

**Capstone Project Report**

**Report 2 – Project Management Plan**

– Hanoi, August 2019 –

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# I. Project Report

## 1. Status Report

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Work Item** | **Status** | **Notes (Work Item in Details)** |
| 1 |  | Pending |  |
| 2 |  | In Progress |  |
| 3 |  | Completed |  |

## 2. Team Involvements

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Task** | **Member** | **Notes (Task Details, etc.)** |
| 1 |  | KienNT |  |
| 2 |  | TuanTV |  |
| 3 |  | AnhLM |  |

## 3. Issues/Suggestions

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Issue** | **Status** | **Notes (Solution, Suggestion, etc.)** |
| 1 |  | Pending |  |
| 2 |  | In Progress |  |
| 3 |  | Completed |  |

# II. Project Management Plan

## 1. Overview

### 1.1 WBS & Estimation

*[Create/Provide the project WBS & Estimation following the table template as below. In which, we categorize the WBS items into three levels of complexity (Simple, Medium, Complex) and estimate the total effort to complete each item in man-day]*

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **WBS Item** | **Complexity** | **Est. Effort** |
| **1** | ***Initiating*** |  |  |
| **1.1** | Collect requirement | Medium | 14 |
| **2** | ***Planning*** |  |  |
| **2.1** | Create plan documentation | Complex | 11 |
| **3** | ***Executing*** |  |  |
| **3.1** | Analysis |  |  |
| **3.1.1** | Analysis requirement | Complex | 12 |
| **3.2** | Design |  |  |
| **3.2.1** | Design owner Web application | Complex | 10 |
| **3.3** | Prototyping |  |  |
| **3.3.1** | Mockup | Medium | 12 |
| **3.4** | **Implementation** |  |  |
| ***3.4.1*** | ***Implement Sale features*** |  |  |
| 3.4.1.1 | Home Main | Simple | 2 |
| 3.4.1.2 | Leads | Simple | 2 |
| 3.4.1.3 | Contacts | Simple | 2 |
| 3.4.1.4 | Activity |  |  |
| 3.4.1.5 | Profile | Medium | 4 |
| 3.4.1.6 | Sale’s Pipeline | Complex | 14 |
| 3.4.1.5 | Report | Medium | 4 |
| 3.4.1.6 | Transaction | Complex | 10 |
| ***3.4.2*** | ***Implement Sale Manager features*** |  |  |
| *3.4.2.1* | Home Main | Simple | 2 |
| *3.4.2.2* | Leads | Medium | 8 |
| *3.4.2.3* | Contacts | Complex | 12 |
| *3.4.2.4* | Activity | Complex | 10 |
| *3.4.2.5* | Activity type | Medium | 8 |
| *3.4.2.6* | All Pipeline | Simple | 2 |
| *3.4.2.5* | Profile | Medium | 8 |
| *3.4.2.6* | Report | Complex | 10 |
| *3.4.2.8* | Statistic | Medium | 8 |
| ***3.4.3*** | ***Implement Admin features*** |  |  |
| *3.4.3.1* | Managing Account | Medium | 8 |
| *3.4.3.3* | Authorization | Medium | 8 |
| ***3.4.4*** | ***Implement Base features*** |  |  |
| *3.4.4.1* | *Login* | Simple | 4 |
| *3.4.4.2* | *Logout* | Simple | 4 |
| *3.5* | Testing |  |  |
| *3.5.1* | Unit Test | Medium | 12 |
| *3.5.2* | Integration Test | Medium | 12 |
| *3.5.3* | System Test | Medium | 14 |
| *4* | ***Monitoring and controlling*** |  |  |
| *4.1* | Control the process | Medium | 12 |
| *4.2* | Track performance and quality | Medium | 14 |
| *5* | ***Closing*** |  |  |
| *5.1* | Report | Simple | 20 |
| ***Total Estimated Effort (man-days)*** | | | ***273*** |

### 1.2 Project Objectives

*[Provide the overall project objective description and then the specific target metrics of your project in term of time, cost, and quality. For example*

* *Timeliness (%):*
* *Allocated Effort (man-days):*
* *Defect Distribution:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Quality Stage** | **No. of Defects** | **% of Defect** | **Notes** |
| 1 | Reviewing |  |  |  |
| 2 | Unit Test |  |  |  |
| 3 | Integration Test |  |  |  |
| 4 | System Test |  |  |  |
| 5 | User Acceptance Test |  |  |  |
| ***Total*** | | ***Xxx*** | ***100%*** |  |

]

### 1.3 Project Risks

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Risk Description** | **Impact** | **Possibility** | **Response Plans** |
| 1 | Team disagreed their own opinion with each other, leading to controversy | Conflicts within the team, delayed progress | Medium | Ask mentor to resolve it or vote |
| 2 | The majority of team members have little experience in the Contact Relationship Management | The process takes longer, it takes more time to research, some things do not meet user requirements. | Low | Team have to learn the reality to solve the problem |

