E/L A02 - Project Handbook

ITECH3208 – PROJECT 1

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Revision

Use w-hichever style of versioning you prefer.

You may also include the main authors of each change, and the list of pages that have been changed

Version Number	Date approved	Approved by	Description
1.0	2016-01-01	Team Member	Initial release of plan

Preface

Describe the purpose and audience of this document, in your own words.

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Vision Statement

Overview

The primary purpose of Career Intelligence development as part of E-learning product development is to provide an appropriate platform for students and to boost their engagement on that platform. The Employability.life company's key demand for career intelligence is the creation and deployment of the Career Intelligence web app, which is designed to aid learners in building interactive CVs. It must have a simple interface so that students can learn at their own pace. The key advantage of developing an easy and interactive interface platform is that it may keep students more engaged and inspire them to enrol in such Employability.life company courses.

1. Introduction

1.1 Project Overview

*Give a **summary** of the project objectives and deliverables, and any other work that required as part of the project.*

Include a brief description of the resources required, deadlines, and budget.

1.2 Project Deliverables

Describe what items are to be delivered to the client, approximate dates, and quantities (if any).

You do not need to include process documentation (such as sprint documentation, design documents, or similar) here, but should include a user manual, an installation manual, and technical documentation.

1.3 Evolution of the Handbook

Plan for making scheduled and unscheduled updates to this handbook. How will you keep it up to date?

Consider:

- *When will scheduled updates happen?*
- *Who is responsible for updates?*
- *How will you put the handbook in change control?*
- *How will everybody be notified of handbook changes?*

1.4 Reference Materials

This is a complete list of materials referenced elsewhere in the handbook, such as style guides, coding standards, documentation standards, methodologies, etc.

Indicate if you haven't used any external references.

Use any style that you like. If you don't know any good ones, then use IEEE or APA style

http://www.ieee.org/documents/ieeecitationref.pdf

http://www.apastyle.org/

1.5 Definitions and Acronyms

Define, or provide references to the definition of, terms, acronyms, or abbreviations used in the handbook.

Term	Definition

2. Organization

2.1 Process Model

This section should describe how the project functions and activities (ie. the work you are doing) work together to build your project.

*You should include a high-level breakdown of the activities, with a rough timeline. Include a chart, diagram, or timetable. You should indicate this at the level of **each sprint**. For each sprint, clearly state the outcomes and deliverables to be produced.*

Include preliminary agreed dates for sprint review meetings for demonstrations to your client.

As this is an agile project, this is necessarily a projection/estimate rather than a binding timeline.

2.2 Organizational Structure

*Describe the structure of the project team, from a **process perspective**. Identify scrum roles, and how you will determine changes in these roles.*

2.3 Organization Boundaries and Interfaces

Describe the "administrative and managerial boundaries" between you and your client, and other stakeholders or contributors.

Be specific – indicate people and their roles – the more specific you can be the more useful you will find this document.

How will client communication be handled, who will be responsible, how often will you be in contact?

2.4 Project Responsibilities

*Describe the **non-procedural** roles of each of the team members – for example who is responsible for design, programming, artwork, quality assurance and testing, user documentation, technical documentation, etc.*

You can use a matrix if the team members share responsibility for each function (which is recommended).

3. Managerial Process

3.1 Management Objectives and Priorities

What is the management philosophy? Are you aiming for high performance, high equity, flexibility, or learning new skills? Sometimes you will need to choose, so how?

This is also good place to address conflict resolution, consider how you will handle interpersonal problems and how you will resolve them.

3.2 Assumptions, Dependencies, and Constraints

State:

- *The assumptions upon which this project is based*
- *The external events or inputs that the project depends on*
- *The constraints under which the project is operating, for example budgetary, staffing, availability, hardware.*

4. Technical Process

4.1 Methods, Tools, and Techniques

Detail the tools and techniques used to build the project – note that this isn't necessarily limited to the target platform, but includes your project management, documentation, and communication tools.

Describe your team's implementation of the Scrum framework. If you like, you may refer the reader to external documents.

*What tools will you use to handle **communication** within your team?(e.g. MSTeams)*

*How will you specify and model your **software designs**?*

*Which **document and code management** systems are you using?(e.g. MSTeams, GitHub)*

4.2 Software Documentation

What is the plan for creating user and technical documentation?

You will need to plan for the creation of a User Manual and an Installation Manual

How will documentation be reviewed and tested for accuracy?

Will you use a style guide? If you use an external guide, be sure to include it in your references.

5. High level Project Plan

In this project we have planned to take two sprints to complete the first part of the project where we need to evaluate all the functionality of existing approaches available and development of Career intelligence web app that helps learners to create their own cv interactively. So, for the first sprint we will be mostly focusing on research, defining UX strategy and developing wireframes for the website. We will be using figma app for defining different UX strategy and designing wireframes as UX designer is well adaptive to this tool. Also, for development of the first homepage we will be using notepad++ editor for coding the website.

For second sprint we will be designing a template for CVS and developing a full fetch website Career Intelligence app and testing of the functionality of all the website that will help the users to develop their cv interactively. Different API will be used to develop a cv.

All the progress of the project will be managed in GitHub to get access of all the team members, clients, and supervisors. We will be organising discussion meeting with the client and presenting the outcomes of the sprint and receive the feedbacks. Apart from this scrum meetings will be conducted for different product backlogs.

