IMTSquare Company

AnyChange Software

Project Plan

v1.0

Revision History

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| --- | --- | --- | --- | --- | --- |
| **Date** | **Version** | **Type** | **Description** | **Prepared by** | **Checked by** |
| 29/03/2023 | 1.0 | IFC | Preliminary draft | IMT2 Dev | IMT2 QA/QC |
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AnyChange

Project Plan

# 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.

# 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 demands with the stakeholders, provides alignment throughout the project team towards relevant objectives around project performance parameters as cost, schedule, scope, and quality | Murat Kandaz |
| 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 | Tolga Muratdağı |
| System architecture | Creates and explicitly defines the relevant architecture with all the assumptions, constraints, quality attributes, and so on | Taylan Işıkoğlu  İsmail Şimsekoğlu  Murat Kandaz |
| Development | Develops modular parts per the relevant architecture, integrating and unit-testing of the relevant product | Taylan Işıkoğlu  İsmail Şimsekoğlu |
| Testing | Defines, executes, and documents tests and relevant test results | İsmail Şimsekoğlu  Taylan Işıkoğlu  Tolga Muratdağı |
| QA/QC | 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 | Maintains the relevant software, ensures maintainability throughout the development phase | Jaylen Brown  Karl Anthony Towns |

# 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.

# 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 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 | 22 March 2023  06 April 2023 | 5 manhours  1.5 story points | Inception |
| 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 |

# 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.

# 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.