## 2. Management Approach

*[Describe the approach you would use the manage and implement your project]*

### 2.1 Project Process

*[Draw and describe the software development process model that the team would apply into the project implementation]*

### 2.2 Quality Management

*[Provide the approach you would apply to improve the project quality, reach the project quality objectives. Some of the quality approach can include*

* *Defect Prevention*
* *Reviewing*
* *Unit Testing*
* *Integration Testing*
* *System Testing*

*]*

### 2.3 Training Plan

*[You need to plan the training activities in case any of your team member lack of knowledge/skills to handle the project works]*

|  |  |  |  |
| --- | --- | --- | --- |
| Training Area | Participants | When, Duration | Waiver Criteria |
| Java Spring Boot |  |  | Mandatory |
| Angular |  |  | Mandatory |
| Git, Github |  |  | Mandatory |

## 3. Master Schedule

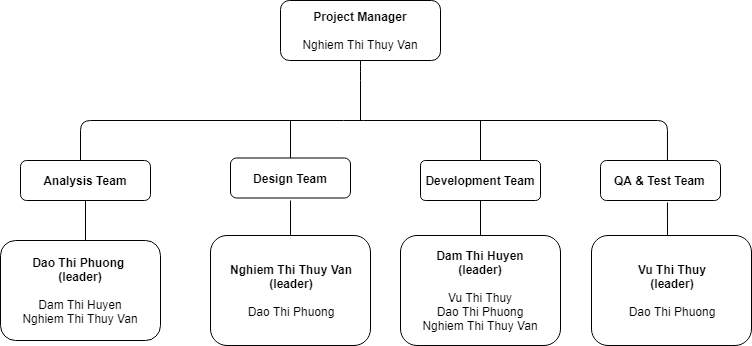
*[Given the main project deliverables. Those can be internal and/or external deliverables. Students can prepare master schedule like the table format as below or in the more detailed structure as in the attached sample file -* ***Report2\_Sample High Level Project Schedule.pdf****]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Deliverable** | **Effort** | **Due Date** | **Deliverable Scope** |
| 1 | Project Plan |  |  |  |
| 2 | SRS |  |  |  |
| 3 | Design |  |  | Architecture Design, Detailed Design, Database |
| 4 | Code Package1 |  |  | Code & Unit test, System test cases |
| 5 | Code Package2 |  |  | Code & Unit test, System test cases |
| 6 | Code PackageN |  |  | Code & Unit test, System test cases |
| 7 | UAT Package |  |  | Codes, System test reports |
| 8 | Final Package |  |  | Final Codes & documents, User manual |

## 4. Project Organization

### 4.1 Team & Structures

*[See sample below]*



### 4.2 Roles & Responsibilities

*[Describe the roles & responsibilities in your project, in the format as the sample below]*

|  |  |
| --- | --- |
| **Role** | **Responsibility** |
| Project Manager |  |
| Analysis Leader |  |
| Analysis Member |  |
| Design Leader |  |
| Design Member |  |
| Technical Leader |  |
| Test Leader |  |
| Test Member |  |

## 5. Project Communication

### 5.1 Communication Plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Communication Item** | **Who/ Target** | **Purpose** | **When, Frequency** | **Type, Tool, Method(s)** |
|  |  |  |  |  |
|  |  |  |  |  |

### 5.2 External Interface

#### a. FU Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| Function | Contact Person  (name, position) | Contact address  (email, telephone) | Responsibility |
| Supervisor | Nguyen Trung Kien | kiennt@gmail.com  0912656836 | - Provide document template - Give instruction to project team - Review deliverables - Supervise project status |
| Supporter | Nguyen Thi Mai Phuong | Phuongntm5@fe.edu.vn | - Provide document template  - Receive report project  - Answer questions about the project |

#### b. Customer Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| Function | Contact Person  (name, position) | Contact address  (email, telephone) | Responsibility |
| Supervisor | Nguyen Trung Kien | kiennt@gmail.com  0912656836 | - Provide document template - Give instruction to project team - Review deliverables - Supervise project status |
| Supporter | Nguyen Thi Mai Phuong | Phuongntm5@fe.edu.vn | - Provide document template  - Receive report project  - Answer questions about the project |

## 6. Configuration Management

### 6.1 Tools & Infrastructures

|  |  |
| --- | --- |
| **Programming languages** | Java, Angular 7 |
| **Framework** | Java Spring Boot |
| **API** | API |
| **DBMS** | My SQL |
| **IDEs/Editors** | Visual Studio Code, Eclipse |
| **UML tools** | Visio, Astah |
| **Version Control** | Git hub |
| **Deployment server** | Amazon Web Service |
| **Project management tool** | Microsoft Project |

### 6.2 Document Management

*[Describe how you would manage project documents & their changes/versions]*

### 6.3 Source Code Management

*[Describe how you would manage project source codes & their changes/versions]*