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|  |
| Capstone Project Document |

**I VOLUNTEER SOCIAL NETWORK**

Report #1 – Project Plan

|  |  |  |
| --- | --- | --- |
| **Dandelion** | | |
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| **Supervisor** | Mr. Bùi Đình Chiến | |
| **Project code** | IVSN | |

**- Hanoi, 05/2016 -**

# SIGNATURE PAGE

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APPROVAL: Bùi Đình Chiến --/--/--15

Supervisor

Record of change

\*A - Added M - Modified D – Deleted

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Effective Date | Changed Item | A,M,D | Change Description | Reason for Change | Rev. Number |
| 09/May/2016 | Create Project Plan | A | First version | Create Project Plan | 1.0 |
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# Introduction

## Purpose

This part is the project management plan of I Volunteer Social Network (IVSN) Project – our Capstone Project in FPT University. It is included the project overview, project organization, tools and infrastructures, schedule of this project.

## Definitions and Acronyms

|  |  |  |
| --- | --- | --- |
| BA | Business Analyst |  |
| BU | Business Unit |  |
| CC | Infrastructure Configuration Controller |  |
| CM | Configuration Management |  |
| IVSN | I Volunteer Social Network |  |
| DEV | Developer |  |
| PIC | Person in charge |  |
| PM | Project Manager |  |
| PTL | Project Technical Leader |  |
| QA | Quality Assurance Officer |  |
| SRS | Software Requirement Specification |  |
| TC | Test Case |  |
| PCB | Process Capability Baseline |  |

|  |  |  |
| --- | --- | --- |
| Acronym | Definition | Note |

1. Definitions and acronyms

# PROJECT OVERVIEW

## Project Description

|  |  |  |  |
| --- | --- | --- | --- |
| Project Code | IVSN | Contract Type | None |
| Customer | FPT University | 2nd Customer | None |
| Project Level | Group | Project Rank | None |
| Application Type | Website | Project Manager | Nguyen Minh Duc |
| Project Category | Development | Business Domain | E-commerce |

1. Project Description

## Scope and Purpose

### Purpose of Project

Nowadays, Volunteering has been expanding in many countries in the world. Volunteering gives us an opportunity to change people’s lives, including our own. It gives us the satisfaction of playing a role in someone else’s life, helping people who may not be able to help themselves. Volunteering is a way of giving back to our community while developing important social skills, and gaining valuable work experience all at the same time

Our objective is building a web application that create a platform to help people who have abilities and interested in volunteer activities. We expect that when this project complete, it will be a place for volunteer in the whole country gathering, communicating or sharing their experience, their emotion about volunteering. A place can run volunteer project in all domain. A place supports all activities of volunteering such as: finding volunteers, calling for donate, contribution, communication on project… It helps volunteer activity become simple and more efficient.

### Scope of Project

The scope of this project contains: Requirement Analysis, Design, Coding and Testing (Unit Test, Integration Test, and System Test).

### The functions of Project

These are the functions of IVSN’s project:

* **Homepage**: Homepage displays all project activity posts, User posts that are public in the system. Depending on the role of person accessed to the system, the content of these posts might be different. For Guest, Project recruitment posts will be prioritized to load first. For User, The Project and Project organized by the Group that User follow or participated in will be displayed first. User Friend posts will also displayed on Homepage.
* **Searching**: Anyone who accesses the system is allowed to search for Project/Group/User in the system by entering its name. The IVSN system also provides advanced search tool allow Guest and User to find Project that matches with their interested topic, destination, their available period of time, and skills.
* **Registration**: Guest must register account and log in the IVSN system in order to join Project, donate to Project, create Group and create Project in the system.
* **Group**: Group is managed by Group Leader. Group is the place where all group members can upload photos, discuss with others by writing posts. Members in Group are able to invite their friend to join in.
* **Project:** Project is managed by Project Leader. In Project there are three sections.
  + Discussion: where all Project members discuss with others by writing posts. Others can interact by click like button or write a comment.
  + Planning: Project Leader has right to create, update project plan. The IVSN system provides Project Leader tool to assign work to Project members in specific period of time.
  + Public: Project Leader can write posts in this section. These posts will be public in the system which means other User will be able to find, like and comment to this post.
* **Following:** User can follow a Project to get its new activity post, follow a Group to get update activity post from Project that this Group created.
* **Profile Page configuration:** User can edit profile information including basic information and volunteering-related information.
* **Comment:** User can react to a post displayed on Homepage/Project/Group by writing comment or click on Like button
* **Posting:** User can write a post in Project/Group to discuss with others. A content of a post might be text or photo that User uploaded from their device.
* **Photo management:** the IVSN system provide User tool to manage their uploaded photos in their Profile page. User can create album to classify their photos.
* **Administration:** The Admin oversees the entire IVSN system and has the right to configure the system, to block and reactive User, Group and Project.

