Project Plan

Project Gemorksos - 2024

Table of contents

Chapter 1. Background Information

Organization

The group: IT1H

Project manager- Bence Mohr

Quality Controller- Kyan Jeuring

Lead developer- Peter Kaspier

Project members: Sanduni Thathsarani

Ugochukwu Ndiogazili,

Eliza Horvath,

David Corodeanu

The goal of the project is to give Gemorskos new software so they can handle all their business affairs on their business affairs on one platform. Mr. Walter Samplonius, the proprietor of the Gemorskos news agency, is the client.

The company

The Gemorskos, a news organization that produces a wide range of articles for their newspaper, was founded in the Netherlands twenty years ago and is expanding daily. Initially, it was just a news agency that produced newspapers in print media at the time, but in 2010 they began publishing them online since they needed to adapt to the public's requirements.

It started with a few employees and now it is quite a big company with 40 employees inside of the company, photographers and freelancers who work outside of the company. The owner and the chief editor of the company is Mr. Walter Samplonius in addition, there are three additional editors, web content designer, two administrative officers, ten journalists, five photographers. There should be two servers: database(ubuntu), active directory server(windows), firewall (PFSense), five physical workstations, PCs (Windows 11), two printers, 40 wireless laptops, Wi-Fi

They are very flat organization as the chief editor Mr. Walter oversees every section and employees depart as teams on topics like sports, politics, and capital system but these teams change occasionally, and they should cover whatever they need to do.

Reasons

As the main stakeholder of the company Mr. Walter requires new software to manage the Gemorskos company because when communicating with employees, sharing files with each other, they face troubles, and they have issues with their security system too. Currently all the employees use email and WhatsApp to communicate with each other and they noticed it is inefficient because when there is a work should be assigned to someone as the chief editor Walter had to send emails to many employees to request them to do it so through the new software they expect single platform to share all notices that all can access it easily.

And there are lots of miscommunication happening among freelancers because they do not have access to know about general notices in the company and they do not go to the company, and they share files by email it is also inefficient.

Because of this nonsecure file sharing process they faced some strange cyber-attacks, and their data was in danger so the new software which was made by group1H should have a strong security system.

As the chief editor he wants to have an overview about all the process and check all the works and give suggestions.

The project

Because of all those reasons the client needs a software to manage their company's all documents, communication, in one platform. It's an intranet and after registering to the company as an employee or freelancer they can access to this software with a given user ID and password in that way it is safer therefore after the login page there should be included parts for general notices, communication access to every employee at one point, data storage access and as an admin of the system Mr. Walter can be able instruct every other employee's progress and giving feedbacks and conducting teams through this new software.

The project manager Bence Mohr, project, Quality controler Kyan Jeuring and project members Sanduni Thathsarani, Ugochukwu Ndiogazili, Peter Kaspier, Eliza Horvath, David Corodeanu implement a new software for Gemorskos news agency and including main stakeholder Walter Samplonius and all employees in the company will be stakeholders in the project.

Chapter 2. The Project's results

Objectives

This project is implemented due to the Gemorskos news agency owner needs a new software to manage all the communication, collaboration, document sharing and storage, in one platform in his company except using many apps like WhatsApp, and email.

All employees and freelancers should agree to use this product.

The email traffic should be reduced 65%, increase response time to request 65% while using new intranet software within a month.

Intended project's results

Improve Communication Efficiency

Reduce email traffic

Increase response time to requests

Improved collaboration and knowledge sharing among team members

Conduct employees works

Streamlined article planning and tracking

Improved task assignment and delegation

Enhance Security

Reduced security risks through centralized access control

Improved data protection and privacy measures

GDPR Compliant

Increase productivity

Improve team coordination and collaboration

Increase overall productivity and output

Intranet Platform

User authorization system

Secure file sharing and storage

Real time chat and messaging

Progress tracking

Scheduling features

Notice board

Mobile friendly interface

User Adoption Rate: Percentage of employees and freelancers using the platform regularly

User Satisfaction: Measured through surveys and feedback

Increased Productivity: Measured by increased output and reduced project timelines

Reduced Communication Costs: Measured by reduced email traffic and phone calls

Improved Security: Measured by reduced security incidents and data breaches

Chapter 3: Project Activities

The project group works with a scrum method. The project group has a weekly scrum meeting every Monday.

Meetings with the client are organised when the project group or the client desires. These will happen weekly or bi-weekly.

