COSC 305 P8-b

Milestone Review

Team Definitions for Activity Success Criteria

The team defines the following success criteria for activity completion:

Pass ✅: All required deliverables completed, meets acceptance criteria, no major revisions needed, completed within or earlier than planned schedule window. Documentation and reviews are complete and approved.

Conditional Pass ⚠️: Core deliverables completed with minor issues remaining. Usable but not fully meeting all criteria. Remaining work doesn't block dependent tasks but needs follow-up. A clear plan exists to resolve remaining items, including owner and expected completion date.

Fail ❌: Required deliverables not completed or significantly below standard. Late, blocked, or insufficient progress. Major rework required before approval.

Activity Review Processes

The activity review process verifies that all deliverables are complete, accurate, and aligned with project objectives.

Activities were grouped into six categories, each with its own review methodology:

1. Planning and Management
2. Requirements Gathering
3. Technical Specifications and System Design
4. UI/UX Design
5. Implementation and Coding
6. Media and Communication

Category 1: Planning and Management

Included Activities:

- Project Overview (P1)
- Project Charter (P2)
- Project Plan (P3)

Review Method:

- Peer Review
- Stakeholder Feedback (Activity Grade)

Key Verification Points:

- Clarity, completeness, and consistency across all sections
- Accurate representation of project vision and defined scope fulfills business needs
- Objectives verified as Specific, Measurable, Acceptable, Relevant, and Time-based (SMART)
- Stakeholder approval confirmed through passing grades; feedback incorporated and verified

Category 2: Requirements Gathering

Included Activities:

- User Requirements: Visitors, Faculty/Staff, Administrators, Event Coordinators

Review Method:

- Peer Review

Key Verification Points:

- Clarity, completeness, feasibility, consistency, and verifiability
- Each requirement supports at least one project objective
- Requirements address specific needs for intended user roles

Category: Technical Specifications and System Design

Included Activities:

- Frontend Specifications
- Backend Specifications
- Database Specifications
- API & Integration Specifications

Review Method:

- Peer Review

Key Verification Points:

- Frontend: React supports interactive map, markers, search/filter, role-based views
- Backend: API endpoints cover authentication, room/event management, business rules
- Database: Schema supports users, rooms, buildings, bookings, events; relationships verified
- API & Integration: Endpoints align with frontend, secure authentication, ready for future services
- Requirements traceability: Each specification maps to a user requirement and is feasible within project scope

Category 4: UI/UX Design

Included Activities:

- Figma Mockups: Map Page, Event Manager Page, Building/Room List Page, Event List Page

Review Method:

- Peer Review
- Peer Usability Testing

Key Verification Points:

- Mockups accurately represent required functionality from user requirements (navigation, search/filter, event and room details, role-specific access)
- Consistency of layout, icons, buttons, labels, and flows across all pages
- Usability and clarity: mockups are intuitive and easy for first-time users
- Alignment with technical specifications: front-end implementation can realistically reproduce designs

Category 5: Implementation & Coding

Included Activities:

- Project Setup
- Location Data Gathering and Formatting
- Create Database and Define Schema
- Insert Campus Data
- Insert Login System Data
- Map Integration
- Markers/Points of Interest/Buildings
- Building Locations
- Building Room Lists
- Room/Building Search Functionality
- Role-Based Login System Frontend
- Create Login Frontend Page

Category 5: Implementation & Coding

Review Method:

- Code/PR Review

Key Verification Points:

- Correctness, readability, and adherence to technical specifications
- Implemented features match user requirements (map markers, search/filter, booking functionality, role-based access)
- Code follows project conventions and is modular for maintainability
- Pull requests and merges verified for completeness and absence of major errors

Category 6: Media & Communication

Included Activities:

- P8-a Video for Executive

Review Method:

- Peer Review
- Stakeholder Feedback (Activity Grade)

Key Verification Points:

- Video meets executive criteria and accurately demonstrates functionality as defined by project charter
- Deliverable critically evaluated by all team members
- Submitted to key stakeholder for approval

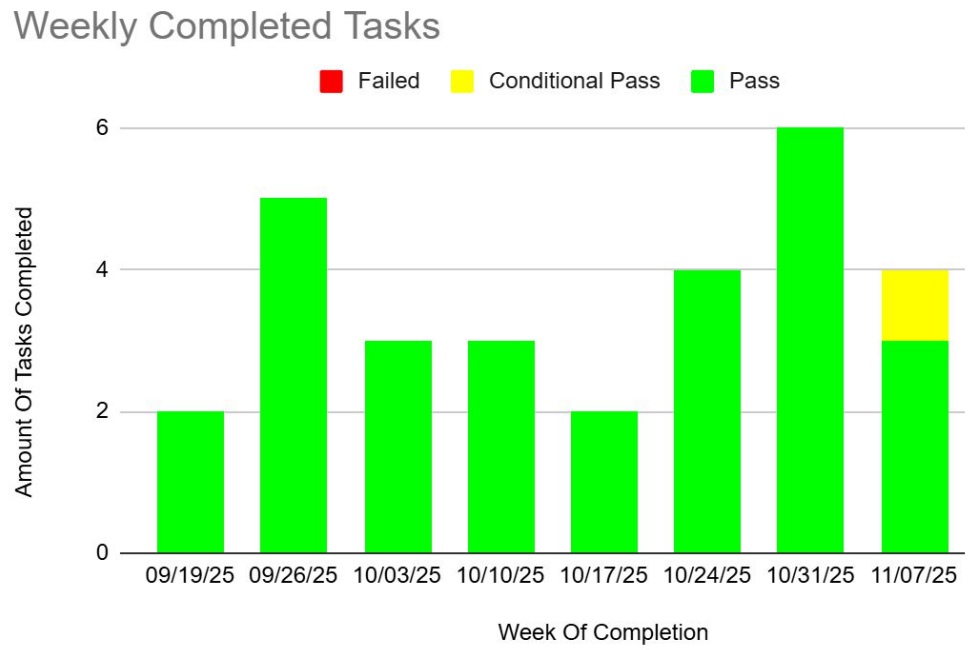
Deliverables by Success

We are pleased to share that our deliverables for Milestone 1 have been very successful with:

- 30 deliverables fully passing
- 1 deliverable conditionally passing (P8-a waiting TA approval)
- 0 deliverables failing

Deliverables by Success

Week-by-week bar chart of activities by success category:



Deliverable Movement

During Milestone 1, the following deliverable movements occurred:

Activities Moved Earlier: 2 activities

- Map Integration: Finished 1 day earlier than baseline (Baseline Finish: Oct 29; Actual Finish: Oct 28)
- Markers / Points of Interest / Buildings: Finished 1 day earlier than baseline (Baseline Finish: Oct 28; Actual Finish: Oct 27)
- Reason: Pulled forward to free up the team for the P8-a executive video deliverable.