## Assumptions and Constraints

|  |  |  |
| --- | --- | --- |
| No | Description | Note |
| Assumptions | | |
| 1 | Customer reviewers will get seven days to approve a milestone document. If no comments are received within this time period, it will be considered as approved. | External Interfaces |
| Constraints | | |
| 1 | This project must be completed and delivered before 28/08/2016 | Schedule |
| 2 | In doing project processing, PM must submit report (include 6 reports) on certain date. | Schedule |
| 3 | Software Requirement Specification Document and Project Plan must be completed within 12 days since 09/05/2016  Deadline: 20/05/2016 | Schedule |
| 4 | Design Document (include Architecture Design, Screen Design, Database Design) must be completed within 14 days since 23/05/2016  Deadline: 03/06/2016 | Schedule |
| 5 | Integration Test Plan (include test plan and test case…) must be completed within 15 days since 06/06/2016  Deadline: 24/06/2016 | Schedule |
| 6 | Completed coding activity and have unit test result within 25 days since 06/06/2016  Deadline: 15/07/2016 | Schedule |
| 8 | Deliver report about User manual, software package and installation guide on 10 days since 18/07/2016  Deadline: 29/07/2016 | Schedule |
| 9 | Complete all of document and application before finishing the project on 22/08/2016 | Schedule |
| 10 | Project contains 5 members | Resource |

1. Project Description

## Project Objectives

### Standard Objectives

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Metrics | Unit | Committed | Re-committed | Note |
| Start Date |  | 09-05-2015 |  |  |
| End Date |  | 22-08-2015 |  |  |
| Duration | Day | 75 |  |  |
| Team Size | Person | 5 |  |  |
| Billable Effort | Person-day | 375 |  | 1 Person-day = 5 hours |
| Calendar effort | Person-day | 375 |  | 1 Person-day = 5 hours |
| Effort Usage | % | 100 |  | 1 Person-day = 5 hours |

**Table 1.3.** Standard Objectives

|  |  |  |
| --- | --- | --- |
| Metrics | Unit | Basic for setting Goals |
| Average |
| Customer Satisfaction | Point | 9.5 |
| Leakage | Wdef/mm | 5 |
| Effort Efficiency | % | 95 |
| Timeliness | % | 100 |

### Specific Objectives

|  |  |  |  |
| --- | --- | --- | --- |
| Metrics | Unit | Basic for setting Goals | |
| Plan | Actual |

|  |  |  |  |
| --- | --- | --- | --- |
| Training technology: MVC, Bootstrap, Javascript, jQuery | Person-day | 15 | 15 |
| Execute group review | Person-day | 8 | 5 |
| Training requirements, process before coding | Person-day | 8 | 5 |

## Critical Dependencies

|  |  |  |  |
| --- | --- | --- | --- |
| No | Dependency | Expected delivery date | Note |
| 1 | This project must be completed and delivered to FPT University. | 24/08/2016 |  |
| 2 | All Team member have Summer holiday from 25/06/2016 | 31/06/2016 |  |
| 3 | Project Plan and SRS must be completed and delivered to Supervisor. | 10/06/2016 |  |
| 4 | User manual, Software Package and Installation Guide must be completed and delivered to Supervisor and FPT University. | 15/08/2016 |  |
| 5 | Beside Capstone Project, Team members have to joining in Japanese class and Japanese Fundamental Exam class. | 20/08/2016 |  |

## Project Risk

PM identifies risks in the Risk Management Plan. The document is updated to trigger each milestone, each event also. The document is updated weekly by the PM, Risk Management Plan will be notified to all of the stakeholders affected. Status of risk is reported to supervisor at Project Milestones Report.