1. Kickoff and project initialization
    1.1. Kickoff meeting with the client
    1.2. Writing the project plan
    1.3. Establishing a code of conduct
    1.4. Establishing communication and organization channels and methods
    1.5. Assigning project roles
2. Design phase
    2.1. Graphically designing the product from UI and UX perspective
    2.2. Functional design document
    2.3. Network drawing
3. Realization
    3.1. Setting up servers and infrastructure

Chapter 4: Project Boundaries

In this chapter, we will define the scope, deliverables, assumptions, constraints, and dependencies specific to the Gemorskos project.

Scope of the Project

- **In-Scope Activities:**

  - Development of a **web-based communication platform** tailored for Gemorskos.

  - Features to include:

    - **Group Creation**: Ability to create groups based on team topics (e.g., News, Sports, Politics, Social Media).

    - **File Sharing**: Secure file sharing within groups.

    - **Live Chat**: Real-time messaging for communication between team members.

    - **User Management**: Only administrators can add new users.

    - **Chief Editor Overview**: A dashboard for the chief editor to monitor activities and send instructions to specific groups.

    - **Security Features**: Strong focus on protecting sensitive information.

    - **Mobile Layout**: Responsive design for usability on a desktop layout with some features available on mobile devices.

    - **Print Functionality**: Ability to print documents directly from the app.

- **Out-of-Scope Activities:**

  - Development of a native mobile application (iOS/Android).

- ○ Integration with third-party services beyond file sharing and chat.

- ○ Data encryption.

- ○ Complex branding and frontend design (the focus will be on backend functionality with a simple look and feel reflecting the company's identity).

Assumptions

- ● Administrators will be responsible for managing user access and group creation.

- ● Gemorskos will provide the initial list of teams and users for the platform setup.

- ● The project will use existing servers provided by Gemorskos for hosting.

- ● Feedback from key stakeholders will be available within agreed timeframes to avoid delays.

Constraints

- ● The project must be completed within a **10-week timeframe**.

- ● The budget is fixed, limiting the scope for additional features or extensive frontend customization.

- ● High security standards must be maintained due to the sensitive nature of the information handled by the agency.

Dependencies

- ● Access to Gemorskos' server environment for deployment and testing.

- ● Timely feedback from the client, particularly the chief editor, on the system features and usability.

Chapter 5: Intermediate outcomes

Intermediate results are naturally generated throughout the project. Intermediate results must be presented in a meeting or as a written report to the stakeholders. This report can be requested weekly. This ensures that the stakeholder always oversees the activities and results of the project group. If the stakeholder is not satisfied, they shall present their problems to the project manager. The project manager is eager to always be transparent about the project group's activities and results. Stakeholder feedback will be collected through direct communications. The project manager will address the feedback promptly and make necessary adjustments to the project plan. Intermediate results can be:

- This project plan
- Requirement analysis
- Functional design
- Minutes of meetings
- Work instructions

Chapter 6: Quality Control

This section outlines the quality control objectives, standards, and tools used by the project team to ensure that all deliverables meet or exceed client expectations and industry standards. The quality control process is essential for identifying and addressing issues early, ensuring that the project remains on track and meets all requirements.

6.1 Quality Control objectives

The primary objectives of quality control in this project are:

- **Meeting Client Needs:** Ensure that the quality of the final deliverables aligns with the client's requirements and expectations. Deliverables should not only be functional but also meet the quality standards necessary.

- **Issue Identification:** Identify and address any issues or defects that may arise throughout the project. This involves regular testing and inspection of deliverables to catch problems early, reducing the likelihood of costly rework or project delays.

- **Quality Standards:** Ensure that all products meet defined quality standards. The project team commits to producing high-quality.

6.2 Quality standards

Quality standards for the project are determined by designated **Quality Controllers** within the team. These standards include criteria for functionality, reliability, usability, and compliance with project requirements. Here is an overview of how quality standards are applied:

Review Process: Products developed by team members are submitted to Quality Controllers for review. This process includes:

- **Inspection for Defects or Issues:** The Quality Controllers conduct inspections and testing of each delivery to identify any potential issues, bugs, or defects.

- **Defect Resolution:** If any issues or defects are found, they correct the issue and review the issue and solution with the responsible team member. After the defects are resolved, the product undergoes additional testing.

- **Approval:** A product that is free from issues or has resolved all identified issues is considered to have passed quality control. Once approved, the delivery is cleared up for the next phase or final delivery to the client.