Activities Moved Later (still within the milestone window ending Nov 7): 0 activities

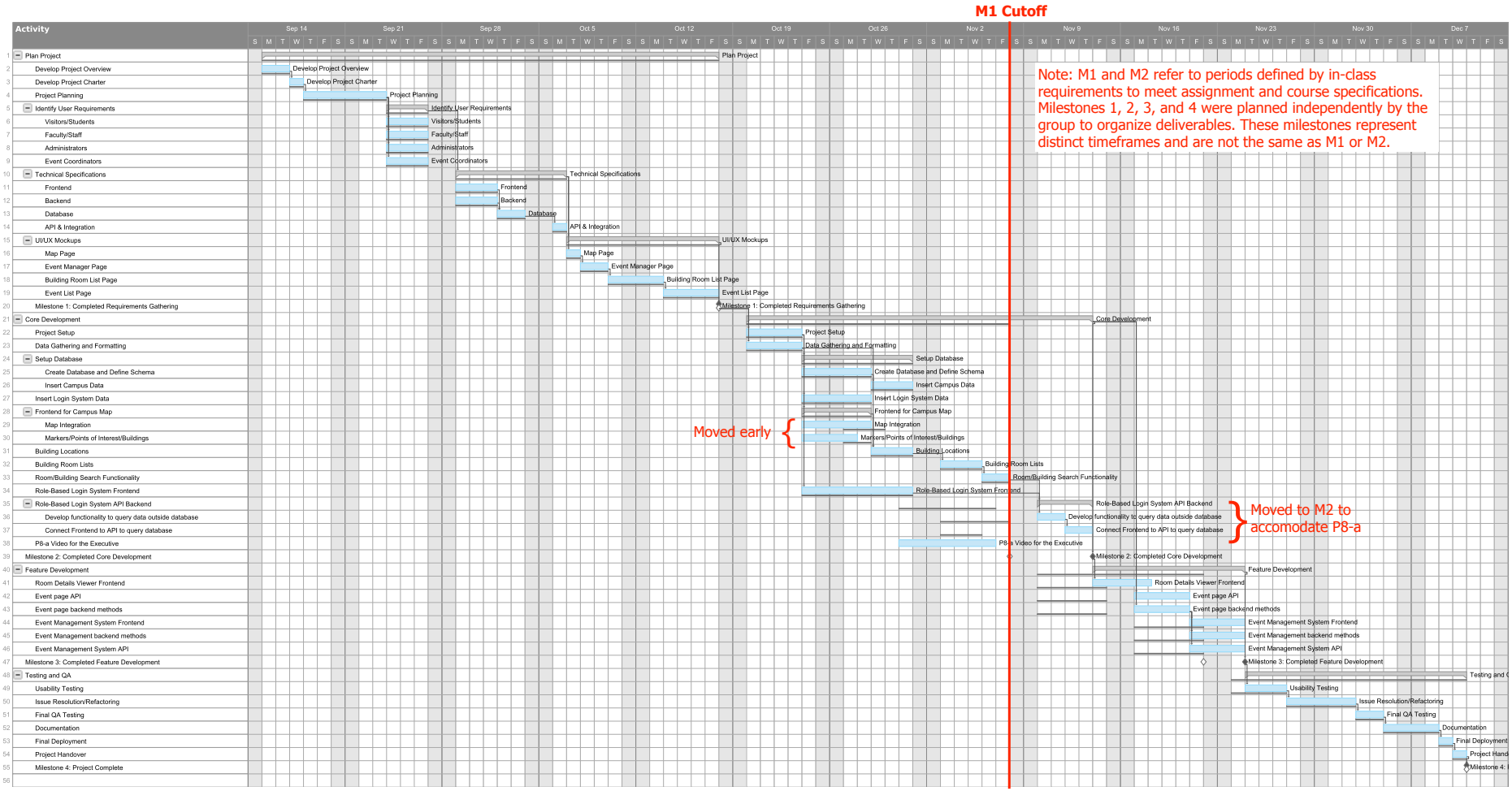
Deliverable Movement

Activities Moved Outside Milestone (finish after Nov 7): 3 activities

- Develop functionality to query data outside database (Baseline Finish: Nov 7; Actual Finish: Nov 11)
- Connect Frontend to API to query database (Baseline Finish: Nov 5; Actual Finish: Nov 13)
- Reason: Deferred to post-milestone to prioritize production of P8-a executive video.

Activities Archived: 0 activities

L01-IC Gantt


M1 Cutoff
Activity
Sep 14
Sep 21
Sep 28
Oct 5
Oct 12
Oct 19
Oct 26
Nov 2
Nov 9
Nov 16
Nov 23
Nov 30
Dec 7
Plan Project
Develop Project Overview
Develop Project Charter
Project Planning
Identify User Requirements
Visitors/Students
Faculty/Staff
Administrators
Event Coordinators
Technical Specifications
Frontend
Backend
Database
API & Integration
UI/UX Mockups
Map Page
Event Manager Page
Building Room List Page
Event List Page
Milestone 1: Completed Requirements Gathering
Core Development
Project Setup
Data Gathering and Formatting
Setup Database
Create Database and Define Schema
Insert Campus Data
Insert Login System Data
Frontend for Campus Map
Map Integration
Markers/Points of Interest/Buildings
Building Locations
Building Room Lists
Room/Building Search Functionality
Role-Based Login System Frontend
Role-Based Login System API Backend
Develop functionality to query data outside database
Connect Frontend to API to query database
P8-a Video for the Executive
Milestone 2: Completed Core Development
Feature Development
Room Details Viewer Frontend
Event page API
Event page backend methods
Event Management System Frontend
Event Management backend methods
Event Management System API
Milestone 3: Completed Feature Development
Testing and QA
Usability Testing
Issue Resolution/Refactoring
Final QA Testing
Documentation
Final Deployment
Project Handover
Milestone 4: Project Complete
Note: M1 and M2 refer to periods defined by in-class requirements to meet assignment and course specifications. Milestones 1, 2, 3, and 4 were planned independently by the group to organize deliverables. These milestones represent distinct timeframes and are not the same as M1 or M2.
Moved early
Moved to M2 to accomodate P8-a

Change Requests

Change	Impact	Reason	Status
Ending mobile device support	Medium	Due to scheduling constraints.	Approved
Excluding Gendered/Non-Accessible Washrooms	Medium	The data was not available online and resource constraints prohibit us from gathering them by other methods.	Approved

Risks Identified

In this Project we formally identified six different risks and issues. Four were categorized as formal risks and two became realized issues.