Reference to IVSN\_Risk Management Plan\_v1.0\_EN.xlsx

# PROJECT DEVELOPMENT APPROACH

## Project Process

Process of this project is performed follow to the Iterative and Incremental Software Process Model.

### Iterative and Incremental

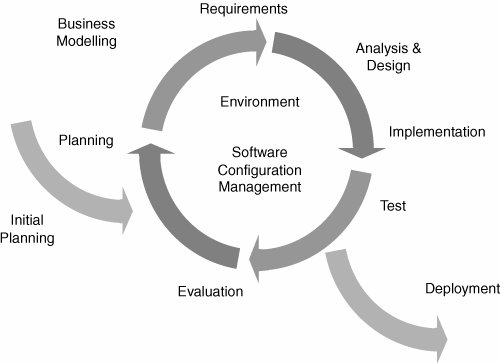


Figure 1‑: Iterative and Incremental Software process model

This figure above describes the information and products flow lifecycle process model. IVSN project uses the Iterative and Incremental Software Process Model.

The Iterative and Incremental Software Process Model is most use when the scope of the project is big, the major requirements were defined clearly, some more detail will be added in time, and for the newbie group in software development. By using this software process model, we break down the developing system task into series of smaller tasks which be completed separately, evaluated, and subsequently re-worked until the system’s performance adequately. In addition, the iterative model is easier than other models when the issues are discovered. They are fed back to the team, and solutions found while the project is still in development.

### Project Life Cycle

Basing on Iterative and Incremental Software process and real-world project, we decided to divide the project into 4 phases: Initiation, Execution, Deployment and Termination:

* **Initiation Phase:** This is the explanatory phase of the project. Project objective and description is described at this stage. The purpose of this phase is to collect and understand business requirements, detail the project plan and agree upon a high level statement of work. Our primary objectives are complete project identification and project plan. After these are completed, the project is checked against the following criteria:
  + Identify business functions of the system
  + Determining the scope, conditions and limitations of the project
  + List the main functions of the system
  + List one or more suitable architecture for the system
  + Identify project risks
  + Complete Report #1.
* **Execution Phase**: In this phase, the architecture of the system is designed. The goal is to translate requirements and specification into a technical solution to produce Technical Design.

Circle 1:

* + Ourprimary objectivesare completeRequirement Specification, Architecture Design and Database Design.
  + Finally, the plan must be provided (including estimates of cost and time) for the construction phase. The plan must ensure proper and accurate based on experience.
  + In this circle, all functions of the system will be installed. The installation will be divided into small stages, each stage of the installation a few functions. The results of each phase will be the release of the module function can be executed.
  + Construction and improvement of products until the final product is ready to deliver to the user. During this circle, all the components and other features of the application is developed and integrated into the product.
  + This circle emphasizes the resource management and control operations to optimize cost, time and quality.
  + Complete Report #2, Report #3 and Report #4.

Circle 2:

* + Update
  + Test system
  + Complete Report #5
* **Deployment Phase**: This is the longest phase of a project life cycle.
  + Their products will be deployed to the client. The feedback received during the transfer process will be recorded and put on the new functional requirements or functionality enhancements in the next version of the product.
  + Complete software packages and Report #6
* **Termination Phase**: This is the final phase in the life cycle of a project.
  + Phase transfer switch also includes the training system and the new system for the user.