6.3 Used programs

The project team utilizes several programs and tools to manage tasks, facilitate communication, control versions, and perform testing. Here's a list of key tools and their specific use cases:

Program	Use case
Microsoft Planner	Task management
GitHub	Version Control
Microsoft Visio	Drawing network diagrams
Docker	Running Containers
Microsoft Teams	File sharing and communication with client
Outlook	Communication with the client
Visual Studio Code	Programming
WhatsApp	General communication
Discord	Organized communication and file sharing
PhpMyAdmin	Management of databases
Microsoft Excel	Hour log

Chapter 7: Project Organization

This section describes the structure, roles and responsibilities of the people and how involved the team is in the project. It also ensures that everyone understands and is clear about their role within the project, how their work is linked with the other members. It also helps the team to make the best use of the resources, ensures clear communication and minimizes potential challenges.

Team Members

Project Manager:

Bence Mohr

Contact information:

Phone number: +31 6 ### ### ##

E-mail: bence.mohr@student.nhlstenden.com

Project Quality Controller:

Kyan Jeuring

Contact information:

Phone number: +31 6 ### ### ##

E-mail: kyan.jeuring@student.nhlstenden.com

Project Secretary:

There will not be a fixed secretary, the team is going to have a rotating system, so that everyone can get a chance to do secretary-related tasks.

Project Team Members:

Sanduni Thathsarani Pinpura Dewage

Contact information:

Phone number: +31 6 ### ### ##

E-mail: sanduni.thathsarani.pinpura@student.nhlstenden.com

Ugochukwu Ndiogazili

Contact information:

Phone number: +31 6 ### ### ##

E-mail: ugochukwu.ndiogazili@student.nhlstenden.com

Peter Kapsiar

Contact information:

Phone number: +31 6 ### ### ##

E-mail: peter.kapsiar@student.nhlstenden.com

Eliza Horváth

Contact information:

Phone number: +31 6 ### ### ##

E-mail: eliza.horvath@student.nhlstenden.com

David Corodeanu

Contact information:

Phone number: +31 6 ### ### ##

E-mail: David.corodeanu@student.nhlstenden.com

Roles and responsibilities

Project Manager

The project manager establishes the project's goals, deliverables, and limitations. They ensure that the deliverables meet the requirements before handing them over to the client or stakeholders.

Responsible for creating a detailed project schedule, setting the milestones and the deadlines.

Manages the scope, resources, risks, communication, quality assurance and finance.

Project Secretary

The responsibilities include keeping the documents organized, maintaining smooth operations, and facilitating communication.

Tracks the expenses of the project, schedules meetings with the team and updates on the progress.

Takes detailed minutes during meetings, records key discussions and decisions. Also reminds team members of their assigned tasks and deadlines.

Project Team Members

The members carry out tasks assigned by the project manager, ensuring that the quality standards adhere to the guidelines.

They work efficiently with the other members, help each other, update the project manager and the team on the progress or any potential delays.

Accepting responsibility for the timeliness and quality over their own work.

Working Hours

Monday to Friday:

9 AM – 6 PM

Saturday and Sunday:

Not Available

Stakeholders

Client – Walter Samplonius

Employees

Freelancers

The company is a standalone company with a few shareholders or investors. Since the owner is not committed to long-term employees, he employs freelancers as part of the workforce.

Communication with the client and within the team

The team has weekly meetings with the client, or even more if necessary. Also, the team can communicate with the client via E-mail if needed and the client is not available for an immediate meeting.

The team members have weekly one or two meetings in person or online meetings if it is needed. We communicate through Microsoft Teams, Discord and WhatsApp where they get immediate answers from the members.

Archiving and Scheduling

The team members give regular updates on their progress, improvements and time spent on their parts through the above-mentioned channels and on Microsoft Planner where your progress is directly seen and tracked.

It is also used as an archive for the team members, which the project secretary organizes and stores them safely in case any malfunction happens with the files.

Chapter 8: Planning

The planning was made according to the project activities in Chapter 3.

The project plan was carefully developed to ensure timely completion of tasks, dividing the work into clear phases such as Planning and Design, Development, Quality Control, and Implementation.

The visual timeline illustrates a nine-week plan, highlighting key activities such as initial client meetings, drafting the implementation plan, setting up servers, and testing. Each phase ensures efficient progress toward the project's goals while maintaining a strong focus on quality assurance and monitoring. This structured approach ensures the

successful execution and completion of the project, with well-defined tasks assigned to specific timeframes.
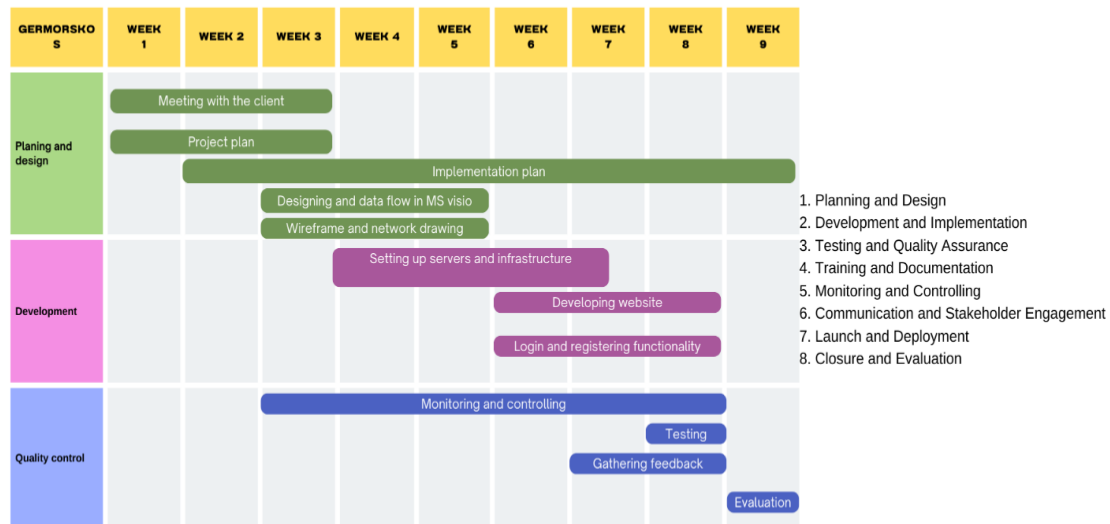
Chapter 9: Cost and Benefits

The budget suggested to the client is: 66 825€.
The estimated hours to finish this project are 160 hours (about 13 days) / employee.
The expected costs might change in the process of realization of the project.

The costs of the project are:

Man-hours (required working time for 7 employees)	€ 56000
Workspace (rent, energy, water, etc)	€1000
Additional costs for employees	€ 800
Equipment	€2500
Risk budget	€ 6075
Services (subscriptions, maintenance, etc)	€ 200

Materials (paper, pens, etc)	€ 150
Insurances	€ 100
Summary	€ 66825

The benefits of the project are:

- Easier communication between employees.
- Easy and fast transfer of files/images.
- Better administrative functions to be able to assign tasks and check on every project / employee.
- Improved security that keeps all the data safe and secure from both internal and external sources.
- We are expecting this to increase work efficiency by at least 25%.

Chapter 10: Risks

This chapter identifies potential risks for the project, assesses their impact, and outlines mitigation strategies.

Risk Identification

- **Technical Risks:**
  - **Security Vulnerabilities**: Risk of leaving a critical security vulnerability in the system which may lead to leaking sensitive data.
  - **Limited Technical Expertise:** The IT team may lack specialized knowledge required for integrating complex features.
- **Operational Risks:**
  - **Client Feedback Delays**: Delays in receiving feedback from key stakeholders, impacting project timelines.
  - **User Adoption**: Risk that users may find the new system difficult to use or prefer existing communication tools.
  - **Team Resource Allocation Issues:** Inefficient allocation of team members could lead to certain tasks being underdeveloped.
- **Project Management Risks:**
  - **Scope Creep**: Potential for additional feature requests that were not part of the initial requirements.
  - **Inaccurate Time Estimation:** Tasks may take longer than initially estimated.

- **External Risks:**
  - **Changes in Client Requirements**: The client's needs might change due to evolving business requirements or feedback from team members.

Risk Assessment and Mitigation

The table below provides an assessment of the likelihood and impact of each identified risk:

Risk Description	Likelihood	Impact	Priority	Mitigation Strategy
Security vulnerabilities	High	High	Critical	Regular quality checks and security audits
Limited Technical Expertise	Low	High	High	Conduct regular team progress checkups and provide assistance
Client feedback delays	Medium	Medium	High	Schedule regular meetings, set clear deadlines
User adoption issues	Low	High	Medium	Provide user training, feature documentation and support
Team Resource Allocation Issues	Low	Medium	Medium	Set up the project plan and team roles in advance
Scope creep	High	Medium	Medium	Define clear project boundaries, document changes
Inaccurate Time Estimation	Medium	High	Medium	Allocate additional time reserve for tasks
Changes in Client Requirements	Low	Medium	Low	Capture as much of the clients' requirements in the first phases

Monitoring and Review

- **Risk Review Meetings**: Risks will be reviewed weekly during project meetings.
- **Responsibility**: The project manager will be responsible for monitoring risks.