Risks:

1. Team Availability (Resource)
   - Summary: Less availability due to academic workload
   - Response: Reassign plan to those with high availability and adjust deadlines as needed
   - Status: Mitigated - did NOT materialize.

2. Backend Development (Schedule)
   - Summary: Risk that backend dev might fall behind affecting dependencies
   - Response: Monitor progress, clarified scope and responsibility and increased check-ins
   - Status: Mitigated - minor delay but was resolved early

Risks Identified

3. Frontend-Backend Linkage Issue (Technical)
   - Summary: Potential mismatch between frontend and backend connections
   - Response: Consistent communication and documentation between Frontend and Backend developments
   - Status: Partially realized - became minor issue but was resolved

4. Frontend Component Not Ready for P8 Video (Schedule)
   - Summary: Risk of frontend falling behind timeline
   - Response: Team worked overtime and increased communication
   - Status: Mitigated - did not become issue

Overall: All 4 risks were medium-high severity mostly around scheduling and resource availability. Since all risks were mitigated, none are currently being monitored.

Two risks partially materialized and were treated as issues.

The team stayed on top of responsibilities and prevented major delays in development to reach milestone deadline.

Issues Identified

Category	Impact Level	Issue	Status	Resolution Time
Data	Low Severity	Missing and/or inconsistent room schedule data	Proposed Fix	2-3 Days
Data	Medium Severity	Missing washroom dataset	Proposed Fix	3-4 Days

Both issues encountered were data-related. They cause minor delays however didn't affect development overall. Since these were issues, the team performed a direct fix and had no risk mitigation.

Takeaway:

- Validate if dataset exists, or can be obtained during planning phase
- If dataset isn't available, set aside time for data gathering or plan for decision/scope change

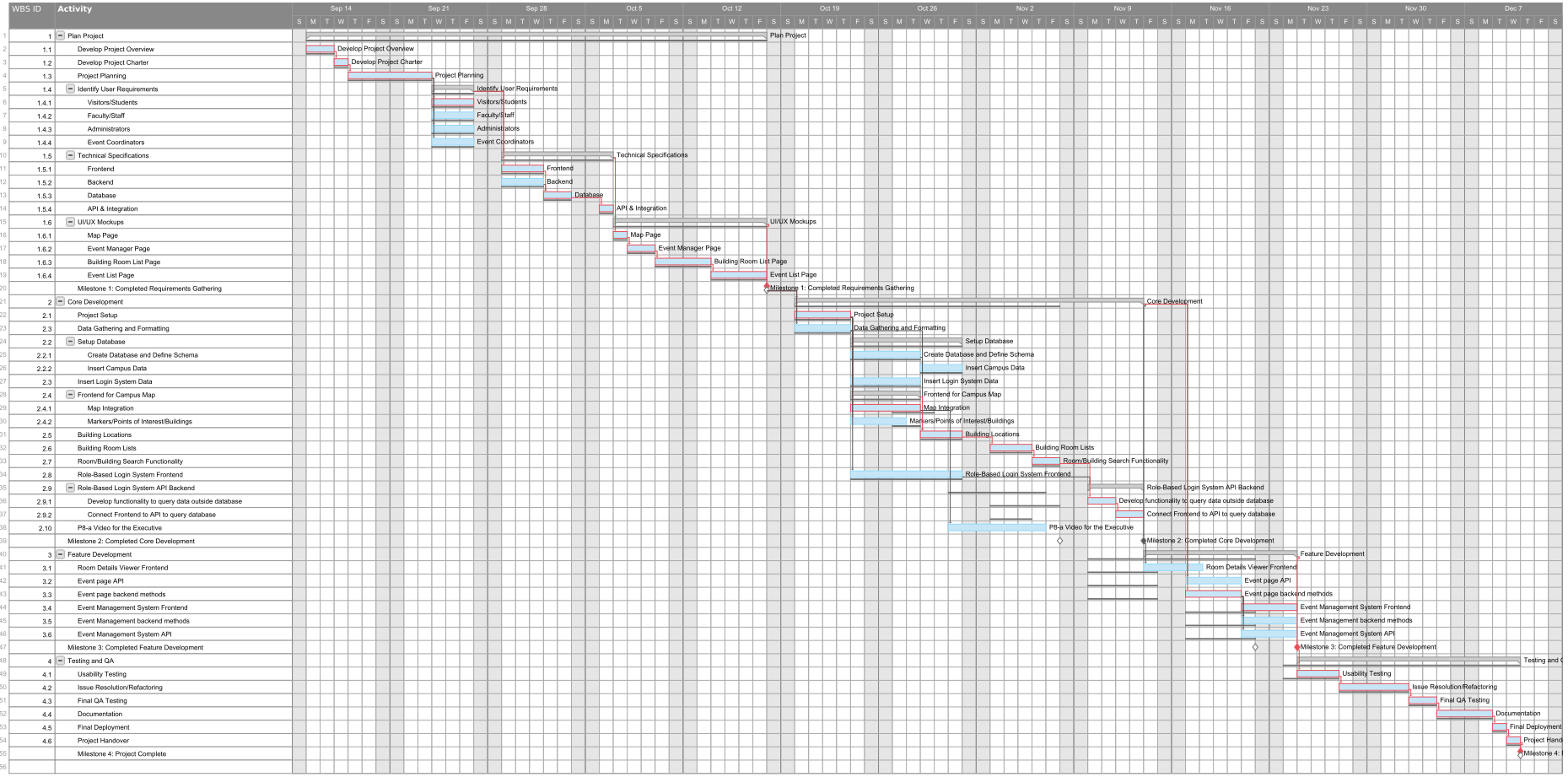
Lessons Learned from Milestone 1

1. Improve time management by adding more internal deadlines and micro-checkpoints.
    - Takeaways:
        - Some tasks were started only shortly before the due date, compressing the schedule unnecessarily.
        - Certain dependencies (backend → frontend → integration) needed more buffer time to avoid stress near the milestone cutoff.
    - Lesson:
        - Break down milestone tasks into smaller weekly goals instead of relying on the official due date.
        - Use shorter internal deadlines to create protective time buffers.
2. Strengthen task delegation by balancing workloads and avoiding bottlenecks.
    - Takeaways:
        - Delegation was sometimes reactive rather than proactive.
    - Lessons:
        - Plan backup owners for critical tasks so unexpected issues don’t stall progress.
        - Assign tasks according to expertise + current availability, not just expertise.