## Requirement Change Management

|  |  |
| --- | --- |
| Who logs the change request? | Any team members |
| Who reviews the change request? | PM or PTL |
| Who approves the change request? | PM by default. PTL if:   * Changes to project scope * Changes in delivery plan of project deliverables * Changes to assignment for key roles (PM, PTL) |

1. Requirement Change Management

## Quality Management

### Defect Prevention Strategy

|  |  |  |
| --- | --- | --- |
| Item (Process/Product) | Strategy | Expected Benefits |
| Requirement missing | List up all of requirement into SRS document. | 10–20% reduction in defect injection rate and about 2% improvement in productivity |
| Careless mistake in Design Document Format/Template wrong | After designing, QA will review Document Format base on checklist review design | Improvement in quality as overall defect removal efficiency will improve; some benefits in productivity as defects will be detected early |
| Use wrong template | Have a meeting to disseminate all template that is used in this project for all member | All member will use right template when do document |
| Coding application does not match with User Requirement. | Develop Team must study about Requirement/Design within 1 weeks since project is assigned.  PM and PTL has responsibility to review task results and explain User Requirement for Develop Team | Coding Application match with User Requirement. |

1. Defect Prevention Strategy

### Review Strategy

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Review Item | Reviewer | Review Type | Review Method | Completion Criteria |
| Project Plan  Project Schedule  CM Plan | PM, Supervisor | Group review  Group review  One-person review | Use checklist and Self-review |  |
| Business analysis and requirements specification document, Use Case catalog | PM, Supervisor | Group review and One-person review | Use checklist |  |
| Design document, object model | Self-review, PM,QA Supervisor | One-person Review | Use checklist |  |
| Stage plans | PM,QA, Supervisor | One-person review | Use checklist |  |
| Complex/first time generated program specs incl. test cases, interactive diagrams |  | Group review |  |  |
| Source code | Self-review, Peer review, PM, Supervisor | One-person review and Group review | Self-review and use checklist |  |

1. Review Strategy

### Unit Testing Strategy

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item to be Unit Tested | Unit Test Type | Unit Test Technique | Tool Used | Unit Test Completion Criteria |
| Source Code | White-Box Test | Using unit test case and test script | None | - Number of UTC/KLOC: 40 UTC/KLOC  - Number defects/KLOC: 3-4 defects/KLOC  - Statement coverage: 97%  - Branch coverage: 100%  - Path coverage: 100% |

1. Unit Testing Strategy

### Integration Testing Strategy

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item to be Integration Tested | Integration Test Type | Integration Test Technique | Tool Used | Completion Criteria |
| Do test by flow of functions and items which have concern each other | Black-Box Test |  | Checklist, Boundary | - Number of UTC/KLOC: 30  - Number of defects/KLOC: 2-3 |

1. Integration Testing Strategy

### System Testing Strategy

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item to be System Tested | System Test Type | System Test Technique | Tool Used | Completion Criteria |
| Test whole system | Black-Box Test |  | None | -Number of UTC/KLOC: 60  -Number of defects/KLOC: 4-6 |

1. System Testing Strategy

### Estimates of Defects to be detected

|  |  |  |  |
| --- | --- | --- | --- |
| Review/Testing Stage | Targeted No. of Defects to be detected | % of Defects to be detected | Basic for Estimation |
| Requirements review | 10 | 7% | Referenced to similar project estimations |
| Design review | 15 | 11% | Referenced to similar project estimations |
| Code review | 30 | 22% | Referenced to similar project estimations |
| Unit Test | 50 | 38% | Referenced to similar project estimations |
| Integration Test | 15 | 11% | Referenced to similar project estimations |
| System Test | 10 | 7% | Referenced to similar project estimations |
| User Acceptance Test | 5 | 4% | Referenced to similar project estimations |
| Total | 135 | 100% |  |

1. Estimates of Defects

### Measurements Program

|  |  |  |  |
| --- | --- | --- | --- |
| Data to be collected | Purpose | PIC | When |
| Size: No. of KLOC | Achieve target | PM | At the end of stages |
| Effort: No. person-day | Monitor and controlling team member to keep plan. | Team members | Daily |
| Quality: No. defects detected | Managing product’s quality. | Reviewer  Tester | Right after the review/test |
| Schedule | Monitor and controlling software developing processing keep plan. | PM | Weekly and at the end of stages |

1. Measurements Program

# ESTIMATION

## Size

This project is performed and must complete all requirements from teacher and FPT University. So size of our project is in Capstone Project limit.

