IMTSquare Company

AnyChange Software

Project Plan
v1.1

Revision History

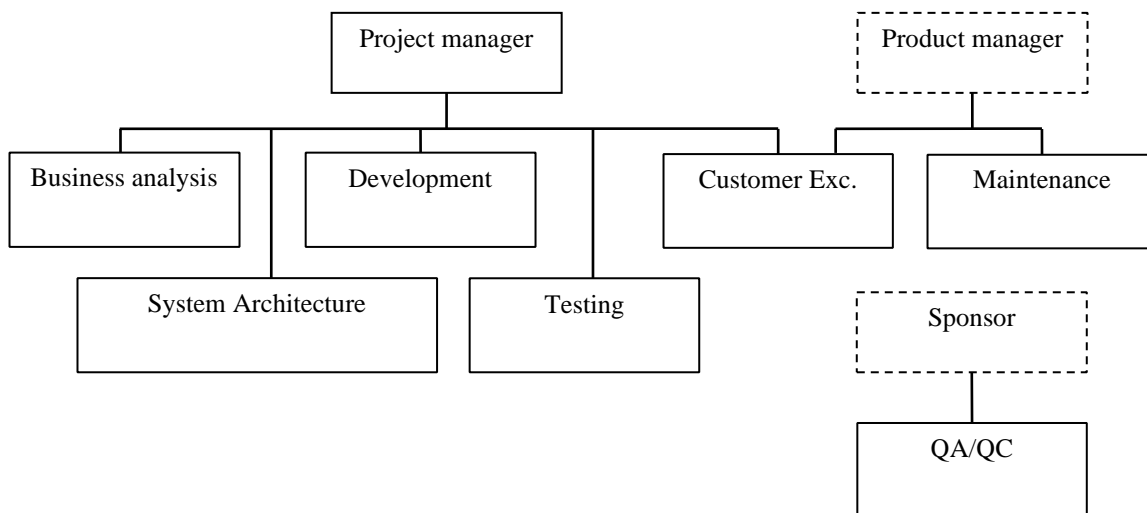| Date	Version	Type	Description	Prepared by	Checked by
29/03/2023	1.0	IFC	Preliminary draft	IMT2 Dev	IMT2 QA/QC
07/04/2023	1.1	IFD	Used for design	IMT2 Dev	IMT2 QA/QC

AnyChange
Project Plan

1   Introduction

This document presents the project management plan of IMTSquare's new software project, namely AnyChange. This is the primary project planning document that involves project organization, project planning and management practices, and corresponding future plans are discussed. In that circumstance, this is the primary document to which this project is developed and managed accordingly.

2   Project organization

The project organization is as given in the figure and table below. In this scheme, various functions report to the project manager and/or product manager. QA/QC department is an independent group directly reporting to the sponsor for corporate requirements / improvement of them wherever necessary. In the figure below the dashed boxes represent parties that are not within the project organization but direct reports of the teams that are.

Team/Unit/Position	Roles and responsibilities	Assigned person(s)
Project management	Undertakes and helms project management, coordinates requirements and	Murat Kandaz

	demands with the stakeholders, provides alignment throughout the project team towards relevant objectives around project performance parameters as cost, schedule, scope, and quality Part of Project Team per Vision document	
Business analysis	Acts with the end-user point of view and ensures the requirements are met, to this end collects relevant input and feedback from stakeholders Part of Project Team per Vision document	Tolga Muratdağı
Architecting	Creates and explicitly defines the relevant architecture with all the assumptions, constraints, quality attributes, and so on Part of Project Team per Vision document	Taylan Işıkoğlu İsmail Şimsekoğlu Murat Kandaz
Development	Develops modular parts per the relevant architecture, integrating and unit-testing of the relevant product Part of Project Team per Vision document	Taylan Işıkoğlu İsmail Şimsekoğlu
Testing	Defines, executes, and documents tests and relevant test results Part of Project Team per Vision document	İsmail Şimsekoğlu Taylan Işıkoğlu Tolga Muratdağı
QA/QC team	Continuously controls and improves relevant processes (QA) and products throughout iterations (QC)	Tuğçe Sözer Kadir Kılıçoğlu Ezgi Özkan

Customer support	Acquires and collects feedback about customer experience and ensures the relevant actions are taken	Luka Doncic Joel Embiid
Maintenance team	Maintains the relevant software, ensures maintainability throughout the development phase	Jaylen Brown Karl Anthony Towns

3   Project practices and measurements

Unified process (UP) with OpenUP structure is to be adopted for AnyChange project. In this process:

- progress is developed and measured iteratively and incrementally
- timeboxed iterations are essential, hence time schedule
- high risk items are tackled first
- a feasible architecture is developed as early as possible
- use cases are given utmost importance based on stakeholders' requirements

Project progress is measured upon milestones per relevant artifacts given below for each iteration.

4   Project milestones and objectives

Iteration	Primary objectives (risks and use case scenarios)	From To	Target velocity (average per day)	Phase
I1	1. Preliminary draft of project plan 2. Preliminary draft of vision document 3. Preliminary draft of work items list 4. Preliminary draft of iteration plan 5. Preliminary draft of use case specifications 6. Preliminary draft of systemwide requirements	22 March 2023 06 April 2023	5 manhours 1.5 story points	Inception

	7. Preliminary draft of risk list 8. Basic infrastructure of the backend side 9. Research Selenium for Python 10. Generate ideas for python-web API, initial / basic checks of feasible solutions 11. High level design ideas for architecture			
I2	1. Update project plan and other documents from I1 2. Produce preliminary draft of documents for I2 3. Prepare initial code	6 April 2023 27 April 2023	6 manhours 1.8 story points	Elaboration
I3	1. Update project plan and other documents from I1 and I2 2. Produce preliminary draft of documents for I3 3. Initial working code	27 April 2023 18 May 2023	7 manhours 2.1 story points	Elaboration
I4	1. Finalize all documents from I1, I2 and I3 2. Issue Release 1.0	18 May 2023 8 June 2023	8 manhours 2.4 story points	Construction
I5	1. Customer excellence and maintenance teams fully collaborate 2. Issue Release 2.0	8 June 2023 29 June 2023	7 manhours 2.1 story points	Construction
I6	1. Customer excellence and maintenance teams fully collaborate 2. Project team ready to demobilize 3. Release 3.0	29 June 2023 20 July 2023	6 manhours 1.8 story points	Transition

5   Deployment

Blue/green deployment, in which a newer version is released along with the older version is planned. Herein, after deployment of a newer version (green), traffic is switched from older (blue) to newer (green), resulting in a double amount of instances for a period of time. Although expensive, requiring twice the resources for the initial deployment, an instant rollout/rollback is possible and the entire state is changed in one try. Project cost plan is adjusted to accommodate the double resources for a certain period of time.

6   Lessons learned

Lessons learned are categorized as follows.

Commercial issues

N/A currently.

Management issues

●   Team collaboration for teams working in remote locations (not in a single location) is decided to be tackled with UP approaches regarding transparency and extensive collaboration principles. Communication should be performed ideally every day, at minimum every two days. Fostering a high-trust environment is vital here with principles as:
○   managing by intent
○   "someone else's shoes"
○   looking to self for communication problems
○   sharing responsibility

Technical issues:

●   Front end design can not be made upfront and instantaneously. It should evolve with the feedback and requirements of the stakeholders.

Administrative/legal issues including force majeure:

N/A currently.