Project Plan

Uplifting Onion

SIMAC
Eindhoven

Date	**:**	**30-3-2023**
Version	**:**	**Version 1.0**
Status	**:**	**Finished**
Author	**:**	**Uplifting Onion**

Version

Version	Date	Author(s)	Amendments	Status
0.1	15-3-2023	Uplifting Onion	Beginning document	Beginning
0.2	23-3-2023	Uplifting Onion	Rewriting and expanding	Mostly finished
1.0	30-3-2023	Uplifting Onion	Finishing touches	Finished

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1.   Project Assignment

1.1   Context

SIMAC IT NL is a Dutch family-owned organisation that focusses on providing IT services for companies of all different sizes. Our assignment is focussed on motivating their personnel to give each other compliments on good performances and work. Motivation is a big factor in companies like these, and with more than 700 active employees it is important to keep structure and motivation strong throughout the company.

When we were little, we learned things by receiving external motivation from role models like our parents. Take for example riding a bike, when we fall, we don't hear: "You need to do this, that's what you did wrong.", but we hear things like: "Great job, try again, you can do this!". When working in a company, it's normal to do your job, go home and not get complimented. When you do something wrong, you will hear about it, but when you do something right, most of the times, it goes unnoticed. People like to be complimented, so that's how to topic "Compliments", rather "Positive Feedback" came to be.

1.2   Goal of the project

SIMAC IT NL thinks it's essential to stimulate recognition among its employees. This doesn't necessarily have to be in the form of compliments but in the area of positive feedback. Feedback is generally given in a workforce; however, feedback is mainly given when something goes wrong, which is only reflecting on the negative and not the positive (which is needed for motivation).
Thus, the general goal SIMAC wants out of this project is to bring awareness to its employees that not everything has to be achieved in one go. Besides that, SIMAC would like to change the "general company mindset" to stimulate enthusiasm in their employees.
Therefore, the goal of this project is to give SIMAC insights into the following:
- How can they stimulate recognition in their workforce
- The importance of sharing positive feedback in a workforce
- Ways they can encourage communication and bring enthusiasm into their workforce

1.3   The assignment

The objective of this collaboration with SIMAC is to explore ways to foster recognition among its workforce. Therefore, our task involves conducting research and developing a product that can achieve this goal. The final deliverable does not have to be a fully functional product, as SIMAC is also keen to obtain insights and feedback on enhancing the company's social structure. Our assignment requires us to become proficient in this area and create the required solution.

1.4   Scope

The project includes:	The project does not include:
1 UX research and design	1 Backend development
2 User testing	2 Security implementation
3 Security research	3

1.5 **Conditions**

There are no strict requirements for the project. The only thing worth noting is if the end product will be a mobile or web app, it should pay some attention to security. SIMAC does not expect the security to be fully implemented, but we do need to give it some thoughts and preferably integrate security in some way.

1.6 **Research questions**

Main research question:

"How and in what way can SIMAC stimulate recognition to its workforce?"

Sub-questions:

- What stimulates people to (willingly) share their satisfactions or concerns with others in a workforce?

- What has SIMAC done to stimulate recognition to its workforce in the past?

- What steps can be taken to enhance employee recognition and motivation efforts, and promote better communication within large workforces in the Netherlands?

- What are the strategies and practices used by large companies in the Netherlands to ensure employee recognition and motivation?

- How does the brain react to compliments?

- How can social common rooms effect the work environment of SIMAC?

- How can narrowcasting effect the work environment of SIMAC?

- How can interest-based learning effect the work environment of SIMAC?

- How does understanding the SIMAC infrastructure contribute to improving recognition and engagement among the workforce?

- How does the current culture of SIMAC affect employee engagement and recognition, and what step can be taken to improve the culture for better outcomes?

- What is the current status of SIMAC employees, such as job satisfaction, workload and work-life balance?

2.   Approach and Planning

2.1   Approach

We are using the Double Diamond method to organize our sprints. Chronologically, we will go through the Discover phase, then the Define phase, followed by the Develop phase and ending in the Deliver phase. The rough planning is divided into these four sprints.

The first sprint is focused on discovering, this means that we are going to diverge; create a lot of ideas and think about a lot of things, mainly through research.

The second sprint is focused on defining, this means that we are going to converge and turn the many ideas into one solid concept. We need to select one idea that we are going to work with for the rest of the project.

The third sprint is focused on developing, this means that we are going to create a lot of things for the new concept. By keeping an open mind and not immediately locking ourselves into a certain implementation, we can be flexible and diverge on the specifics of the development phase.

The final, fourth, sprint, is about delivering. We need to converge again; this means that we need to focus on a few main things that are important to the idea and finish developing those.

At the end of every sprint, we follow up with a demo to present our research and results for the sprint. We also perform a daily stand-up and standdown to keep everyone informed on the progress and to prevent blockades.