## Effort

The Effort estimation is documented in the table below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Initiation | Execution | Deployment | Termination | Total |
| Effort(person/day) | 50 | 300 | 10 | 15 | 375 |
| Total % budgeted Effort Usage (%) | 100 | 100 | 100 | 100 |  |

1. Effort Estimation

## Schedule

### Project Milestone & Deliverables

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Stage | Committed Delivery date | Description of Deliverable | Delivery media |
| Initiation | |  | Requirements agreed, Report 1 reviewed | |
| 1 | Develop project idea | 09-05-2016 | Project goals and scope defined, milestone description defined, resource committed | Commit Github |
| 2 | Q&A Management Sheet | 19-05-2016 | Criteria: Documentation reviewed | Commit Github |
| 3 | Submit report no.1 final | 20-05-2016 | Completed report no.1 | Commit Github |
| 4 | Project Plan | 20-05-2016 | Criteria: Documentation reviewed | Commit Github |
| 5 | Submit report no.2 final | 03-06-2016 | Completed report no.2 | Commit Github |
| Execution | |  |  | |
| 1 | Screen Prototype | 27-05-2016 | Criteria: Documentation reviewed | Commit Github |
| 2 | Architecture Design | 01-06-2016 | Criteria: Documentation reviewed | Commit Github |
| 3 | Screen Design | 01-06-2016 | Criteria: Documentation reviewed | Commit Github |
| 4 | Class Design | 02-06-2016 | Criteria: Documentation reviewed | Commit Github |
| 5 | Detail Data Design | 03-06-2016 | Criteria: Documentation reviewed | Commit Github |
| 6 | SRS | 03-06-2016 | Criteria: Documentation reviewed | Commit Github |
| 7 | Submit Report no.3 Final | 17-06-2016 | Completed report no.3 | Commit Github |
| 8 | Submit Test Plan Final | 17-06-2016 | Criteria: Documentation reviewed | Commit Github |
| 9 | Create Test Case | 06-06-2016 | Criteria: Documentation reviewed | Commit Github |
| 10 | Submit Report no.4 Final | 15-07-2016 | Completed report no.4 | Commit Github |
| 11 | Review Test Document | 18-07-2016 | Criteria: Documentation reviewed | Commit Github |
| 12 | Submit report no.5 Final | 05-08-2016 | Completed report no.5 | Commit Github |
| 13 | Complete Coding and Unit Test | 29-07-2016 | Source code  Acceptance criteria: Product unit tested | Commit Github |
| 14 | Complete Testing | 05-08-2016 | Completed Test | Commit Github |
| Deployment | |  | Product developed & tested and released to supervisor, documentation reviewed. | |
| 1 | Submit report no.6 Final | 19-08-2016 | Completed report no.6 | Commit Github |
| 2 | Submit the last document and CD source code | 19-08-2016 | Final Documents and Source Code | Commit Github |
| Termination | |  | Project post-mortem is conducted, Project assets archived and released to supervisor | |
| 1 | Lesson learned | 17-08-2016 | Criteria: Completed | Commit Github |
| 2 | Complete Presentation Slide | 18-08-2016 | Criteria: Completed | Commit Github |
| 3 | Represent capstone project | 26-08-2016 | Criteria: Completed | Commit Github |
| 4 | Project Complete | 26-08-2016 | Criteria: Completed | Commit Github |