Lessons Learned from Milestone 1

3. Better communication, especially across backend, frontend, and data updates
    - Takeaways:
        - backend API changes and data/schema updates were not communicated early enough, causing delays in frontend work.
    - Lessons:
        - Share daily notes on what changed, keep one simple shared doc of APIs and data fields, and confirm things are final before starting integration.

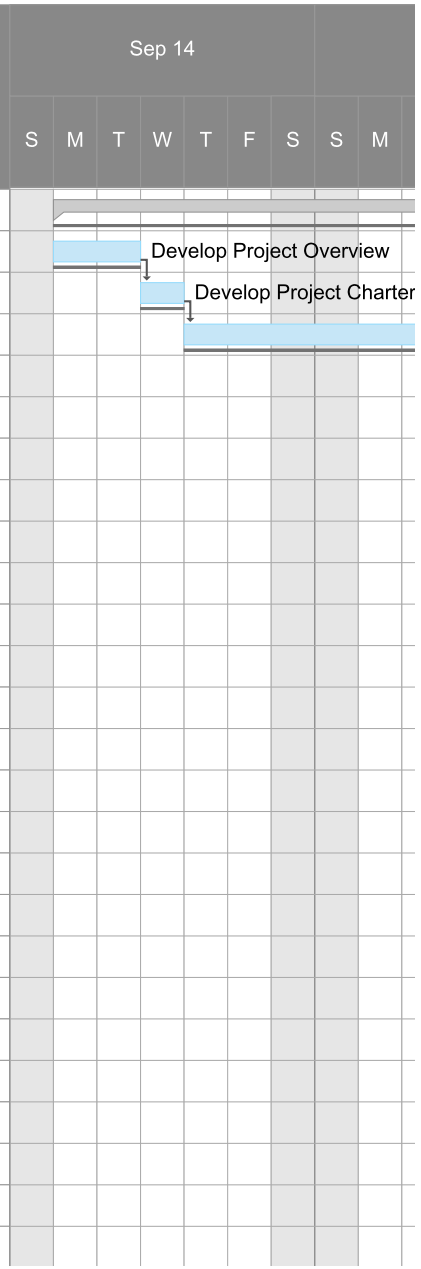
L01-IC Gantt

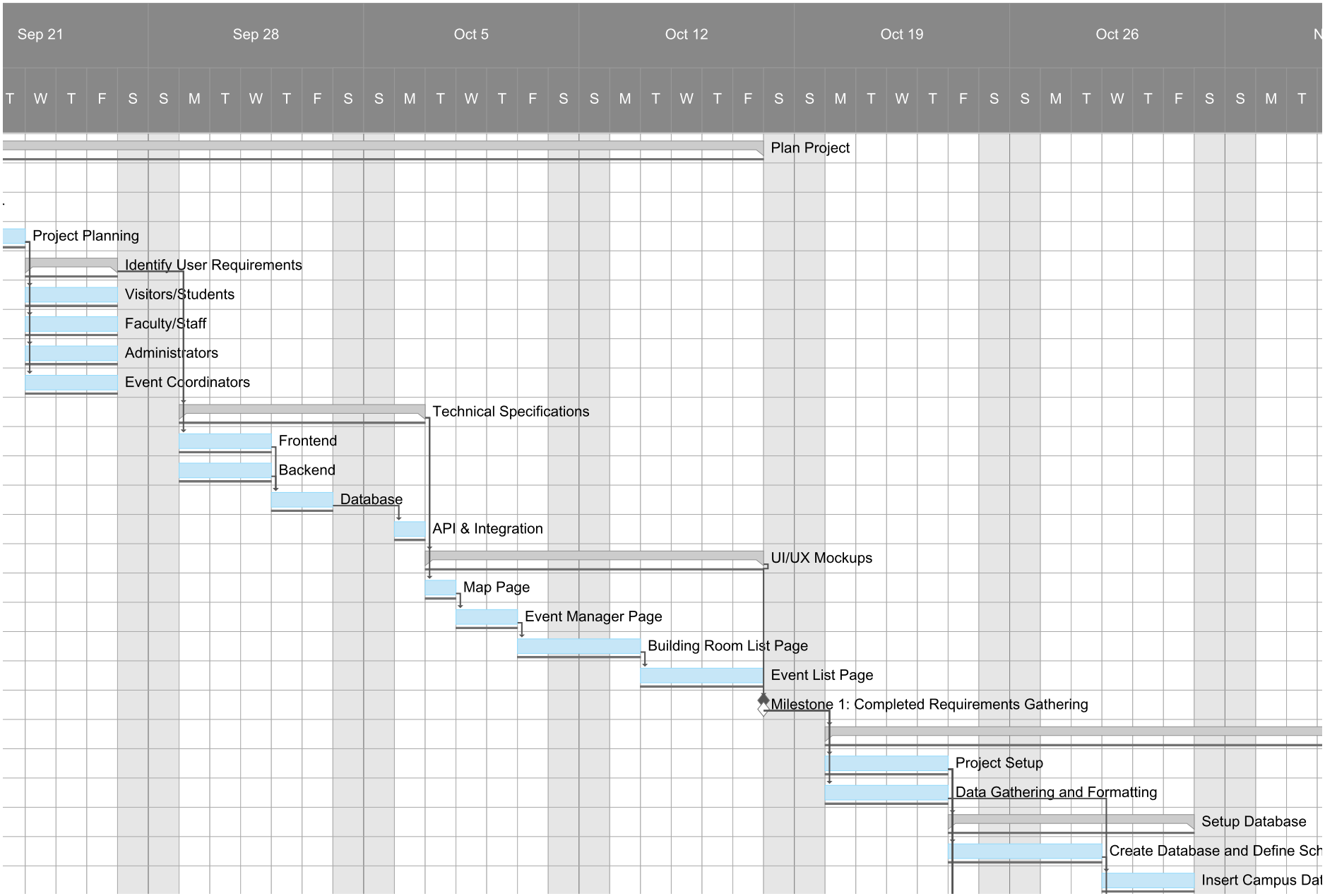

WBS ID
Activity
Sep 14
Sep 21
Sep 28
Oct 5
Oct 12
Oct 19
Oct 26
Nov 2
Nov 9
Nov 16
Nov 23
Nov 30
Dec 7
1 Plan Project
1.1 Develop Project Overview
1.2 Develop Project Charter
1.3 Project Planning
1.4 Identify User Requirements
1.4.1 Visitors/Students
1.4.2 Faculty/Staff
1.4.3 Administrators
1.4.4 Event Coordinators
1.5 Technical Specifications
1.5.1 Frontend
1.5.2 Backend
1.5.3 Database
1.5.4 API & Integration
1.6 UI/UX Mockups
1.6.1 Map Page
1.6.2 Event Manager Page
1.6.3 Building Room List Page
1.6.4 Event List Page
Milestone 1: Completed Requirements Gathering
2 Core Development
2.1 Project Setup
2.3 Data Gathering and Formatting
2.2 Setup Database
2.2.1 Create Database and Define Schema
2.2.2 Insert Campus Data
2.3 Insert Login System Data
2.4 Frontend for Campus Map
2.4.1 Map Integration
2.4.2 Markers/Points of Interest/Buildings
2.5 Building Locations
2.6 Building Room Lists
2.7 Room/Building Search Functionality
2.8 Role-Based Login System Frontend
2.9 Role-Based Login System API Backend
2.9.1 Develop functionality to query data outside database
2.9.2 Connect Frontend to API to query database
2.10 P8-a Video for the Executive
Milestone 2: Completed Core Development
3 Feature Development
3.1 Room Details Viewer Frontend
3.2 Event page API
3.3 Event page backend methods
3.4 Event Management System Frontend
3.5 Event Management backend methods
3.6 Event Management System API
Milestone 3: Completed Feature Development
4 Testing and QA
4.1 Usability Testing
4.2 Issue Resolution/Refactoring
4.3 Final QA Testing
4.4 Documentation
4.5 Final Deployment
4.6 Project Handover
Milestone 4: Project Complete

L01-IC Gantt

	WBS ID	Activity	Sprint	Task Ownership
1	1	Plan Project		
2	1.1	Develop Project Overview	Sprint 1	James Birnie, kelvin_chen70@yahoo.ca, Peter Szabo, Will Kwan
3	1.2	Develop Project Charter	Sprint 1	James Birnie, kelvin_chen70@yahoo.ca, Peter Szabo, Will Kwan
