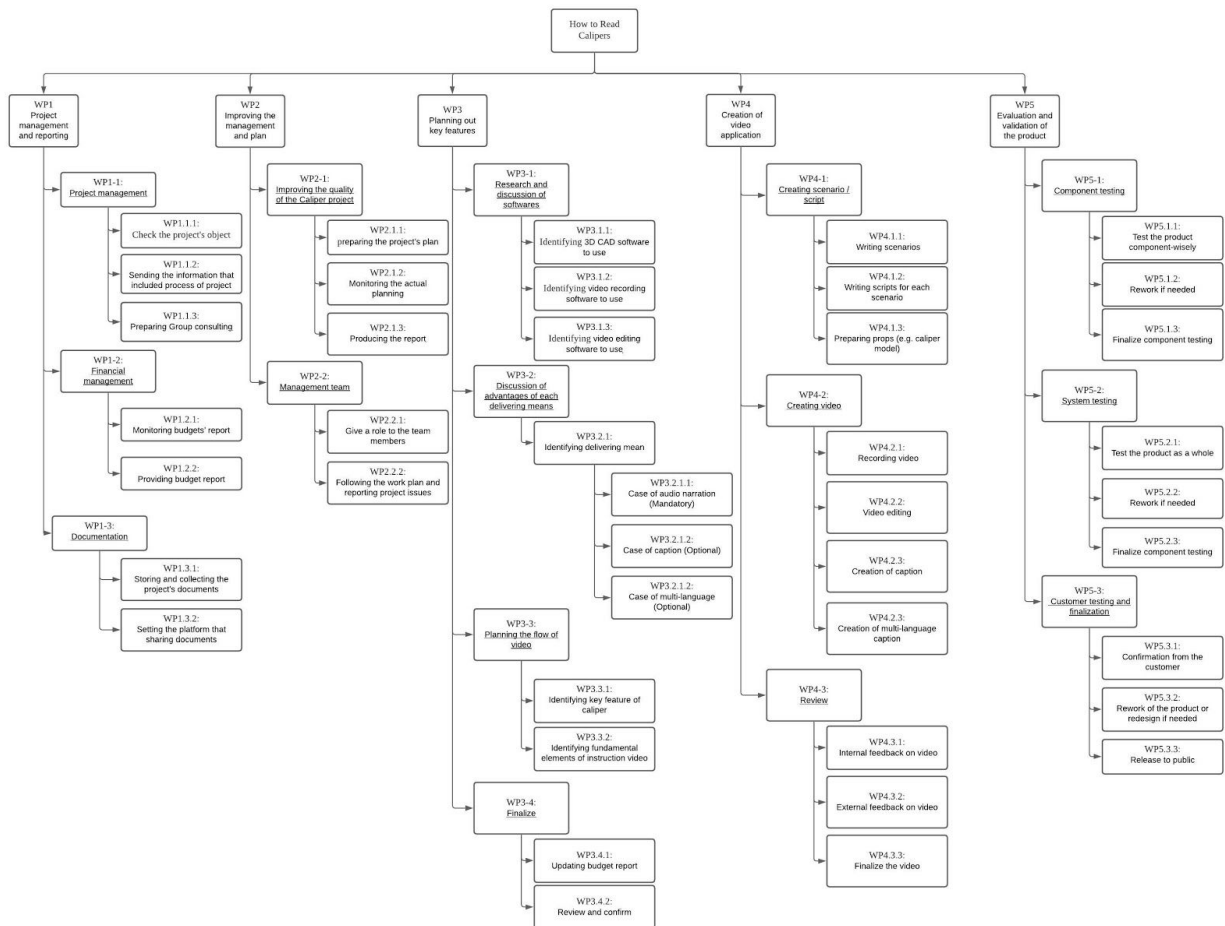


**Figure 2. Project logic model**

### **Shareable link:**

<https://lucid.app/invitations/accept/bf2ba99a-5208-499a-a31e-2056db9c2b48>

## Work Breakdown Structure



**Figure 3. WBS (Work Breakdown Structure)**

**Shareable link:**

<https://lucid.app/invitations/accept/3b6974ea-df72-49dc-b821-5bd5a929fb04>