1. Project Milestone and Deliverables

### Activity Schedule

The detail project schedule is available in file IVSN\_ProjectSchedule\_v1.0\_EN.mpp. The Project Schedule is weekly updated by the Project Manager.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Activity | Start date | End date | Responsible |
| Defect Prevention | | | | |
| 1 | Training coding convention C#, Javascript, CSS | 23-05-2016 | 27-05-2016 | Nguyen Thac Son |
| 2 | Training for Q&A and tester to use checklist | 23-05-2016 | 27-05-2016 | Pham Van Trong |
| **Quality Control** | | | | |
| 1 | Group review requirement | 03-06-2016 | 06-06-2016 | Nguyen Van Tam |
| 2 | Group review design | 03-06-2016 | 06-06-2016 | Vo Ton Phuc |
| 3 | Group review coding | 03-06-2016 | 06-06-2016 | Nguyen Minh Duc |
| Project Tracking | | | | |
| 1 | Solution: Milestone review meeting | 27-05-2016 | 27-05-2016 | Nguyen Minh Duc |
| 2 | Construction: Milestone review meeting | 04-07-2016 | 04-07-2016 | Nguyen Minh Duc |
| 3 | Transition: Milestone review meeting | 01-08-2016 | 01-08-2016 | Nguyen Minh Duc |
| Configuration Management | | | | |
| 1 | Baseline code | 23-05-2016 | 27-05-2016 | Nguyen Thac Son |
| 2 | Base line test report, test case and test plan | 23-05-2016 | 27-05-2016 | Pham Van Trong |
| Q&A | | | | |
| 1 | Final Inspection: Report 1 | 09-05-2016 | 20-05-2016 | Nguyen Minh Duc |
| 2 | Final Inspection: Report 2 | 23-05-2016 | 03-06-2016 | Nguyen Minh Duc |
| 3 | Final Inspection: Report 3 | 06-06-2016 | 17-06-2016 | Nguyen Minh Duc |
| 4 | Final Inspection: Report 4 | 06-06-2016 | 22-07-2016 | Nguyen Minh Duc |
| 5 | Final Inspection: Report 5 | 25-07-2016 | 05-08-2016 | Nguyen Minh Duc |
| 6 | Final Inspection: Report 6 | 08-08-2016 | 19-08-2016 | Nguyen Minh Duc |

1. Activity Schedule

## Resource

Specified as in the section 4.2. [Project Team](#_Project_team)

## Infrastructure

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Description | Expected Availability by | Note |
| Development Environment | | | |
| Operating System | Window 8.1 (32 bit, 64 bit) |  |  |
| Browser | Chrome (40 or above), Firefox (30 or above) |  |  |
| Development language | .NET C# |  |  |
| Technology | | | |
| Development language | .NET C#, MVC Model, AngularJS |  |  |
| Database | SQL Server 2012 |  |  |
| Hardware Requirement | | | |
| Hardware Configuration | 2GB workspaces on server |  |  |
| Equipment & Tools | | | |
| Source Version Control | Github | Definition stage |  |
| Task Tracking | MS Project Professional 2013 | Initiation stage |  |
| SRS | Microsoft Office Word 2013, Microsoft Office Excel 2013, Microsoft Office Visio 2013 | Initiation stage |  |

1. Infrastructure

## Training Plan

|  |  |  |  |
| --- | --- | --- | --- |
| Training Area | Participants | Duration | Waiver Criteria |
| Technical | | | |
| .NET MVC5 | SonNT  DucNM | 1 week | Mandatory |
| NUnit Test, Javascript | TamNV  TrongPV | 1 week | Mandatory |
| Bootstrap | PhucVT  TamNV | 1 week |  |
| **Process** | | | |
| Quality system | TamNV  TrongPV | 3 hours | If already trained |
| Configuration management | Team member | 2 hours | If already trained for CC. For others, on-the-job training |
| Group review | Team member | 2 hours | If already trained |
| Defect prevention | DucNM | 2 hours | Mandatory |

1. Training Plan

## Finance

Because this project is non-business, it is a Capstone Project at FPT University. So we do not estimate about finance.

# PROJECT ORGANIZATION

## Organization Structure

Figure 1-2: Organization Structure

## Project Team

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Role | Responsibility | Full name | Effort (%) | Start date | End date |
| PM | Have overall responsibility of the project:  - Project planning and scheduling  - Task assignment and tracking processing  - Review documents  - Reporting to supervisor | Nguyen Minh Duc | 50 |  |  |
| PTL | PTL is responsible for the technical project execution  - Coding functions and modules of system.  - Peer-review source code of others members | Nguyen Thac Son | 100 |  |  |
| Programmer #1 | - Study technique (C#, MVC, etc.)  - Coding functions and modules of system. | Nguyen Minh Duc | 50 |  |  |
| Test Leader | - Create test plan, test case, test report, quality report  - Execute test. | Pham Van Trong | 50 |  |  |
| Tester | - Support creating test plan, test case, test report, quality report  Execute test. | Nguyen Van Tam | 50 |  |  |
| Design  Leader | - Create screen design, prototype  - Review design of others member | Vo Ton Phuc | 100 |  |  |
| Designer #1 | - Support creating screen design | Pham Van Trong | 50 |  |  |
| Doc Leader | - Create SRS  - Create Check list | Nguyen Van Tam | 50 |  |  |