4	1.3	Project Planning	Sprint 1	James Birnie, kelvin_chen70@yahoo.ca, Peter Szabo, Will Kwan
5	1.4	Identify User Requirements	Sprint 2	
6	1.4.1	Visitors/Students	Sprint 2	Will Kwan
7	1.4.2	Faculty/Staff	Sprint 2	kelvin_chen70@yahoo.ca
8	1.4.3	Administrators	Sprint 2	James Birnie
9	1.4.4	Event Coordinators	Sprint 2	Peter Szabo
10	1.5	Technical Specifications	Sprint 3	
11	1.5.1	Frontend	Sprint 3	James Birnie
12	1.5.2	Backend	Sprint 3	Peter Szabo
13	1.5.3	Database	Sprint 3	Will Kwan
14	1.5.4	API & Integration	Sprint 4	kelvin_chen70@yahoo.ca
15	1.6	UI/UX Mockups	Sprint 4	
16	1.6.1	Map Page	Sprint 4	kelvin_chen70@yahoo.ca
17	1.6.2	Event Manager Page	Sprint 4	James Birnie
18	1.6.3	Building Room List Page	Sprint 4	Will Kwan
19	1.6.4	Event List Page	Sprint 5	Peter Szabo
20		Milestone 1: Completed Requirements Gathering	Sprint 5	
21	2	Core Development		
22	2.1	Project Setup	Sprint 6	James Birnie, kelvin_chen70@yahoo.ca, Peter Szabo, Will Kwan
23	2.3	Data Gathering and Formatting	Sprint 6	kelvin_chen70@yahoo.ca, Will Kwan
24	2.2	Setup Database	Sprint 6	
25	2.2.1	Create Database and Define Schema	Sprint 6	kelvin_chen70@yahoo.ca, Peter Szabo
26	2.2.2	Insert Campus Data	Sprint 7	kelvin_chen70@yahoo.ca

	Immediate Predecessors (Task #)	Duration Estimates (days)	Start Date	End Date	Baseline Start2	Baseline Finish2	Variance2
		25d	09/15/25	10/17/25	09/15/25	10/17/25	0
	--	2d	09/15/25	09/16/25	09/15/25	09/16/25	0
	2	1d	09/17/25	09/17/25	09/17/25	09/17/25	0
	3	4d	09/18/25	09/23/25	09/18/25	09/23/25	0
		3d	09/24/25	09/26/25	09/24/25	09/26/25	0
	4	3d	09/24/25	09/26/25	09/24/25	09/26/25	0
	4	3d	09/24/25	09/26/25	09/24/25	09/26/25	0
	4	3d	09/24/25	09/26/25	09/24/25	09/26/25	0
	4	3d	09/24/25	09/26/25	09/24/25	09/26/25	0
	5	6d	09/29/25	10/06/25	09/29/25	10/06/25	0
	5	3d	09/29/25	10/01/25	09/29/25	10/01/25	0
		3d	09/29/25	10/01/25	09/29/25	10/01/25	0
	11, 12	2d	10/02/25	10/03/25	10/02/25	10/03/25	0
	13	1d	10/06/25	10/06/25	10/06/25	10/06/25	0
	10	9d	10/07/25	10/17/25	10/07/25	10/17/25	0
	10	1d	10/07/25	10/07/25	10/07/25	10/07/25	0
	16	2d	10/08/25	10/09/25	10/08/25	10/09/25	0
	17	2d	10/10/25	10/13/25	10/10/25	10/13/25	0
	18	4d	10/14/25	10/17/25	10/14/25	10/17/25	0
	15	0	10/17/25	10/17/25	10/17/25	10/17/25	0
	20	19d	10/20/25	11/13/25	10/20/25	11/07/25	-4d
	20	4d	10/20/25	10/23/25	10/20/25	10/23/25	0
	20	4d	10/20/25	10/23/25	10/20/25	10/23/25	0
	22	6d	10/24/25	10/31/25	10/24/25	10/31/25	0
	23	3d	10/24/25	10/28/25	10/24/25	10/28/25	0
	25	3d	10/29/25	10/31/25	10/29/25	10/31/25	0