2.2   Research methods

We will use different methods according to our needs. We will pick methods from sources such as cmdmethods.com. By using triangulation during our research, we will make sure that all research is up to standards and is sufficiently substantiated.

The potential methods we plan on using during this project are the following.

- Dark side brainstorm
- Cultural probe
- Prototyping
- Fly on the wall
- Interview
- Day in the life
- Ideation estafette
- Survey

2.3   **Breakdown of the project**
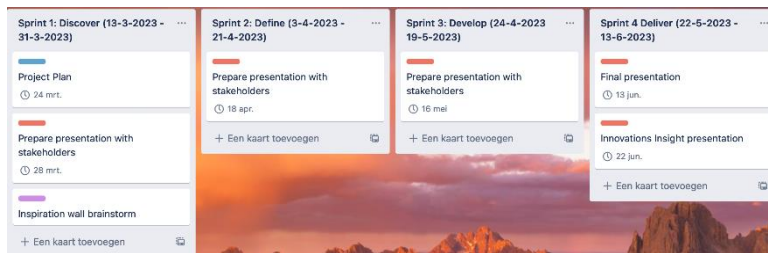
Temporary breakdown

Holiday: (01-05-2023 – 07-05-2023)
International week: (08-05-2023 – 14-05-2023)

2.4   **Time plan**

Phasing	Effort	Start	Ready
1 Discover sprint	Create a lot of new ideas	13-3-2023	31-3-2023
2 Define sprint	Focus on one idea	3-4-2023	21-4-2023
3 Develop sprint	Develop that idea	24-4-2023	19-5-2023
4 Deliver sprint	Focus on the most important features and deliver them	22-5-2023	13-6-2023

3. Project Organization

3.1 Team members

Name + Phone + e-mail	Role/tasks	Availability
Luke van Genechten | +316 38063031 | 403756@student.fontys.nl	*Designer / developer and stakeholder contact*	*TQ4: Tuesday, Wednesday, and Thursday* *Online: Monday and Friday*
Maarten Kasdorp | 441782@student.fontys.nl	*Designer / Developer / Planner*	*TQ4: Tuesday, Wednesday, and Thursday* *Online: Monday and Friday*
Merlijn Wilders | +316 59338383 | 409326@student.fontys.nl	*Designer / Project manager Presenter*	*TQ4: Tuesday, Wednesday, and Thursday* *Online: Monday and Friday*
Nikita Gysbertha Krips n.gysbertha@student.fontys.nl	*UX Researcher/Designer Planner/Minute Taker*	*TQ4: Tuesday, Wednesday, and Thursday* *Online: Monday and Friday*
Jenny Kim Doan | +316 40770182 | 459462@student.fontys.nl	*Designer / Developer*	*TQ4: Tuesday, Wednesday, and Thursday* *Online: Monday and Friday*
Vlad Rosioru | +316 45180153 | v.rosioru@student.fontys.nl	*Designer / UX Researcher*	*TQ4: Tuesday, Wednesday and Thursday* *Online: Monday and Friday*
Bardt van der Dennen b.vanderdennen@fontys.nl	*Semester coach*	*TQ4: Tuesdays*
Nico van der Steen nico.van.der.steen@simac.com	*Stakeholder SIMAC*	*Through Mailing*
Jan van der Sanden jan.van.der.sanden@simac.com	*Stakeholder SIMAC*	*Through Mailing*

3.2   Communication

Every week, usually on Tuesdays, we bring the stakeholders up to speed on our progress. This will occur online. Aside from this, we have four official sprint deliveries. This would mean that we have four official presentations, including the final presentation. In these presentations, we ask feedback on the deliverables that we have been working on. More effort and preparation will go into these official moments, to ensure the direction for the current and next sprint is very clear for the stakeholders. These presentations will be given online and on location.

3.3   Configuration management

For all development tasks, we will use Git to organize our code. New (larger) functionality implementation will be separated into individual branches, which will be merged into main when the functionality is fully complete and tested.

Committing will be done once a meaningful change has been made to the code. Pushing will be done at the end of the day or when the functionality is finished.

Documents and presentations will be handled in Microsoft Teams. Both collaborations and presentations can be done through Teams.

4. Finance and Risks

4.1 Cost budget

For the foreseeable future, a budget is not required. The development of a possible PWA or app does not require a budget, and if something arises, we will update the document accordingly.

4.2 Risks and fall-back activities

Risk	Prevention activities included in plan	Fall-back Activities
1 Semestercoach can't coach anymore	-	If our semestercoach would be unavailable to give us coaching, we would be able to get feedback and coaching from different lectors.
2 Covid	-	During a unlikely Covid lockdown, we will have to move to online only work. This should not cause problems due to our experience with this the past few years.
3 Miscommunication of project requirements / client's goals	Regular meetings and communication with client	
4 Project is not finished	A well-organized planning should alleviate the biggest risks here.	If the project does not finish in time, we will focus on delivering a MVP.