

Coursework TOPIC:

 Software development models & project management

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Contents

# Introduction

During the planning process, always keep in mind the purposes of the student conference.

## Initial Preparation

The first part of the whole project plan is preparation. During this period, I need to prepare for the conference. Firstly, creating a conference is not feasible for a person and I need help from others. Thus, I should to invite other students to join and establish a project team, and this will take around a week. After everyone in the team know what this project is and their responsibility, we can start selecting a topic for the conference, which will take 2 days. Then, based on the known topic, it will take 2 week to design a website for guests who want to enroll to the event. When the web is finished, we can start publicizing the event and attract people who interest in the topic, which will last for more than a month.

This part is predictive. During the period of preparation, almost all the work is done by the team, and the goal is achievable, which is attract the attention from potential participants, so there is low uncertainty for us to establish a team, select a topic, design websites and propaganda.

## Participants

The second part will start from 29 Nov 2021 and end on 15 Mar 2022. In this part, we mainly focus on the participants. For example, we start recording web registers after milestone-1 (which means we have finished designing our website and ready for the coming guests). This task will exist with propaganda at the same time and last for 70 working days, which will ensure that enough people can notice the event and have enough time to decide whether they can attend. Secondly, we need to invite some people to give a speech. It will also take 70 working days from us when we need to search someone's field of study is related to the topic and send them an invitation. Thirdly, after recording web guests and inviting speakers, we should rank all the participants and make a list for them.

After finishing these tasks, we can know how many people will attend this conference, including speakers and listeners. The tasks of recording and ranking are predictive, because our team member only need to deal with data shown from the web server and the database. However, if some speakers rejects the invitation to participate in the event, we have to invite someone else, so inviting speakers is adaptive.

After we get the list of visitors, I set the second milestone, which is on 15 Mar 2022.