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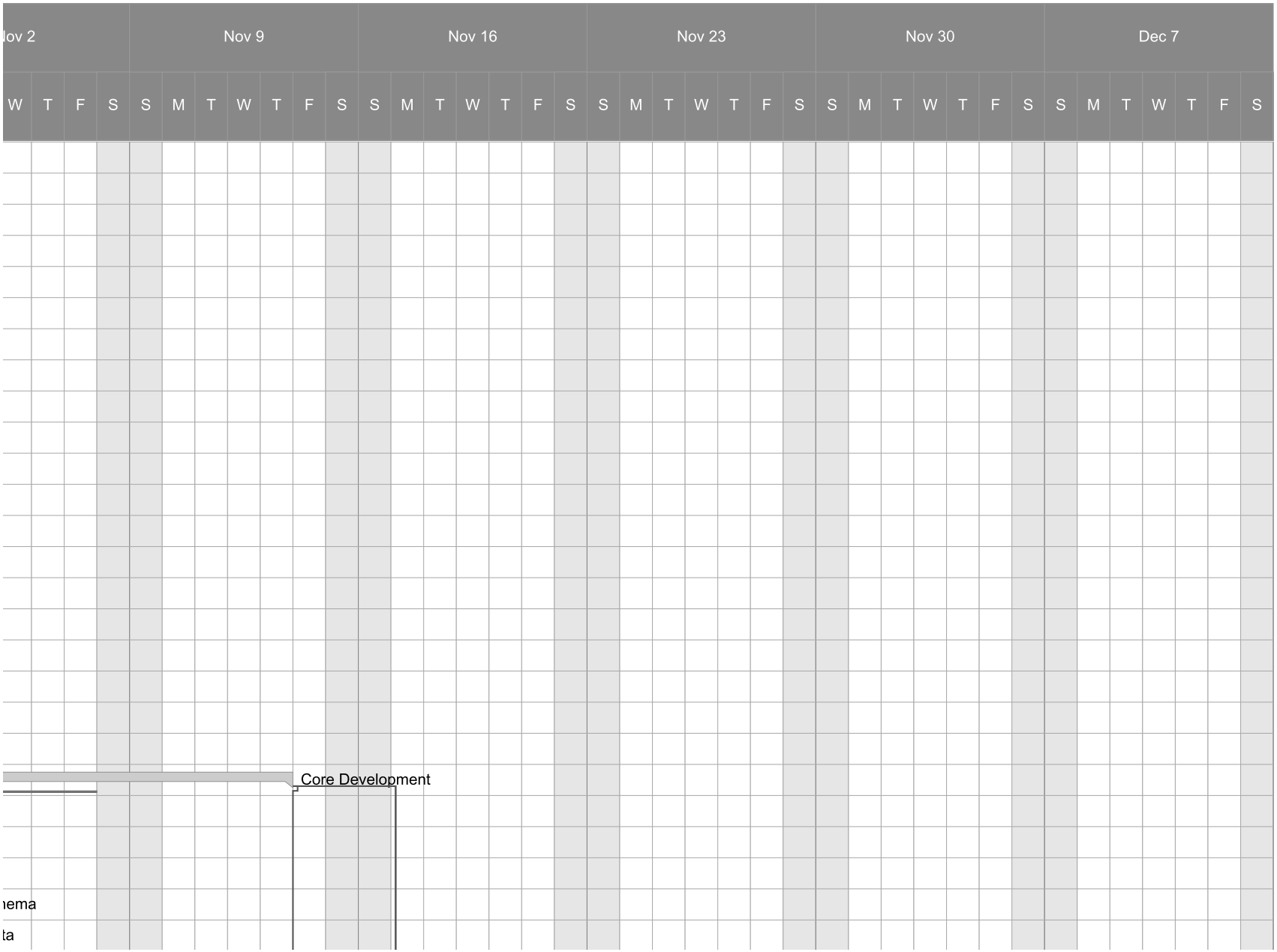
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Core Development
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	WBS ID	Activity	Sprint	Task Ownership
27	2.3	Insert Login System Data	Sprint 6	Peter Szabo
28	2.4	Frontend for Campus Map	Sprint 6	
29	2.4.1	Map Integration	Sprint 6	Will Kwan
30	2.4.2	Markers/Points of Interest/Buildings	Sprint 6	James Birnie
31	2.5	Building Locations	Sprint 7	Will Kwan
32	2.6	Building Room Lists	Sprint 8	kelvin_chen70@yahoo.ca
33	2.7	Room/Building Search Functionality	Sprint 8	kelvin_chen70@yahoo.ca
34	2.8	Role-Based Login System Frontend	Sprint 6	Peter Szabo
35	2.9	Role-Based Login System API Backend	Sprint 9	
36	2.9.1	Develop functionality to query data outside database	Sprint 9	Peter Szabo
37	2.9.2	Connect Frontend to API to query database	Sprint 9	James Birnie
38	2.10	P8-a Video for the Executive	Sprint 7	James Birnie, kelvin_chen70@yahoo.ca, Peter Szabo, Will Kwan
39		Milestone 2: Completed Core Development		
40	3	Feature Development	Sprint 9	
41	3.1	Room Details Viewer Frontend	Sprint 9	Will Kwan
42	3.2	Event page API	Sprint 10	kelvin_chen70@yahoo.ca, Peter Szabo
43	3.3	Event page backend methods	Sprint 10	kelvin_chen70@yahoo.ca
44	3.4	Event Management System Frontend	Sprint 10	James Birnie
45	3.5	Event Management backend methods	Sprint 10	Will Kwan
46	3.6	Event Management System API	Sprint 10	kelvin_chen70@yahoo.ca, Peter Szabo
47		Milestone 3: Completed Feature Development	Sprint 11	
48	4	Testing and QA		
49	4.1	Usability Testing	Sprint 11	James Birnie, kelvin_chen70@yahoo.ca, Peter Szabo, Will Kwan
50	4.2	Issue Resolution/Refactoring	Sprint 11	James Birnie, kelvin_chen70@yahoo.ca, Peter Szabo, Will Kwan
51	4.3	Final QA Testing	Sprint 12	James Birnie, kelvin_chen70@yahoo.ca, Peter Szabo, Will Kwan
52	4.4	Documentation	Sprint 12	James Birnie, kelvin_chen70@yahoo.ca, Peter Szabo, Will Kwan
53	4.5	Final Deployment	Sprint 13	James Birnie, kelvin_chen70@yahoo.ca, Peter Szabo, Will Kwan
54	4.6	Project Handover	Sprint 13	James Birnie, kelvin_chen70@yahoo.ca, Peter Szabo, Will Kwan

