MusiCali

Team Phoenix

GitHub - JPJ-5/TeamPhoenix

Team Members:
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1/3/2024

Version	Description	Date
1.0	First Draft of Project Planning	**1/3/2024**

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Project Risks

Threat Level: Level of impact to the project of the risk

- Low: Minimal risk with easily manageable conditions.
- Medium: Moderate risk, will affect performance but not progress.
- High: High risk of unusable product, mitigation must be used to avert unshippable product.

Likelihood Level: Chance the risk occurs.

- Unlikely: Low chance of risk occurring. Probability around 30% no more than 50%.
- Likely: Significant chance of risk occurring. Probability around 60% no less than 50%.
- Very Likely: High chance of risk occurring. Team should be ready to handle any high level risks. Probability around 80%.

Tolerance Level: (Hours) amount of buffer for each risk.

Mitigation Plan: Plan for risk prevention

Management Plan: Plan to reduce and handle any risks that occur.

Top 3 Risks:

Risk	Threat Level	Likelihood of Event	Tolerance Level (Hours)	Migration Plan	Management Plan
Teammates being sick and other unplanned absences	Medium	Very Likely	10-12 hours	Reporting these unplanned absences as soon as possible so we have time to reassign assignments if needed. The sprint intervals are also flexible enough to allow for other team members to pick up the slack as long as it is not beyond our tolerance range.	In the case that an unplanned absence does occur without any notice such as a hospital emergency, all non-absent team members will meet together to redefine internal deadlines and reassign assignments.

Time needed for technology research	High	Very Likely	6-8 hours	Our team will make sure to account for research in our planning. As well as noting to research things(aws, etc.) ahead of time to be prepared.	In case of unplanned extra research we will convene all available members and evaluate tasking to put more attention where needed on these research tasks.
Changes in user and functional requirements	High	Likely	10-12 hours	Our team will build the components with abstraction to allow for easier replacements based on any new user and/or functional requirement.	In the case a law, regulation, user and/or functional requirement does change, the abstraction that is built into each component should make it easy to replace the components that need to be changed in order to fit the new requirements.

Other risks to address:

Risk	Threat Level	Likelihood of Event	Tolerance Level (Hours)	Migration Plan	Management Plan
Hardware Equipment Failure	High	Unlikely	10-12 hours	Regularly maintain and monitor hardware to identify potential issues early. Have backup hardware available for critical components.	In the case that hardware failure does occur, we will use backup devices that we own.
Technology	High	Unlikely	10-12	Keep technology	In the case that

Stack Failure			hours	stacks up-to-date, perform regular testing, and have a rollback plan in case of failure.	the technology infrastructure does fail, we will figure out the source of failure and we will research and switch to a more ideal technology.
Dependency Failure	High	Unlikely	10-12 hours	To avoid dependency failures, our team will examine our libraries before usage to ensure compatibility with one another. Also, to avoid this failure our team will also build an abstraction around the library for easier replacement	In the case that a dependency does fail, we will remove the incompatible library and be able to replace the library with a more efficient one by utilizing the abstraction we built into the program.
Late Deliverables	High	Unlikely	10-12 hours	Our team will follow the project timeline with recurring meetings to track progress and milestones giving definite due dates. Our project plan also accounts for risks that might affect our deliverable.	In the case that a late deliverable does occur, our team will reassess deadlines and make a detailed plan to still reach the end goal.
Failure to manage time	High	Unlikely	10-12 hours	During sprint standups, each team member will account for what they did and track the progress of their assigned assignments. We	This differs from late deliverables as this is when this problem is caught before the due date. In the case that a team member fails to

				will track the time of each member on a burndown chart which can be used to detect if a member is too far behind the predicted/expected burndown	manage time for their assignment, we will first see if another team member has enough free time to assist with the team member who is falling behind. If not we will consider reassessing the deadlines and make a detailed plan to still reach the end goal similar to a late deliverable.
Losing Team Members	High	Likely	10-12 hours	Our project plan accounts for a reduced capacity at the end of the project schedule.	In the case that we do lose team members, we will follow the schedule of our reduced capacity project plan.
Going over budget	Medium	Unlikely	5-8 hours	We will ensure all of the software being used uses a free license.	If we do use software that requires paying, we will divide the cost between all team members.
Changes to client schedule/deadlines	Medium	Unlikely	5-8 hours	Our team will plan for 3-5 days of room in the project schedule for deadlines to be moved up	Re-evaluate work item priorities to adhere to feature deadline changes Perform backlog grooming to help reflect this change.
Gaining Team Members	Medium	Unlikely	5-8 hours	Our team's project has many features	In the case that we do gain another

				that were de-scoped from the first draft of the BRD that can be used for a new team member.	team member, we will have to re-evaluate our initial scope to expand it in order to account for our increased manpower. This will require us to also reevaluate our project schedule and plan in order to account for the work of any new team member.
Requirements Creep	Low	Unlikely	>4 hours	Conduct Stand-ups two times a week to monitor progress. Adhering to the scope defined in the project proposal will help prevent scope creep. Finally, reviewing the project monthly will help notice undetected scope creep to prevent requirement creep.	In the case that undetected requirement creep would occur, we will re-evaluate our initial scope and expand or reduce the scope as necessary.

Project Statistics / Timeline

Project Plan Start/End: 1/22/2024 - 5/6/2024

Number of weeks: 15

Number of Sprints: 5 (sprint 3-9)

- Sprint 7: 1/23 - 2/12
- Sprint 8: 2/13 - 3/4
- Sprint 9: 3/5 - 3/25
- Sprint 10: 3/26 - 4/15
- Sprint 11: 4/16 - 5/6

Team Capacity

- Team Members: 5

Member	Jason	Julie	Kihambo	Diego	Shane
Hours	8	8	8	8	8

- Weekly Capacity: 40
- Total tolerance: 15% tolerance = ±6 hours weekly
- Total hours: Estimated 600 Hours

Feature POCs

Work Item	Team Member
Artist Portfolio	Julie
Artist Portfolio Calendar	Jason
Collab Search	Shane
Collab Feature	Kihambo
Bingo Board	Diego
Gig Reviews	Diego
Tempo Tool(Metronome)	Julie
Scale Display	Kihambo