**Project Plan**

**For**

**Automatic Fan Controller**

**System**

**Start Date:** March 5th, 2016

**End Date:** April 9th, 2016

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# Project Approach

Phase I: Project Management

Phase II: Requirements & Test Plans

Phase III: Design & Code

Phase IV: Testing

Phase V: Delivering the prototype

# Project Scope

Designing an automatic fan controller system that allow the user to read the  
 current temperature and the fan speed through LCD, the system contain a  
 temperature sensor to detect the current temperature and change the fan speed  
 according to it automatically. There are only three possible fan speeds as shown  
 in the next table. if the temperature is less than 15 degree, the system will  
 consider it as speed one and if the temperature is more than 30 degree, the  
 system will consider it as speed three. There will not be any other user interface  
 and there is no a manual user mode. The used micro-controller is from AVR  
 family only. This project is to be delivered in five weeks starting from March 5th  
 to April 9th, 2016.

|  |  |
| --- | --- |
| Temperature Range | Fan Speed |
| 15 to 20 | Speed1 |
| 20 to 25 | Speed2 |
| 25 to 30 | Speed3 |

# Project Objectives

|  |  |  |
| --- | --- | --- |
| List of Objectives | Away to measure | Person on Response |
| Fan controller system with 3 speeds and temperature sensor | Hardware testing |  |
| High quality software of the system | Software testing |  |
| Reliable system | Test the system hardware in different environments to ensure its reliability |  |
| Modularity | Ensuring the system software is divided to independent modules and is well commented |  |
| Configurability | Ensuring the system is applicable in different users configurations |  |
|  |  |  |

# Business Objectives

The business goals and objectives for this project will focus on implementing a  
 low cost and small size Automatic Fan Controller System that works stable and in  
 three speeds.

# Project Budget

|  |  |
| --- | --- |
| Hardware Components | 250 LE |
| Hardware design | 350 LE |
| Software Design | 500 LE |
| Project Management | 400 LE |

# Stakeholder Analysis

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Stakeholder | Their interest | What the project needs from them | Perceived attitudes and/or risks | Actions to take |
| ITI | Well educated trainee | Funds | Being late | Raise money from ourselves |
| Instructors | Deliver information to prepare qualified employees to the market | Supporting with the enough information and well delivering for the software engineering science |  |  |
| customers from the community | Getting an efficient application with the minimum price | Their feedbacks |  |  |
| H/W supplier | Gaining money | all needed hardware to be available | There's no any risk |  |
| S/W supplier (Us) | Gaining and gathering information about software engineering science | Having a good background in coding and implementing hardware | There's no any risk |  |
|  |  |  |  |  |

# Roles and Responsibilities

|  |  |  |
| --- | --- | --- |
| Project Sponsor | Providing approval for any issues requiring additional time or scope | ITI |
| Steering Committee | Resolves conflicts and issues | Engineer/ Waleed  Engineer/ Mohammed Hassan |
| Provides direction to the Project Manager |
| Review project deliverables |
| Project Manager | Manages project in accordance to the project plan | Kareem |
| Receive guidance from Steering Committee |
| Identification of CIs |
| Providing configuration standards and templates to the project team |
| Ensuring that the Project Team members work to complete the project according to objectives |
| Manages the project budget |
| Team Members | Designating a focus group to develop the change request | Al-Hassan Ali Mohamed  Hoda Mohamed Hasanien  Mariam Abd El-Wahab  Tarek Ali Badr  Yasser Mahmoud |
| Ensure all change requests comply with organizational templates |
| Working on project tasks, change requests and review each other's work |
| Understand the user needs and business processes of their area |
| Assure quality of products that will meet the project goals and objectives |
| Identify risks and issues and help in  resolutions |

# Project Assumptions

The following assumptions were made in preparing the Project Plan:

* Project Manager will ensure that project team members are available as needed to complete project tasks and objectives.
* The Steering Committee will participate in the timely execution of the Project Plan (i.e., timely approval cycles and meeting when required).
* Failure to identify changes to draft deliverables within the time specified in the project timeline will result in project delays.
* Project team members will follow the Communications Plan.
* All project participants will follow the guidelines identified within this plan.
* The Project Plan may change as new information and issues are revealed.
* Each member of the team should know the needed software and the hardware knowledge to build the system.

# Issue Management

The information contained within the Project Plan will likely change, while the  
 project progress. While change is both certain and required, it is important to  
 note that any changes to the project plan will impact at least one of three critical  
 success factors: Project Time, Project Resources (Financial, Humans), or Project  
 Quality. The decision by which to make modifications to the Project Plan should  
 be coordinated using the following process:

1. As soon as a change which impacts project scope, schedule, or budget is identified, the Project Manager will document the issue.
2. The Project Manager will review the change and determine the associated impact to the project and will forward the issue, along with a recommendation, to the Steering Committee for review and decision.
3. Upon receipt, the Steering Committee should reach a consensus opinion on whether to approve, reject or modify the request based upon the information contained within the project website, the Project Manager’s recommendation, and their own opinion.
4. If the Steering Committee is unable to reach consensus on the approval or denial of a change, the issue will be forwarded to the Project Sponsor, with a written summation of the issue, for ultimate resolution.
5. If required under the decision matrix or due to a lack of consensus, the Project Sponsor shall review the issue(s) and render a final decision on the approval or denial of a change.
6. Following an approval or denial (by the Steering Committee or Project Sponsor), the Project Manager will notify the original requestor of the action taken. There is no appeal process.

# Communications Plan

This plan provides a framework for informing, involving, and obtaining buy-in  
 from all participants throughout the duration of the project.  
 This communication plan is for the following audiences and they can  
 communicate by Emails or GitHub:

* Project Sponsor
* Steering Committee
* Project Manager
* Team Members

Also the following reports and meetings shall be done

* Weekly Status Reports:   
     
   The Project Manager shall provide monthly written status reports to the Steering  
   Committee. The reports shall include the following information tracked against  
   Project Plan:

1. Summary of tasks completed in previous week
2. Summary of tasks scheduled for completion in the next week
3. Summary of issue status and resolutions

* Weekly Steering Committee Meeting:  
    
   These status meetings are held at least once per week and are coordinated by  
   the Project Manager. Every member of the Steering Committee participates in  
   the meeting. The Project Manager sends the status report to each member of the  
   team prior to the meeting time so everyone can review it in advance.
* Weekly Project Team Status Meeting

These status meetings are held twice per week. Every member of the Project  
 Team will be invited to participate in the meeting. Project Manager sends the  
 status report to each member of the team prior to the meeting so everyone can  
 review it in advance.

# Approvals

# Sign-off Sheet

***I have read the above Project Plan and will abide by its terms and conditions and pledge my full commitment and support for the Project Plan.***

|  |  |  |
| --- | --- | --- |
| Project Sponsor |  | Date: |
| Steering Committee Member |  | Date: |
| Steering Committee Member |  | Date: |
| Project Manager |  | Date: |
| Team Member |  | Date: |
| Team Member |  | Date: |
| Team Member |  | Date: |
| Team Member |  | Date: |
| Team Member |  | Date: |