	Immediate Predecessors (Task	Duration Estimates (days)	Start Date	End Date	Baseline Start2	Baseline Finish2	Variance2	Sep 14									
								S	M	T	W	T	F	S	S	M	
	23	3d	10/24/25	10/28/25	10/24/25	10/28/25	0										
	22	3d	10/24/25	10/28/25	10/24/25	10/28/25	0										
	22	3d	10/24/25	10/28/25	10/27/25	10/29/25	1d										
	22	2d	10/24/25	10/27/25	10/27/25	10/28/25	1d										
	23, 28	3d	10/29/25	10/31/25	10/29/25	10/31/25	0										
	31	3d	11/03/25	11/05/25	11/03/25	11/05/25	0										
	32	2d	11/06/25	11/07/25	11/06/25	11/07/25	0										
	22	6d	10/24/25	10/31/25	10/24/25	10/31/25	0										
	34	4d	11/10/25	11/13/25	10/31/25	11/06/25	-5d										
	33	2d	11/10/25	11/11/25	11/03/25	11/07/25	-2d										
	36	2d	11/12/25	11/13/25	11/03/25	11/05/25	-6d										
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		7d	11/14/25	11/24/25	11/10/25	11/21/25	-1d										
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	43	2d	11/21/25	11/24/25	11/17/25	11/21/25	-1d										
	40	0	11/24/25	11/24/25	11/21/25	11/21/25	-1d										
		12d	11/25/25	12/10/25	11/24/25	12/10/25	0										
	47	3d	11/25/25	11/27/25	11/24/25	11/27/25	0										
	49	3d	11/28/25	12/02/25	11/28/25	12/02/25	0										
	50	2d	12/03/25	12/04/25	12/03/25	12/04/25	0										
	51	2d	12/05/25	12/08/25	12/05/25	12/08/25	0										
	52	1d	12/09/25	12/09/25	12/09/25	12/09/25	0										
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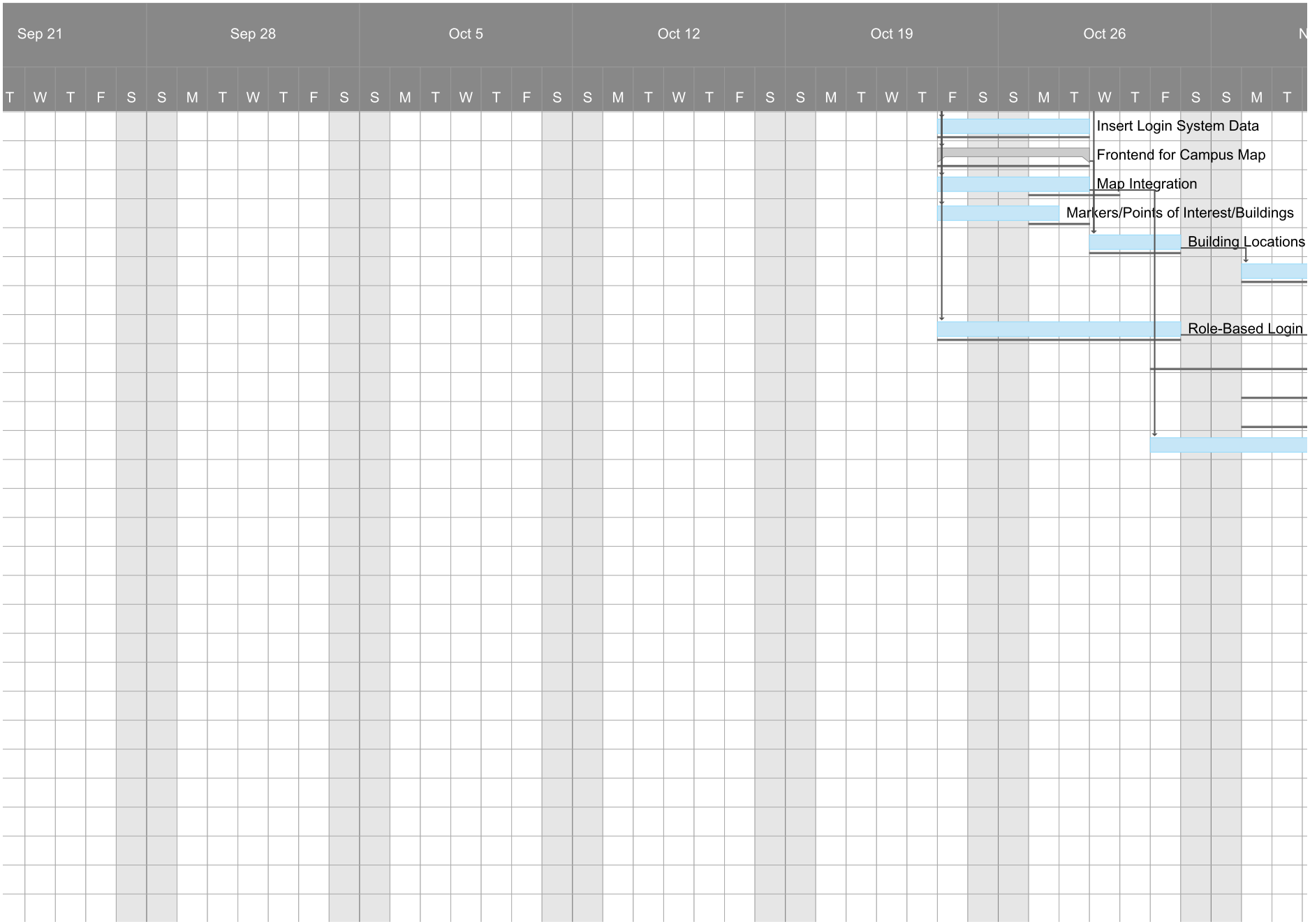
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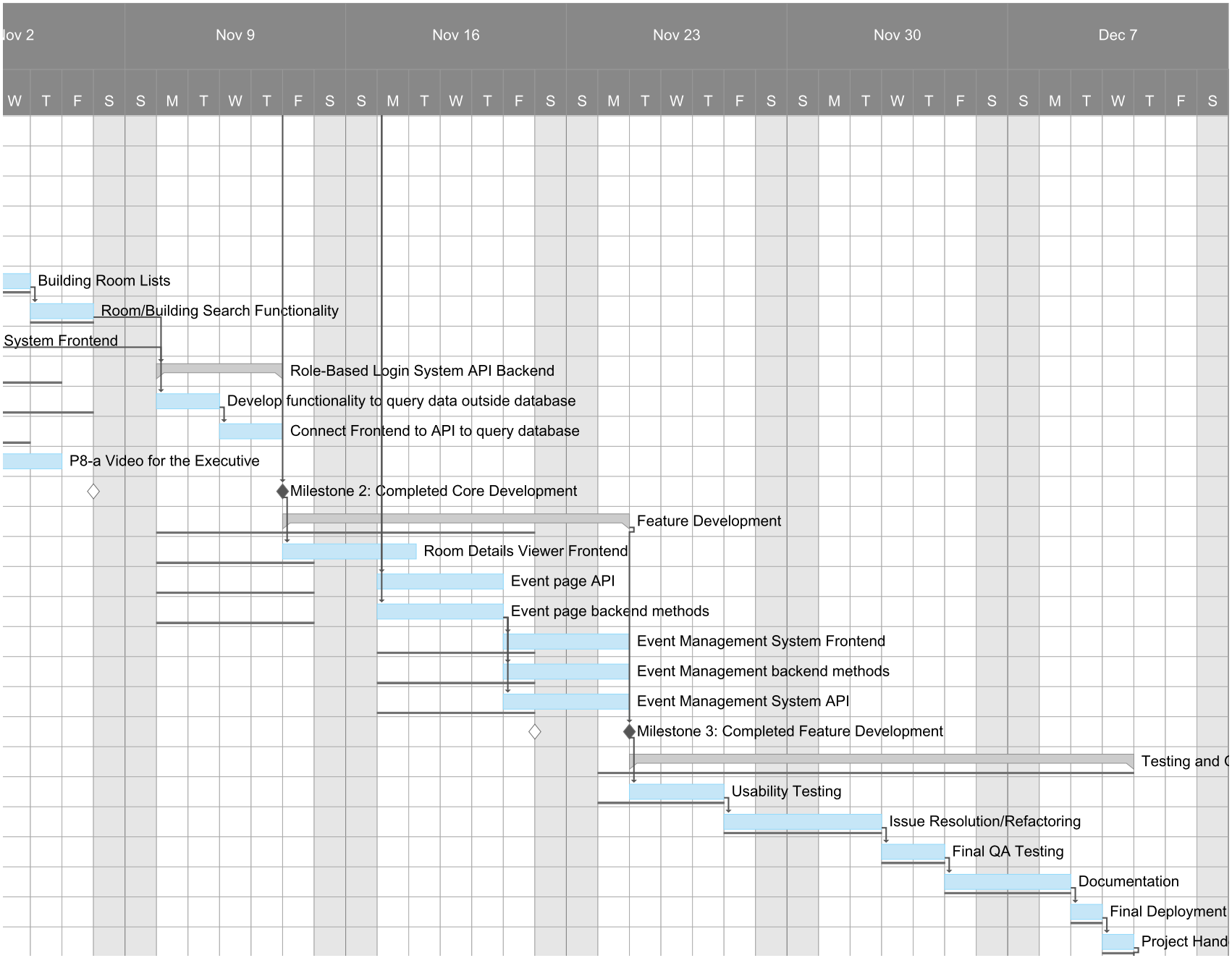
Insert Login System Data
Frontend for Campus Map
Map Integration
Markers/Points of Interest/Buildings
Building Locations
Role-Based Login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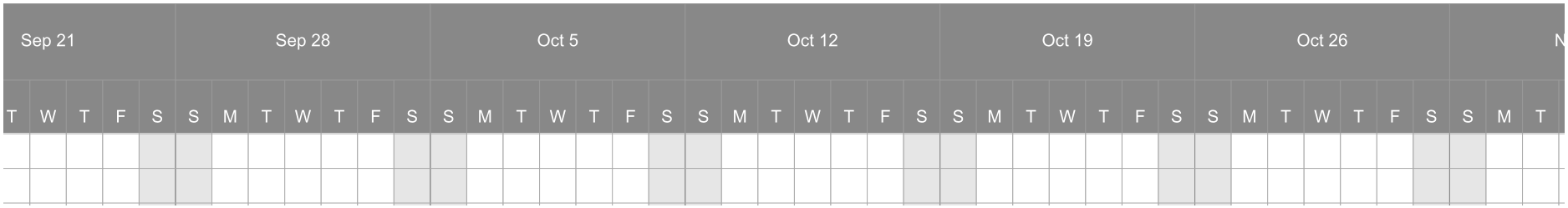
W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S
Building Room Lists
Room/Building Search Functionality
System Frontend
Role-Based Login System API Backend
Develop functionality to query data outside database
Connect Frontend to API to query database
P8-a Video for the Executive
Milestone 2: Completed Core Development
Feature Development
Room Details Viewer Frontend
Event page API
Event page backend methods
Event Management System Frontend
Event Management backend methods
Event Management System API
Milestone 3: Completed Feature Development
Usability Testing
Issue Resolution/Refactoring
Final QA Testing
Documentation
Final Deployment
Project Hand