1. Project Team description

The detail of Human resource budget allocation over the whole project life is in the below table:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Role | Name | W  2  May | W3-  May | W4-  May | W1-  Jun | W2-  Jun | W3-  Jun | W4-  Jun | W1-  July | W2-  July | W3-  July | W4-  July | W1-  Aug | W2-  Aug | W3-  Aug | W4-  Aug | Total (pd) |
| PM/Dev | Nguyen Minh Duc | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 75 |
| PTL  Dev | Nguyen Thac Son | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 75 |
| Doc Leader/  Tester | Nguyen Van Tam | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 75 |
| Test Leader/  Designer | Pham Van Trong | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 75 |
| Designer Leader/  Dev | Võ Tôn Phúc | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 75 |
| Total |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 375 |

1. Human Resource Budget Allocation

## External Interfaces

### FPT University’s Interfaces

|  |  |  |  |
| --- | --- | --- | --- |
| Department | Contact Person  (name-position) | Contact address  (email, telephone) | Responsibility |
| Teacher | Bùi Đình Chiến | chienbd@fpt.edu.vn | - Review and accept documents during project  - Review and accept products of the project.  - Resolve escalated issues and receive project reports. |
| Training Department |  | [acad.hn@fpt.edu.vn](mailto:acad.hn@fpt.edu.vn) | Management course of student |

1. FPT University’s Interfaces

# COMMUNICATION & REPORTING

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Communication Type | Method/Tool | When | Information | Participants/ Responsible |
| Project Task Tracking | | | | |
| Task scheduling | MS Project Professional 2013 | At the beginning of every stage, and weekly  Refinement and rescheduling as necessary |  | PM |
| Task assignment | MS Project Professional 2013 | Weekly |  | PM |
| Task status reporting | Daily Report  Trello | Daily |  | Project Team members |

|  |
| --- |
| Project Meeting |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Kick-off Meeting | Face to face | Initiation stage | Project introduction; Project plan review; Risk identification; stakeholders identify. | PM, Project Team Members |
| Project Progress Review Meetings | Face to face | Wed and Sunday Weekly | Communicate project status  Communicate and resolve any open issue, risks, and changes  Discuss any suggested improvement | PM, Project Team Members |
| Milestone Meetings | Face to face | 5 days after the completion of stages: Definition, Solution & Construction | Project objective review, evaluate project performance (quality, schedule, effort), Causal analysis, update project plan for next stage | PM, Project Team Members, Supervisor |
| Transfer/Sharing of project documentation/information | Github | When available | All project documentation and information | PM, Project Team Members, |

|  |
| --- |
| Supervisor Communication and Reporting: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Report | Agreed FPT Software and FU standard format | 5pm Monday, Weekly | Project status report, Issue requiring clarifications, escalation, if any | PM |
| Project Meetings with supervisor | Face to face | 10h40 Friday, Weekly | As above | Project Team Members |
| Requirement gathering/clarification | Face to face meeting | During requirement analysis phase | As in Q&A list | PM |
| Review Project Plan & Project schedule | By attend project meeting | Significant changes to WO, PP and Project schedule (scope, objectives Organization, HR, major milestone, deliverables ) |  | PM |

|  |
| --- |
| Communication with Supervisor |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Progress Review | By email and/or via Operation meeting at Group/Division level | Weekly | Project status report, Issue requiring clarifications, escalation, if any | PM |
| Project Milestone Review | By email and via project milestone review meeting | End of every stage | Project objective review, evaluate project performance (quality, schedule, effort), Causal analysis, update project plan for next stage | PM |

1. Communication and Reporting Plan

# CONFIGURATION MANAGEMENT

The detail configuration management is available in file:**IVSN\_CMPlan\_v1.0\_EN.docx**.