Sprint 1	Sprint 2
1. Research 2. Defining website UX strategy 3. Developing wireframes for career intelligence web app and the first home page of the website 4. Survey of all existing Moodle of Employability. Life	1. Designing templates for CV 2. Browse API that helps in creating cv interactively 3. Browse API that helps in creating cv interactively 4. Testing

User stories	Success criteria
As a student, I want to login in my account.	When entered email address and password and clicked submit button redirected to the dashboard.
As a student I want to enrol in a new course	Create an account if new user or login to your account provide persona details for new users, go to enrolment shopping cart specify the course u want to enrol, meet the enrolment criteria, pay the enrolment fees, confirm enrolment for the course via email.

As a user I want to update personal details	Login to your account. View profile Edit profile Save changes
As a trainer, I want to post notice	Login to your account go to discussion forums post comments save to forums Share to students into their portals
As a user I want to view the lecture sessions	Login ton account Go to dashboard section Under lecture video recordings user should find the lecture recordings till date of the course Once selecting the lecture session video should be playing on your screen.
As a trainer I want to mark up the assignments	Login to account hovering to dashboard selects Assignment submission When selecting assignment submission trainer should show all the names of students showing their submission status Selecting each student, it should show their submitted document and marking rubric for trainers on the side to give marks After marking the assignment, it should be updated on respective students' portal automatically and get notified to students.
As a user I want to give feedback to the admin	Go to feedback hub Comment your feedback

	Upon Clicking the post to admin button, the post should be notified to client via email.
As a user, I want to create cv	When clicking generate cv should display different types of templates

Provide a link referencing your online project board (e.g. in GitHub project board or Trello board) here.

6. Non-functional Requirements

*For each of the following section headings, identify any relevant non-functional requirements. For each one, **indicate importance** and **how you will evaluate it** (this is a bit like the conditions of satisfaction and makes sure you can measure your success)*

Don't include spurious requirements just for the sake of it!

If your project has no relevant non-functional requirements for any of the following domains, leave the section heading in-place and indicate that there are no applicable requirements.

6.1 Platform
Platform requirements relate to the hardware and software environments that your system must operate within

6.2 Communication
*Your project may need to interact with other systems. Only include non-functional requirements here – **how** your system communicates, but not what it communicates or why. Protocols, frequency, message latency, maximum message sizes, flooding, or authentication considerations might belong here. Note that these requirements should be limited to communication with other systems – not with the user.*

6.3 Performance
Indicate relevant performance requirements. Consider frame rate, response time or time budgets, input latency, network utilisation, CPU use, battery use.

6.4 Security and Privacy
Indicate any security and privacy requirements. Consider the security requirements around user authentication, what information you should/should not store, encryption, password storage, backups, what should/should not be included in log files or error reporting

6.5 Audience, Usability and Accessibility
Who is using your product? What requirements arise as a result of this audience? Consider language, internationalization/localization, pre-existing knowledge, familiarity with other tools. Usability and Accessibility are related to audience.

6.6 Reliability
Consider requirements around system availability, up/downtime, fault logging, redundancy, error tolerance, etc.

6.7 Modifiability

If your system must be modified or updated, how does this need to happen?

6.8 Economic

There are likely to be economic constraints/requirements on your project development. Indicate these requirements here.

6.9 Legal

Applicable regulatory or legal requirements. Consider also licensing, certification, etc.

6.10 Standards

In some cases, you will need to adhere to existing standards for file formats, network systems, or to be compatible with other systems or products. These requirements may apply to the project or the development process.

6.XX Other Non-Functional Requirements

Include any other non-functional requirements you identify here. Give each additional section an appropriate number and title.

7. Software and Systems Architecture

7.1 Architecture objectives

Describe the desired properties and goals of your system architecture. You may refer to the above non-functional requirements where necessary. This section should be only a paragraph or so.

7.2 High-level architecture

*Describe the overarching design of the system, or at least your current plans for the architecture. Examples of your software and systems architecture might be **n-Tier, distributed, microservice, monolithic, Model-View-Controller, Model-View-View-Model** or a combination of several of those.*

The following sections are un-numbered as you may not need to include some, depending on your project. You should number sections appropriately

7.X System context

Where does your system fit in with other systems? How and why does it interface with them? How is responsibility for functionality split across systems?

7.X User Interface / Interaction Design

Include initial user flows, visual designs, mock-ups, concepts, sitemaps, or any other appropriate documentation to show how you anticipate users will interact with your system

7.X Data model and software design

Describe your initial database design, using diagrams or data dictionaries. Indicate if you are using any standard data design patterns or conventions.

If you are designing a file format or new data structures, describe the format, your justification for its design, and similar formats.

You may include other types of system design diagrams here too; choose whichever diagrams best suit both your project and your team's design process.

7.X Assumptions

You may make certain assumptions about your target platform/system when creating your design. Indicate those assumptions here.

Examples might include number of users, frequency of use, software libraries, available bandwidth, database size, hardware revisions (ie which phones does your app work on?)

7.X External Dependencies

These are external dependencies in the architectures – for example are you relying on third-party systems to remain available? Library or operating system code which you can install permanently is not a dependency for this section.

7.X Concept art, storyboards

For game and multimedia projects, include appropriate concept art, character designs, treatments, storyboards, etc.

Additional Components

Include any other components here that you think are necessary, such as training plans, data conversion plans, maintenance plans, etc. Number each new section as above, starting at section 7

Index

An index is optional. If you choose to include one, explore whether your word processor can do so semi-automatically for you.

Appendices

Any supplemental items (such as change request forms, etc.) that do not form part of the handbook proper should be included as appendices.