	WBS ID	**Activity**	Sprint	Task Ownership
55		Milestone 4: Project Complete	Sprint 13	
56				

	Immediate Predecessors (Task	Duration Estimates (days)	Start Date	End Date	Baseline Start2	Baseline Finish2	Variance2	Sep 14									
								S	M	T	W	T	F	S	S	M	
	54	0	12/10/25	12/10/25	12/10/25	12/10/25	0										


Sep 21
Sep 28
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Oct 12
Oct 19
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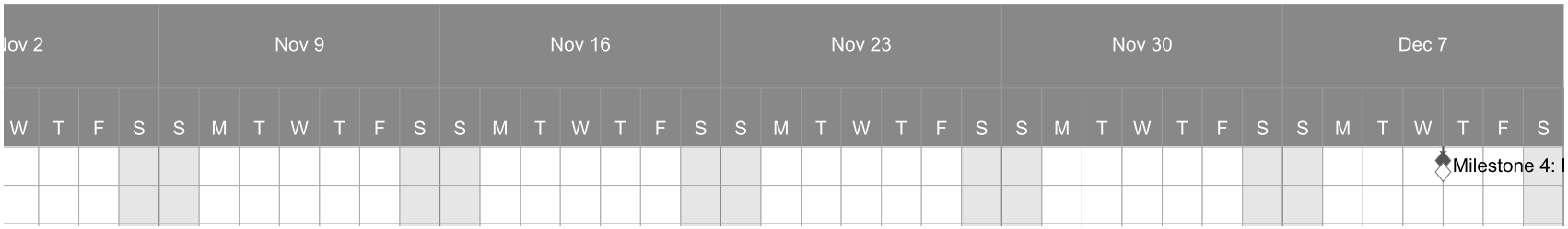
lov 2
Nov 9
Nov 16
Nov 23
Nov 30
Dec 7
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Milestone 4: