Project handbook

KTI – Kapsch Tablet Infrastructure 001

Version 3.1

Project manager: Philip Steinhäuser

Date: 06/05/2015

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Document versions

Versionno.	Date	Change	Author
1.0	29.9.2014	Start	Götze
1.1	24.10.2014	Project plans updated	Götze
1.2	30.10.2014	Project management handbook updated	Steinhäuser, Müller
1.3	31.10.2014	Project bar chart	Steinhäuser, Hammer
1.4	03.11.2014	Project Work-Package Specification	Steinhäuser
2.0	24.03.2015	Work packages and Project Bar Chart updated	Steinhäuser
3.0	10.04.2015	Status reports and minutes of meeting added	Steinhäuser, Hammer
3.1	06.05.2015	Project Close down updated	Steinhäuser

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Bernhard Bruckner	Kapsch	Project owner		
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1 Project plans

1.1 Project Assignment

KTI – Kapsch Tablet Infrastructure 001	PROJECT-ASSIGNMENT
Project start event: • Kick-off	**Project start date:** • 13.10.2015
project close down event in terms of content: • Research paper completed **Formal project close down event:** • 1.4.2 Handover of the final results to the partner	**Project close down dates:** • 15.05.2015
Project objectives: • Identifying indicators, which need to be fulfilled by an Android based industrial solution • Identifying, highlighting and describing different realization concepts • Evaluation of selected concepts for prototyping • Outline the results of the prototype concept	**Non-objectives:** • Developing a self-programmed solution • Solve problems of a selected standard solution • Prototype is a ready-to-sell product
Main tasks (Project phases): • Project-Planning • Preparation on templates, specifications and research work • Study on feasibility concepts • Evaluation of selected concepts for prototyping • Result presentation	**Project resources and costs*:** resource/type of cost | unit | Costs (€)
Project owner: • Kapsch BusinessCom AG	**Project manager:** • Philip Steinhäuser
Project team members: • Sebastian Götze • Samuel Hammer • Michael Kaufmann • Konstanze Müller	
..... <*Name*>, (Project owner)	..... <*Name*> (Project manager)

* Possible categories of total Project budget:
Category A: up to 0,3 million Euro
Category B: up to 1 million Euro
Category C: up to 10 million Euro
Category D: mor than 10 million Euro

1.2 Project Objectives (objectives, non-objectives)

KTI – Kapsch Tablet Infrastructure 001	PROJECT OBJECTIVES	
Type of objective	**Project objectives**	**Adjusted prroject objectives as of…**
objectives: • **Main objectives** • **Additional objectives**	• Identifying indicators, which need to be fulfilled by an Android based industrial solution • Identifying, highlighting and describing different realization concepts • Evaluation of selected concepts for prototyping • Outline the results of the prototype concept • No additional objectives •	•
Non-objectives	• Developing a self-programmed solution • Solve problems of a selected standard solution • Prototype is a ready-to-sell product • •	•

1.3 Description of Pre- and Post Project Phase

<Project name> <Project no.>	DESCRIPTION OF PRE- AND POST-PROJECT PHASE

1) Pre-project phase

What triggered the project?

Our project partner Kapsch provides enterprise grade solutions for major operating systems such as Microsoft Windows 8. Due to the Consumerization trend in industry platforms like Apple iOS and Android OS are on the rise in enterprise applications and leading system integrators like Kapsch are in need to understand those platforms, their applications and limitations. Based on experience and results from existing projects Kapsch has realized that for certain applications or scenarios the Apple iOS platform has its limitations and drawbacks. In particular industrial applications have a need for a rock-solid platform which enables a system integrator like Kapsch to operate a 24/7 application and service. So Kapsch is keen to expand their knowledge and experience towards the Android platform to be able to provide solution platform for industrial applications.

Aim of this cooperation is to co-work on a set of different feasibility concepts for realizing such a platform based on Android.

Relevant douments for the project („Minutes", … ONLY documents and no content necessary)

- Requirement specification from Kapsch
- Meeting minutes from the pre-project phase

Experience from similar projects

/

2) Post-project phase

What will happen after the projet has ended? (follow-up activities, further projects, …)?

- Following studies based on the results of the project by Kapsch
- Detailed study on the selected concept for developing a ready-to-sell product by Kapsch

1.4 Project Environment Analysis

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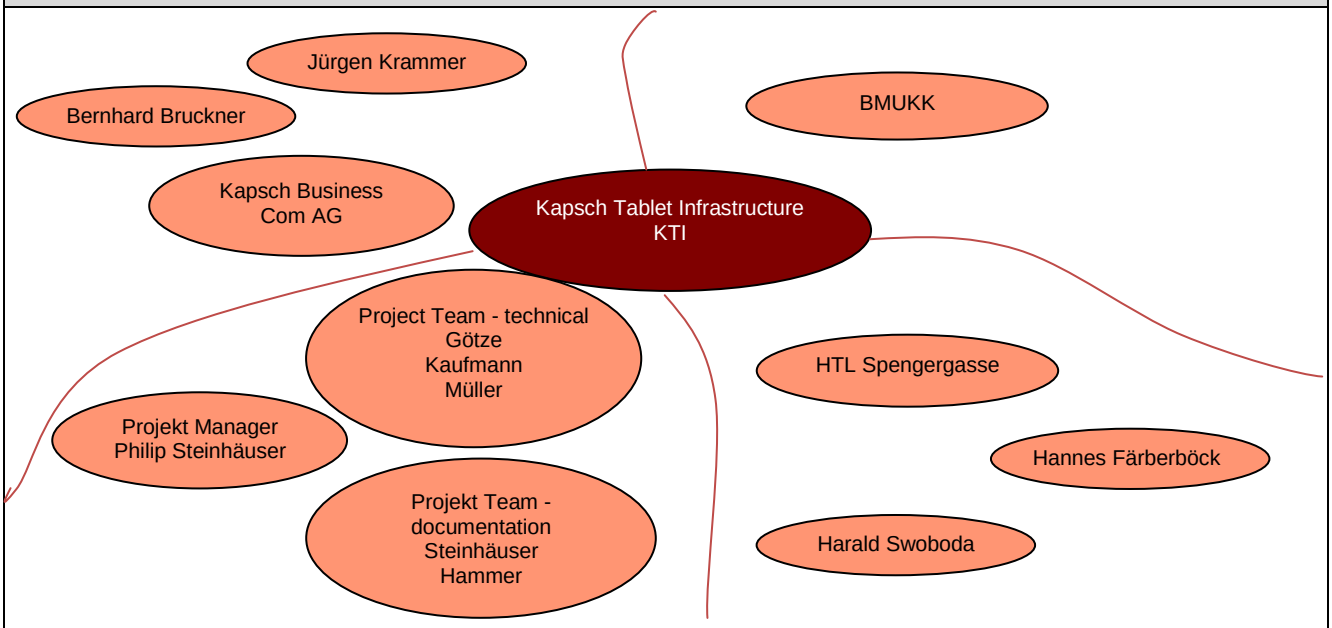
PROJECT ENVIRONMENT GRAPHIC



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PROJECT ENVIRONMENT TABLE

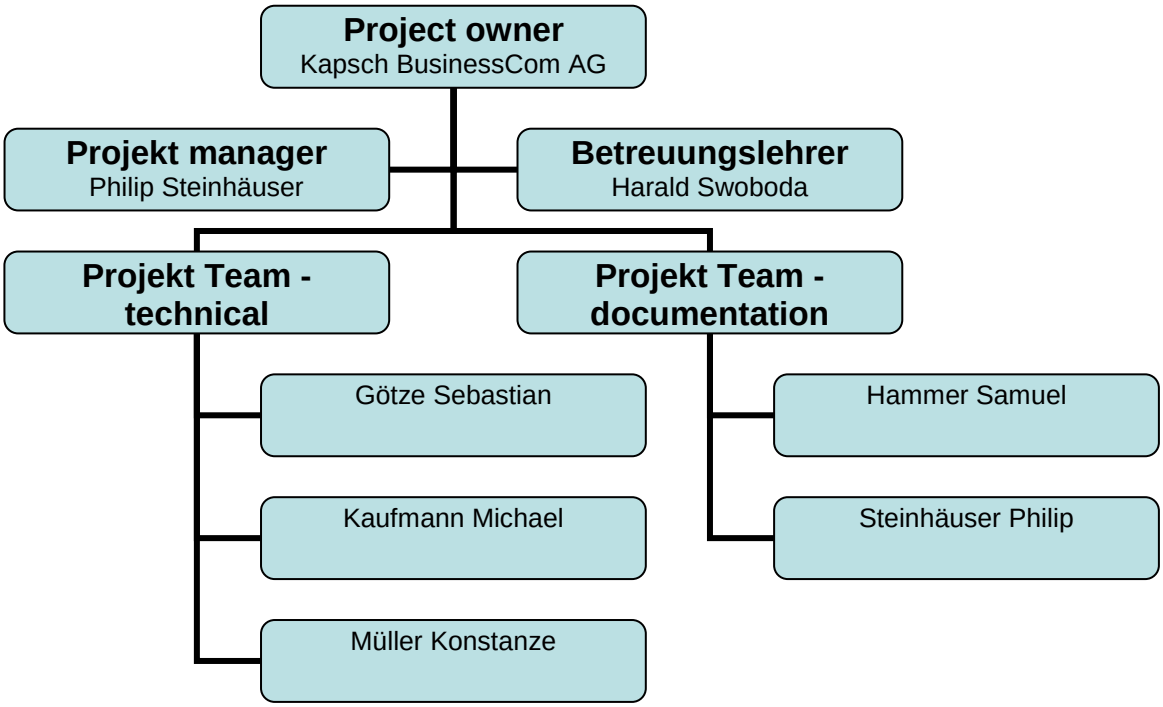
Environment	**Relationship** (potential/conflict)	**Measures**	**Who / when** **WBS Code**
Kapsch	Project Owner	Project owner meeting	
HTL Spengergasse	School / marking authority	Project status report	
BMUKK	Juritically authority	Presentation oft he result	1.4.4
Project Team	workforce	notes	

1.5 Relationship to Other Projects and the Organisations´s Strategy

KTI – Kapsch Tablet Infrastructure 001	RELATIONSHIP TO OTHER PROJECTS		
Programs/ Projects/	**Relationship** (potential/conflict)	**Sanctions**	**Who / when** **WBS Code**
/	/	/	/

KTI – Kapsch Tablet Infrastructure 001	CONNECTION TO THE ORGANISATION´S STRATEGY
Strategy	**Description of connection/relationship**
Company cooperation	The HTL Spengergasse wants to strengthen their connections to austrian industries. To give the students a more hands on experience on project work.

1.6 Project Organisation Chart



KTI – Kapsch Tablet Infrastructure 001	PROJECT-ORGANISATION	
Role in Project	**Field of duties/Skills**	**Name**
Project owner		Kapsch BusinessCom AG
Project manager		Philip Steinhäuser
Project team members		Sebastian Götze Samuel Hammer Michael Kaufmann Konstanze Müller Philip Steinhäuser
Project members		

1.7 Plan of Objects of Consideration of the Project

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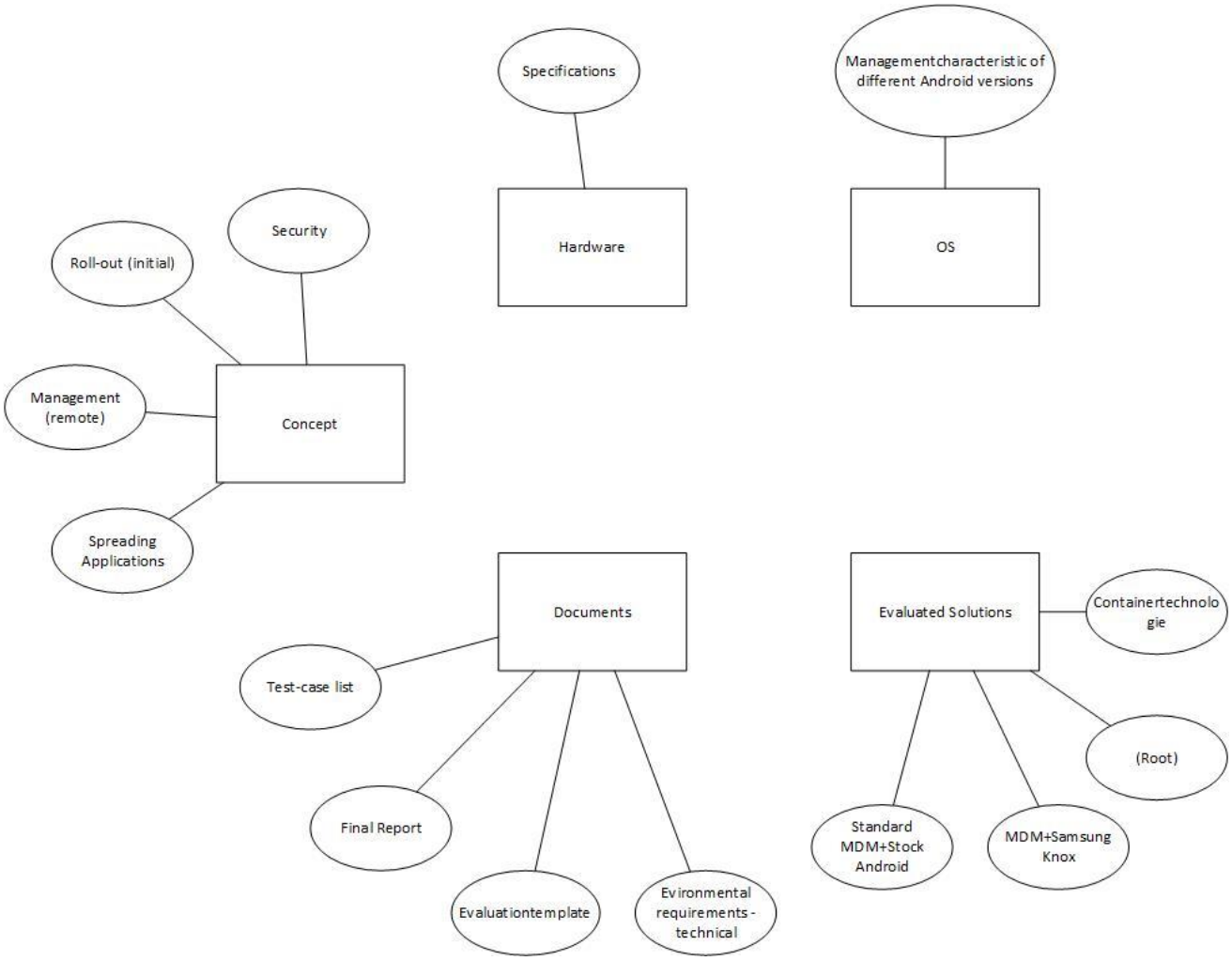
PLAN OF OBJECTS OF CONSIDERATION



1.8 Work Breakdown Structure (WBS)

1. KTI
   - 1.1. Project-Planning
     - 1.1.1. Assignment of work packages and responsibility
     - 1.1.2. Creating Project relevant Documents
     - 1.1.3. Creating Timetable
     - 1.1.4. Enumerating work packages
     - 1.1.5. Project-Planning finished
   - 1.2. Preparation of templates, specifications and research work
     - 1.2.1. creating of documentation templates
     - 1.2.2. selection of specifications
     - 1.2.3. research of varieties
     - 1.2.4. configuring the tablet
     - 1.2.5. Preparation on templates, specifications and research work finished
   - 1.3. Study on feasibility concepts
     - 1.3.1. Testing the selected varieties
     - 1.3.2. Creating the final concept
     - 1.3.3. Creating Research paper
     - 1.3.4. Creating research paper completed
     - 1.3.5. Configuring prototype
     - 1.3.6. Configuring prototype finished
   - 1.4. Evaluation of selected concepts for prototyping
     - 1.4.1. Perform final quality check
     - 1.4.2. Handover of the final results to the partner
     - 1.4.3. Acceptance test by teachers
     - 1.4.4. Acceptance test by BMUKK
   - 1.5. Result presentation

1.9 Project Work-Package Specification

KTI – Kapsch Tablet Infrastructure 001	PROJECT WORK-PACKAGE SPECIFICATION

1.1.1, Assignment of work packages and responsibility	**WP Content** (*What shall be done?)*
	• The work packages should be defined by the following points
	  ○ WP Content
	  ○ Non-WP Content
	  ○ WP Result
	  ○ Progress Measurment

	Non-WP Content (*What shall not be done? optional)* • The work packages shouldn't be defined another way
	WP Result (*What is achieved after WP was finished?)* • All packages are clearly defined and well understandable
	Progress Measurement (*How is progress measured?)* • Fill in all points of the PROJECT WORK-PACKAGE SPECIFICATION

KTI – Kapsch Tablet Infrastructure 001	PROJECT WORK-PACKAGE SPECIFICATION
1.1.2, Creating Project relevant Documents	**WP Content** (*What shall be done?)* • Project management handbook • Research Paper •
	Non-WP Content (*What shall not be done? optional)* • List of Tests • Document of the hardware and android specification
	WP Result (*What is achieved after WP was finished?)* • Project plans: Milestone plan, Project Environment Analysis, Project Organisation Chart, Work Breakdown Structure (WBS), Project Risk Analysis,… • Project start
	Progress Measurement (*How is progress measured?)* • Completion level of a single document

KTI – Kapsch Tablet Infrastructure 001	PROJECT WORK-PACKAGE SPECIFICATION
1.1.3, Creating Timetable	**WP Content** (*What shall be done?)* • Based on WBS • Create the timetable in MS Project
	Non-WP Content (*What shall not be done? optional)* • Creating of the WBS
	WP Result (*What is achieved after WP was finished?)* • Time table – gives a overview on the working hours, which will be needed to finish the project in time.
	Progress Measurement (*How is progress measured?)* • The MS Project file will be created. This document will be updated frequently.

KTI – Kapsch Tablet Infrastructure 001	PROJECT WORK-PACKAGE SPECIFICATION
1.1.4, Enumerating work packages	**WP Content** (*What shall be done?)* • Based on WBS • Every project member should be responsible at least one work package. • These work packages will be separated between the two topic related teams.
	Non-WP Content (*What shall not be done? optional)* • Do the work of the work packages • One person is responsible for all work packages.
	WP Result (*What is achieved after WP was finished?)* • responsibility matrix
	Progress Measurement (*How is progress measured?)* • after the discussion about the responsibility for certain packages, the results will be held in a responsibility matrix

KTI – Kapsch Tablet Infrastructure 001	PROJECT WORK-PACKAGE SPECIFICATION

1.2.1, Creating of documentation templates	**WP Content** (*What shall be done?)*
	• creating empty templates for
	  ○ evaluation template
	  ○ activity report
	  ○ minutes of meeting

	Non-WP Content (*What shall not be done? optional)* • template for research paper
	WP Result (*What is achieved after WP was finished?)* • is a tool for enforcing a standard layout and look and feel across multiple pages or within content regions.
	Progress Measurement (*How is progress measured?)* • designing the standard layout for each of the documents

KTI – Kapsch Tablet Infrastructure 001	PROJECT WORK-PACKAGE SPECIFICATION
1.2.2, **Selection of Specification**	**WP Content** (*What shall be done?)* • contains a description of the hard- and software which will be used for testing and evaluating the different varieties
	Non-WP Content (*What shall not be done? optional)* • how we are using the hard- and software
	WP Result (*What is achieved after WP was finished?)* • Document of specification
	Progress Measurement (*How is progress measured?)* • Analyse the hard – and software requirements based on the final concept

KTI – Kapsch Tablet Infrastructure 001	PROJECT WORK-PACKAGE SPECIFICATION
1.2.3, Research of varieties	**WP Content** (*What shall be done?)* • The evaluation of the different software varieties which were defined in the Pre-Study
	Non-WP Content (*What shall not be done? optional)* • Configuring the evaluated variety on the tablet • Creating a comparison of the varieties
	WP Result (*What is achieved after WP was finished?)* • Filled research templates
	Progress Measurement (*How is progress measured?)* • Filling in the determined information in the research templates

KTI – Kapsch Tablet Infrastructure 001	PROJECT WORK-PACKAGE SPECIFICATION
1.2.4, Configuring the tablet	**WP Content** (*What shall be done?)* • Configuring the tablet so that it could be used for the daily work
	Non-WP Content (*What shall not be done? optional)* • Configuring the evaluated variety on the tablet • Testing the evaluated variety
	WP Result (*What is achieved after WP was finished?)* • Tablet which is usable for the daily use
	Progress Measurement (*How is progress measured?)* • You can follow the progress of this work-package by looking on our tablet

KTI – Kapsch Tablet Infrastructure 001	PROJECT WORK-PACKAGE SPECIFICATION
1.3.1, Testing the selected varieties	**WP Content** (*What shall be done?)* • The evaluated software variety should be tested on the tablet to see if the features really work like expected.
	Non-WP Content (*What shall not be done? optional)* • If some features don´t work like expected, find a solution to fix that.
	WP Result (*What is achieved after WP was finished?)* • A document, which provides an overview of what is working like expected and what isn´t.
	Progress Measurement (*How is progress measured?)* •

KTI – Kapsch Tablet Infrastructure 001	PROJECT WORK-PACKAGE SPECIFICATION
1.3.2, Creating the final concept	**WP Content** (*What shall be done?)* • Creating a concept which gives an overview about the following: ○ A security Concept ○ How the roll-out should be done ○ How the devices are manageable (per remote or have it to be local) ○ How to spread Applications
	Non-WP Content (*What shall not be done? optional)* • Creating the document described above for every software variety defined in the Pre-Study
	WP Result (*What is achieved after WP was finished?)* • A well suckered document about the concept.
	Progress Measurement (*How is progress measured?)* •

KTI – Kapsch Tablet Infrastructure 001	PROJECT WORK-PACKAGE SPECIFICATION
1.3.3, Creating Research paper	**WP Content** (*What shall be done?*) • Creating a document which contains a summary of the tested software solutions and our research work.
	Non-WP Content (*What shall not be done? optional*) • A complete documentation of our testing procedure
	WP Result (*What is achieved after WP was finished?*) • The paper is finished and sums up the entire research work of the project
	Progress Measurement (*How is progress measured?*) • How much of the research and testing work is already documented

KTI – Kapsch Tablet Infrastructure 001	PROJECT WORK-PACKAGE SPECIFICATION
1.3.5, Configuring prototype	**WP Content** (*What shall be done?*) • Configuring the evaluated variety on the tablet
	Non-WP Content (*What shall not be done? optional*) • Testing the evaluated variety
	WP Result (*What is achieved after WP was finished?*) • A prototype/tablet configured with the evaluated variety
	Progress Measurement (*How is progress measured?*) • Configure the evaluated variety on the tablet

KTI – Kapsch Tablet Infrastructure 001	PROJECT WORK-PACKAGE SPECIFICATION
1.4.1, Perform final quality check	**WP Content** (*What shall be done?*) • Project team should check, if the created documents and the prototype fulfil all of their requirements
	Non-WP Content (*What shall not be done? optional*) • Create new documents or make huge changes
	WP Result (*What is achieved after WP was finished?*) • The document creation is finished and matches the requirements of the project owner
	Progress Measurement (*How is progress measured?*) • The amount of reviewed documents

KTI – Kapsch Tablet Infrastructure 001	PROJECT WORK-PACKAGE SPECIFICATION
1.4.2, Handover of the final results to the partner	**WP Content** (*What shall be done?)* • The documents and prototype are handed over to Kapsch to declare the end of the project
	Non-WP Content (*What shall not be done? optional)* • Handover of the final result to the teachers or the BMUKK
	WP Result (*What is achieved after WP was finished?)* • Cooperation between project partner and team ends
	Progress Measurement (*How is progress measured?)* • Hand-over meeting performed or not?

KTI – Kapsch Tablet Infrastructure 001	PROJECT WORK-PACKAGE SPECIFICATION
1.4.3, Acceptance test by teachers	**WP Content** (*What shall be done?)* • The output of the the project should be graded by the responsible teachers
	Non-WP Content (*What shall not be done? optional)* • Alter anything • Handover of the final result to the project partner (Kapsch BusinessCom AG)
	WP Result (*What is achieved after WP was finished?)* • The project is graded by the project teams teachers
	Progress Measurement (*How is progress measured?)* • Amount of reviewed project output

KTI – Kapsch Tablet Infrastructure 001	PROJECT WORK-PACKAGE SPECIFICATION
1.4.4, Acceptance test by BMUKK	**WP Content** (*What shall be done?)* • The Bundesministerium für Unterricht und Kultur grades our handed in project output.
	Non-WP Content (*What shall not be done? optional)* • Alter anything after handing it in
	WP Result (*What is achieved after WP was finished?)* • Project successful finished
	Progress Measurement (*How is progress measured?)* • Amount of reviewed project output

1.10 Project Responsibility Matrix

KTI – Kapsch Tablet Infrastructure 001

PROJECT-RESPONSIBILITY-MATRIX

WBS-Code	WP-Title / Roles & Environment	Kapsch BusinessCom AG	Steinhäuser Philip	Götze Sebastian	Hammer Samuel	Kaufmann Michael	Müller Konstanze	Harald Swoboda	Jürgen Krammer
1.1	**Project-Planning**	**I**	**R**	**C**	**C**	**C**	**C**	**I**	**I**
1.1.1	Assignment of work packages and responsibility	**I**	**C**	**C**	**R**	**C**	**C**	**I**	**I**
1.1.2	Creating project relevant documents	**I**	**R**	**C**	**C**	**C**	**C**	**I**	**I**
1.1.3	Creating Timetable	**I**	**I**	**I**	**R**	**I**	**I**	**I**	**I**
1.1.4	Enumerating work packages	**I**	**R**	**C**	**C**	**C**	**C**	**I**	**I**
1.2	**Preparation of templates, specifications and research work**	**I**	**C**	**R**	**C**	**C**	**C**	**I**	**I**
1.2.1	Creating of documentation templates	**I**	**R**	**C**	**C**	**C**	**C**	**I**	**I**
1.2.2	Selection of specifications	**I**	**I**	**C**	**I**	**R**	**C**	**I**	**I**
1.2.3	Research of varieties	**I**	**I**	**C**	**I**	**C**	**R**	**I**	**I**
1.2.4	Configuring the tablet	**I**	**I**	**R**	**I**	**C**	**C**	**I**	**I**
1.3	**Study on feasibility concepts**	**I**	**I**	**C**	**I**	**R**	**C**	**I**	**I**
1.3.1	Testing the selected varieties	**I**	**I**	**C**	**I**	**R**	**C**	**I**	**I**
1.3.2	Creating the final concept	**I**	**I**	**C**	**I**	**C**	**R**	**I**	**I**
1.3.3	Creating research paper	**I**	**I**	**C**	**I**	**R**	**C**	**I**	**I**
1.3.5	Configuring prototype	**I**	**I**	**R**	**I**	**C**	**C**	**I**	**I**
1.4	**Evaluation of selected concepts for prototyping**	**C**	**R**	**C**	**C**	**C**	**C**	**I**	**C**
1.4.1	Perform final quality check	**C**	**R**	**C**	**C**	**C**	**C**	**I**	**C**
1.4.2	Handover of the final results to the partner	**C**	**R**	**C**	**C**	**C**	**C**	**I**	**C**
1.4.3	Acceptance test by the teachers	**C**	**R**	**C**	**C**	**C**	**C**	**I**	**C**
1.4.4	Acceptance test by the BMUKK	**C**	**R**	**C**	**C**	**C**	**C**	**I**	**C**

Functions
R .....Responsible
C .....Contribution
I .....has to be informed

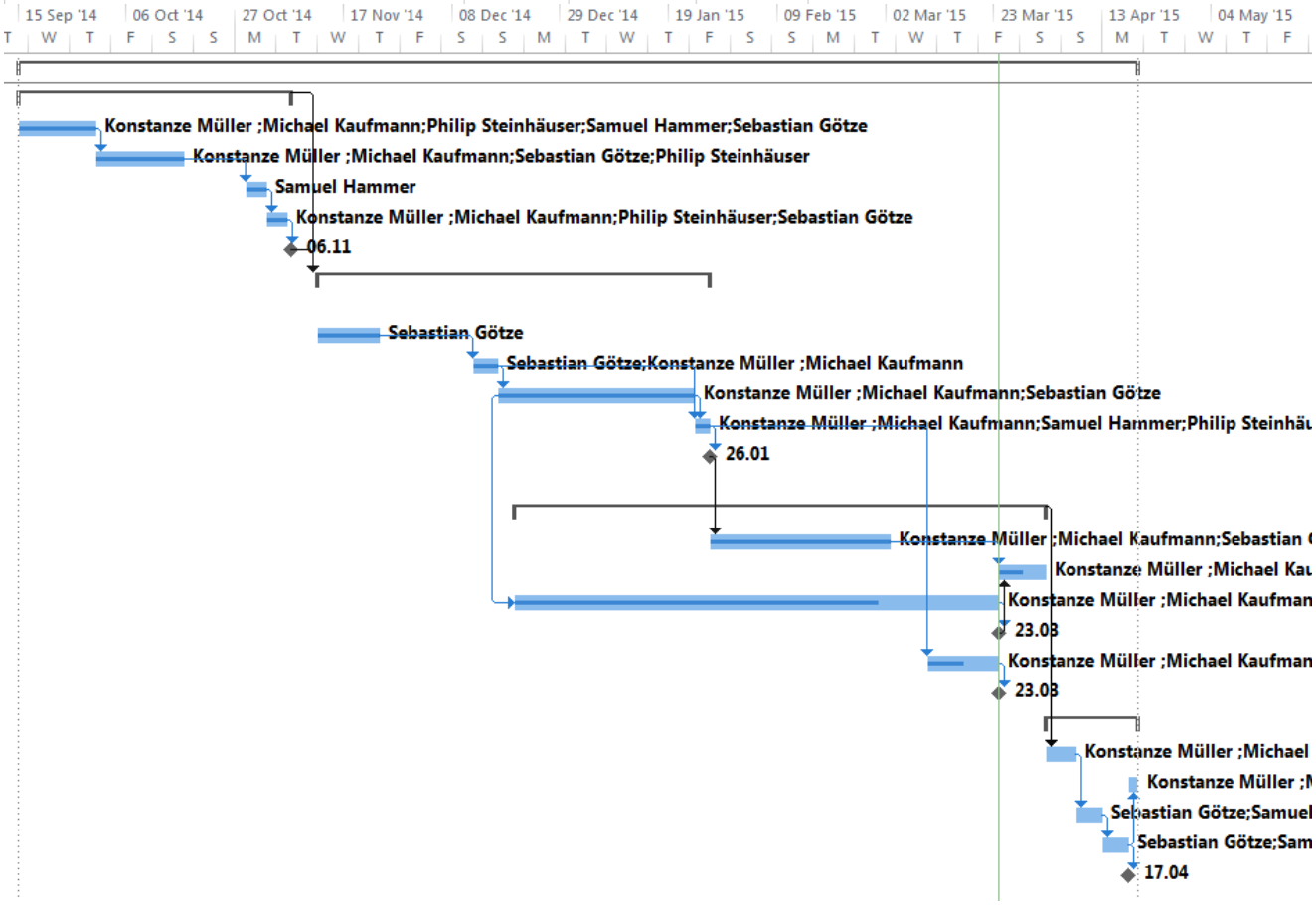
1.11 Milestoneplan

KTI – Kapsch Tablet Infrastructure 001	MILESTONEPLAN			
WBS-Code	**Milestone**	**Plan date**	**Revised date**	**Actual date**
1.1.5	Project-Planning finished	06.11.2014	20.12.2014	04.12.2014
1.2.5	Preparation of templates, specifications and research work finished	19.12.2014	23.12.2014	04.12.2014
1.3.4	Creating research paper completed	30.01.2015	1. 23.02.2015 2. 23.03.2015	23.03.2015
1.3.6	Configuring prototype finished	20.02.2015	23.03.2015	23.03.2015
1.5	Result presentation	15.05.2015		17.04.2015

*In order of plan dates.

1.12 Project Bar Chart

KTI	217 dys	Mon 15.09.14	Sun 19.04.15	
Project planning	**53 dys**	**Mon 15.09.14**	**Thu 06.11.14**	
Project planning	15 dys	Mon 15.09.14	Mon 29.09.14	
Assignment of work packages and responsibility	17 dys	Tue 30.09.14	Thu 16.10.14	3
creating timetable	4 dys	Wed 29.10.14	Sat 01.11.14	4
Enumerating work packages	4 dys	Sun 02.11.14	Wed 05.11.14	5
Project planning finished	0 dys	Thu 06.11.14	Thu 06.11.14	6FS+1 dy
Preperation on templates, specifications and research work	**76 dys**	**Wed 12.11.14**	**Mon 26.01.15**	**2;7**
Creating of documentation templates	12 dys	Wed 12.11.14	Sun 23.11.14	
Selection of specifications	5 dys	Fri 12.12.14	Tue 16.12.14	9
Research of varieties	38 dys	Wed 17.12.14	Fri 23.01.15	10
configuring the tablet	3 dys	Sat 24.01.15	Mon 26.01.15	10;11
Preparation on templates, specifications and research work finished	0 dys	Mon 26.01.15	Mon 26.01.15	12
Study on feasibility concepts	**103 dys**	**Sat 20.12.14**	**Wed 01.04.15**	
Testing selected varieties	35 dys	Tue 27.01.15	Mon 02.03.15	13
Creating the final concept	9 dys	Tue 24.03.15	Wed 01.04.15	15;18
Creating research paper	94 dys	Sat 20.12.14	Mon 23.03.15	11SS+3 dys
Creating research paper completed	0 dys	Mon 23.03.15	Mon 23.03.15	17
Configuring prototype	14 dys	Tue 10.03.15	Mon 23.03.15	12
Configuring prototype finished	0 dys	Mon 23.03.15	Mon 23.03.15	19
Evaluation of selected concepts for prototyping	**18 dys**	**Thu 02.04.15**	**Sun 19.04.15**	
Performing final quality check	6 dys	Thu 02.04.15	Tue 07.04.15	14
Handover of final results to the partner	2 dys	Sat 18.04.15	Sun 19.04.15	25
Acceptance test by teachers	5 dys	Wed 08.04.15	Sun 12.04.15	22
Acceptance test by BMuKK	5 dys	Mon 13.04.15	Fri 17.04.15	24
Result presentation	0 dys	Fri 17.04.15	Fri 17.04.15	25



1.13 Project Communication

KTI – Kapsch Tablet Infrastructure 001	PROJECT-COMMUNICATION			
Title	**Objectives, Content**	**Participants**	**Schedule**	**Location**
Project owner meeting	• project status • decisions • acceptance of progress report	Project owner, Project manager, Project team	2 x month	Kapsch BusinesswCom AG
Project controlling meeting	• project status • controlling of tasks, schedule, resources, costs • controlling of project environments • social controlling • prepare proposal for decision	Project manager, Project team, Project coach	1 x week	HTBLVA Spengergasse
Project status report	• progress documentation • planned actions	Project manager, Project team, Project coach, Project management officer (PMO)	1 x month	HTBLVA Spengergasse

1.14 Project „Rules"

1.1 Documents

1.1.1 File name

Every created Document needs to be saved with a specific file name and into a specific directory.
The filename exists out of the

<title>_<creation date>_<version number>.<file extension>

For example:
A MS-Project file defining the Gantt-Chart has been updated on the fifth of December. So the file name is:
gantt_ 20141205_1.1.msproj

1.1.2 File Directory

For every type of project relevant document there is a directory containing all versions of this file. The directory name results out of the document. So for the Work breakdown structure the directory name will be WBS.

1.1.3 Distribution

The project team will share and work in a Dropbox-directory, saving files under the rules mentioned above. After finishing a certain document, the final version will be copied to the SharePoint-Server provided by Kapsch. The directory structure on the SharePoint will be the same, as it is in the Dropbox.

1.2 Activity report

Every project member has to leave an entry in their own activity report, after working on a project related topic. The members have to use the provided template in the Dropbox and are not allowed to change it, unless it has been discussed with the rest of the project team. In the template there is a single line for each entry. This line contains columns for an ID, WBS-Code, Date, Time from, Time to, Time Total and a description. Every column needs to be filled out!

1.3 Minutes of meeting

During a meeting one of the project members needs to take notes of the conversation. These should be kept as normal notices in a file of any form, but need to be summarized in a minutes of meeting afterwards. There standardised template, provided in the Dropbox, must be used, so that the files have the same structure.

1.4 Hand-ins

All hand-ins will be done by the project manager. In case of an absence of the manager this will be performed by the member Sebastian Götze or Konstanze Müller.

1.15 Project Risk Analysis

		PROJECT RISK ANALYSIS							
WBS-Code	WBS-descripton	Risk-description	Priority	Benefit /Cost	Probability	Risk-value	Delay	Avoidong action	Cost for minimizing risk
(Code)	*(Text)*	*(Text)*	*(Range)*	*(iuro)*	*(Percentage)*	*(iuro)*	*(iWeeks)*	*(Text)*	*(Euro)*
1.2.3	Research of varieties	Unsucessful searching of resources of the varieties	middle	-	-	-	-	Come in contact with Bernard Bruckner - asking for support.	-
1.2.4	Configuring the tablet	Delivery-delay of the tablet	Low	-	-	-	-	Using a private tablet in the this interim period	-
1.3.1	Testing the selected varieties	Time managment problem	High	-	-	-	-	Planing enough slack time for this work package.	-
1.3		Illness of one technical project team member-lose a lot of time	Middle	-	-	-	-	Every technical team member must be every time up to date to undertake working parts of on other team member.	-
Project total									

1.16 Project Documentation

Area	Description
File	• Kapsch SharePoint-Server • Dropbox
Access Authorisation	Provided by the project owner
Naming convention	Auto-generated by the Kapsch PMO
Rules	

2 Project Co-ordination

2.1 Approval of Work-packages

KTI – Kapsch Tablet Infrastructure 001	APPROVAL OF WORK-PACKAGES				
WBS-Code	**Work-package**	**WP-Owner**	**Date**	**Approval by**	**Signature**
1.1.1	Assignment of work packages and responsibility	Hammer	16.10.2014	Project coach	
1.1.2	Creating Project relevant Documets	Steinhäuser		Project coach	
1.1.3	Creating Timetable	Hammer	01.11.2014	Project coach	
1.1.4	Enumerating work packages	Steinhäuser	05.11.2014	Project manager	
1.2.1	Creating of documentation templates	Steinhäuser	23.11.2014	Project manager	
1.2.2	Selection of specifications	Kaufmann	16.12.2014	Project manager	
1.2.3	Research of varieties	Müller	23.01.2015	Project manager	
1.2.4	Configuring the tablet	Götze	26.01.2015	Project manager	
1.3.1	Testing the selected varieties	Kaufmann	02.03.2015	Project manager	
1.3.2	Creating the final concept	Müller	01.04.2015	Project manager	
1.3.3	Creating research paper	Kaufmann	23.03.2015	Project manager, KAPSCH	
1.3.5	Configuring prototype	Götze	23.03.2015	Project manager, KAPSCH	
1.4.1	Perform final quality check	Steinhäuser	07.04.2015	Project manager	
1.4.2	Handover of the final results to the partner	Steinhäuser	14.04.2015	KAPSCH	
1.4.3	Acceptance test by teachers	Steinhäuser	16.04.2015	Project coach	
1.4.4	Acceptance test by BMUKK	Steinhäuser	17.04.2015	BMUKK	

2.2 Minutes – Project Co-ordination

Besprechungsprotokoll Projekt KTI-Kapsch Tablet Infrastructur	
Besprechungsort: HTL Spengergasse Besprechungsdatum: 09.09.2014 von: 17:00 bis: 18:20 Protokollführer: Samuel Hammer	Verteiler:

anwesend Name:	zeitweise anwesend Name von – bis		Unterschrift
Mag. Dipl.-Ing. Bernhard Bruckner Dipl.-Ing. Harald Swoboda Sebastian Götze Samuel Hammer Michael Kaufmann Konstanze Müller Philip Steinhäuser			

Lfd. Nr.	Arbeitspaket Nr. Kurzbezeichnung	Ergebnisse	erledigt Code	durch bis
01	Sprache der Dokumentation	Englisch		
02	Sprache der Verwaltungsoberfl.	Hinfällig		
03	Ziele definieren	geklärt		
04	Kooperationsvertrag besprechen	Wird unterschrieben		
05	Werksvertrag besprechen	Hinfällig		
06	SharePoint Zugang	in die Wege geleitet	T	KW 37
07	Projekt Ergebnis	geklärt		
08	Rechere des MDM	wird in den nächsten Wochen durchgeführt		

Code: A = Auftrag, B = Beschluss, E = Empfehlung, F = Feststellung, T = Termin

Version:1.1 Datum: 18.09.2014 Ersteller/in: Müller Konstanze Seite 1 von 1

Besprechungsprotokoll Projekt KTI-Kapsch Tablet Infrastructur	
Besprechungsort: Kapsch BusinessCom AG Besprechungsdatum: 13.10.2014 von: 15:25 bis: 17:30 Protokollführer: Konstanze Müller Datum des Protokolls: 13.10.2014	Verteiler:

anwesend Name:	zeitweise anwesend Name von – bis		Unterschrift
Mag. Dipl.-Ing. Bernhard Bruckner Jürgen Krammer Sebastian Götze Samuel Hammer Michael Kaufmann Konstanze Müller Philip Steinhäuser			

Lfd. Nr.	Arbeitspaket	Ergebnisse	erledigt	
			Code	durch bis
01	Allgemeine Besprechung des weiteren Vorgehens			
01	Brainstorming zur Feststellung der Betrachtungsobjekte des	Ein provisorischer OSP		
03	Besprechung der verschiedenen Varianten zur Absicherung eines Tablets	• Standard MDM+ • Stock Android MDM + • Samsung Knox • Root • Container		
04	Besprechung von Anforderungen für erfolgreichen Abschluss des Projekts	• Untersuchungsbericht (Aufbereitung der Ergebnisse der Recherche) • Prototyp auf Tablet		
05	Besprechung weiterer Aufgaben	OSP, PSP, Meilensteinliste bis zum nächsten Meeting	A	24.10.2014
06	Festlegung des nächsten	24.10.2014, 09:00 Uhr	T	

Code: A = Auftrag, B = Beschluss, E = Empfehlung, F = Feststellung, T = Termin

Version:1.0 Datum: 20.10.2014 Ersteller/in: Samuel Hammer Seite 1 von 1

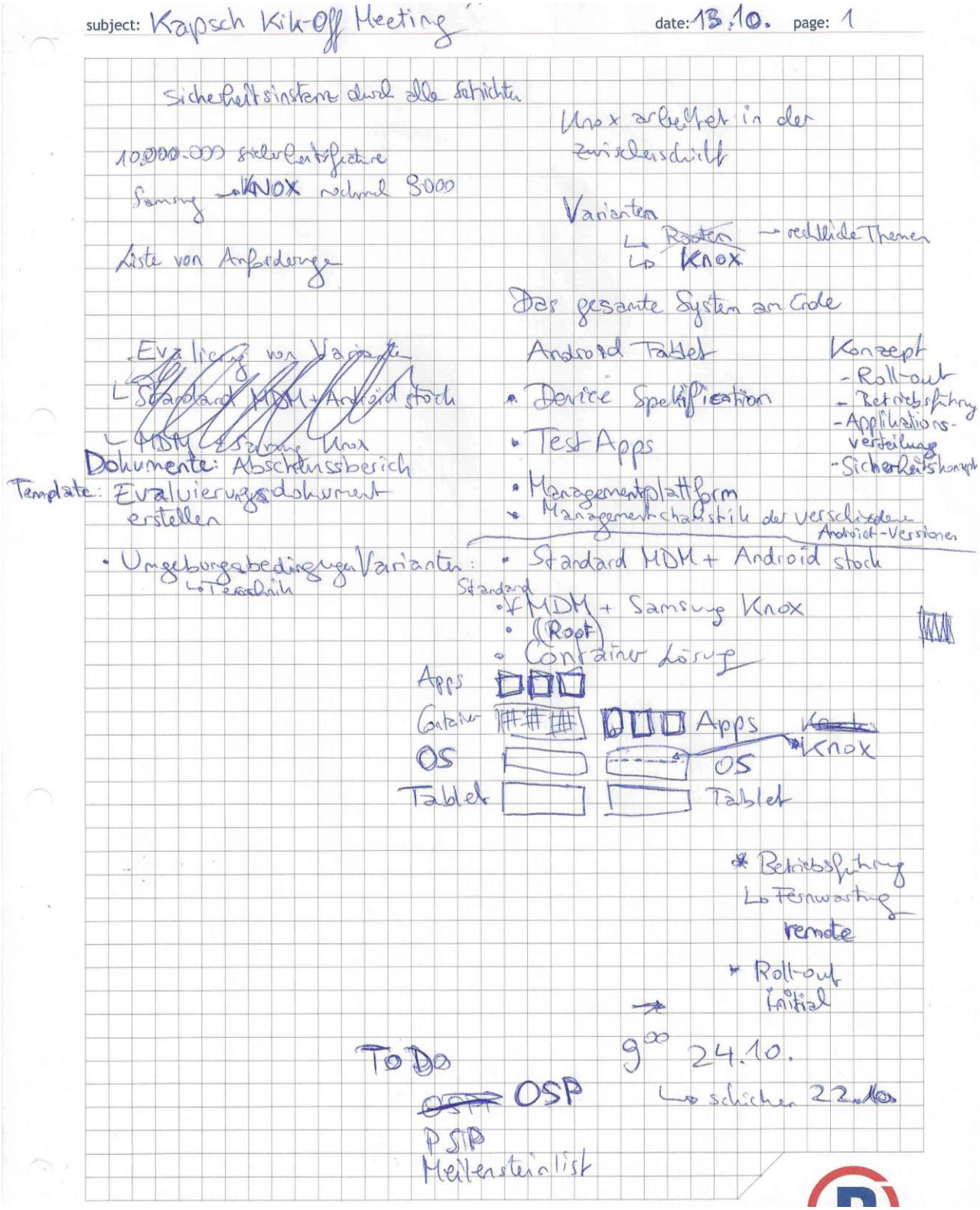


Abbildung 1-Mitschrift

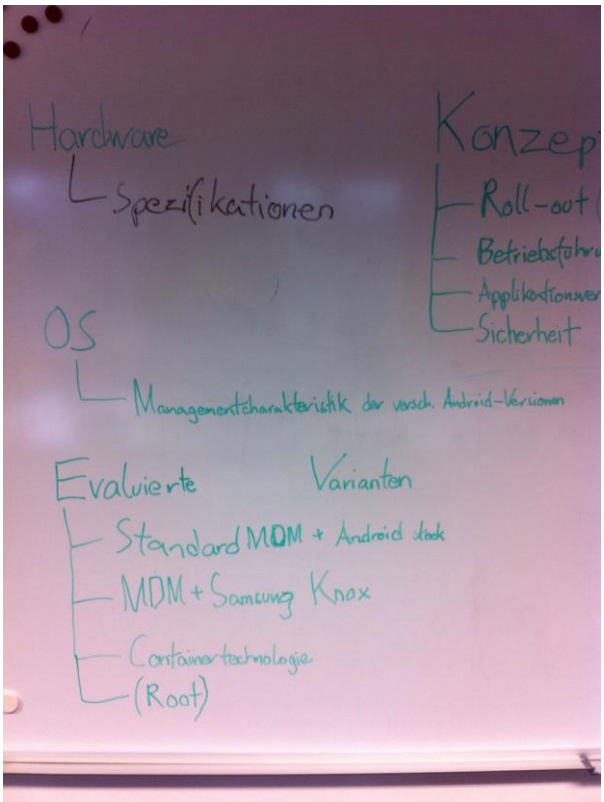


Abbildung 2-OSP #1

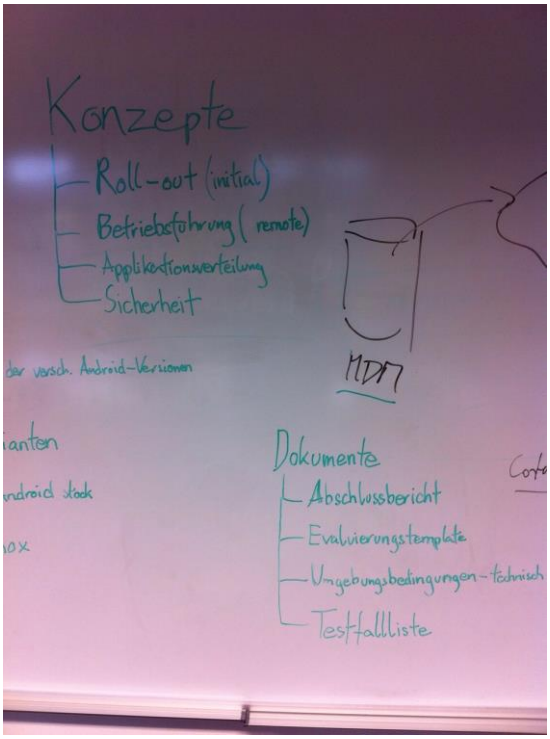


Abbildung 3-OSP #2

Besprechungsprotokoll Projekt KTI –Kapsch Tablet Infrastructur	
Besprechungsort: Kapsch BusinessCom AG Besprechungsdatum: 24.10.2014 von: 09:00 bis: 10:00 Protokollführer/in: Philip Steinhäuser Datum des Protokolls: 24.10.2014	Verteiler:

anwesend Name:	zeitweise anwesend Name von – bis		Unterschrift
Mag. Dipl.-Ing. Bernhard Bruckner Jürgen Krammer Sebastian Götze Samuel Hammer Michael Kaufmann Konstanze Müller Philip Steinhäuser			

Lfd. Nr.	Arbeitspaket Nr. Kurzbezeichnung	Ergebnisse	erledigt	
			Code	durch bis
01	Allgemeine Besprechung des weiteren Vorgehens			
02	Klärung einiger aufgetretener Fragen	Tablet? → nach Abschluss der Projektplanung	F	
03	Anfertigen einer TODO –LISTE	Hilfestellung für Planung		
04	OSP besprochen	-		
05	PSP besprochen	Zeitplan in MS Project erstellen	F	
06	Punkt 1 des Projekthandbuchs durchgegangen und ausgefüllt	Ziele, Nicht-Ziele, Kann-Ziele, Projectphases, Pre project phase, Resourcen plan, Project communication, Risks, Project documentation	F	
07	Festlegung des nächsten Meetings	24.11.2014	T	24.11.2014

Code: A = Auftrag, B = Beschluss, E = Empfehlung, F = Feststellung, T = Termin

Version:1.0 Datum: 25.10.2014 Ersteller/in: Samuel Hammer Seite 1 von 1

Besprechungsprotokoll Projekt KTI	Logo
Besprechungsort: Kapsch BusinessCom Besprechungsdatum: 24.11.2014 von:16:00 bis17:00 Protokollführer/in: Samuel Hammer Datum des Protokolls: 25.11.2014	Verteiler:

anwesend Name:	zeitweise anwesend Name	von – bis	Unterschrift
Samuel Hammer Philip Steinhäuser Michael Kaufmann Konstanze Müller Sebastian Götz Jürgen Krammer Bernhard Bruckner			

Lfd. Nr.	Arbeitspaket Nr. Kurzbezeichnung	Ergebnisse	erledigt Code	durch bis
01	Besprechung Struktur der Diplomarbeit	Erste Struktur festgelegt	F	
02	Besprechung der Inhalte des Pflichtenhefts	Struktur für Pflichtenheft festgelegt	F	

Code: A = Auftrag, B = Beschluss, E = Empfehlung, F = Feststellung, T = Termin

Version: 1.0 Datum: 25.11.2015 Ersteller/in: Samuel Hammer Seite 1 von 1

Besprechungsprotokoll Projekt KTI-Kapsch Tablet Infrastructur

Besprechungsort: Kapsch BuisnessCom AG Besprechungsdatum: 15.12.2014 von: 16:30 bis: 17:30 Protokollführer/in: Philip Steinhäuser Datum des Protokolls: 16.12.2014	Verteiler:

anwesend Name:	zeitweise anwesend Name von – bis		Unterschrift
Mag. Dipl.-Ing. Bernhard Bruckner Jürgen Krammer Sebastian Götze Samuel Hammer Michael Kaufmann Konstanze Müller Philip Steinhäuser			

Lfd. Nr.	Arbeitspaket Nr. Kurzbezeichnung	Ergebnisse	erledigt Code	durch bis
01	Allgemeine Besprechung des weiteren Vorgehens			
02	Erhalt von Informationen des Projektpartners zu den einzelnen Absicherungsmöglichkeiten	• Linux Manipulation • MDM Only • MDM + Container	E	
03	Strukturierung der Diplomarbeit		E	
04	Erhalt von Infos zum Thema Android als Teilthema der Diplomarbeit	http://www.eetimes.com/document.asp?doc_id=1279698 http://net.cs.uni-bonn.de/fileadmin/user_upload/plohmann/2012-Schulz-Android_Security_Common_Attack_Vectors.pdf https://source.android.com/devices/tech/security/index.html https://www.isc2cares.org/uploadedFiles/wwwisc2caresorg/Content/Android-Security-Report-FrostSullivan.pdf	E	
05	Festlegung des nächsten Meetings	19.01.2015	T	

Code: A = Auftrag, B = Beschluss, E = Empfehlung, F = Feststellung, T = Termin

Version:1.0 Datum: 16.12.2014 Ersteller/in: Samuel Hammer Seite 1 von 1

Besprechungsprotokoll Projekt KTI	Logo
Besprechungsort: Kapsch BusinessCom Besprechungsdatum: 19.01.2015 von: 16:30 bis: 17:30 Protokollführer/in: Samuel Hammer	Verteiler:

anwesend Name:	zeitweise anwesend Name	von – bis	Unterschrift
Samuel Hammer Konstanze Müller Philip Steinhäuser Sebastian Götze Michael Kaufmann Bernhard Bruckner	Jürgen Krammer	16:30 – 17:00	

Lfd. Nr.	Arbeitspaket Nr. Kurzbezeichnung	Ergebnisse	erledigt Code	durch bis
01	Übergabe des Tablets	Tablet übergeben	T	19.01.2015
02	Besprechen der allgemeinen Vorgehensweise der		E	

Code: A = Auftrag, B = Beschluss, E = Empfehlung, F = Feststellung, T = Termin

Version: 1.0 Datum: 22.01.15 Ersteller/in: Samuel Hammer Seite 1 von 1

3.1 Project Status Report

Project Status Report Template

Project Name: KTI-Kapsch Tablet Infrastructure

Prepared By: Philip Steinhäuser, Sebastian Götze **Date:** 12/04/14

Reporting Period:	**Type of Report:**	**Conclusions:**
From: 11/20/14 To: 12/04/14	Team Report	Manageable issues exist.

PLANNED TASKS FOR THIS REPORTING PERIOD

Task Description	Start Date	Target End Date	Percent Complete	Task Status
1.Functional specification document	11/24/14	12/20/14	<50%	On Plan
2.Creating Time Table	11/24/14	12/04/14	50 - 74%	Not On Plan
3.Project management handbook	11/12/14	12/04/14	100%	On Plan
4.Creating documentation templates	11/17/14	11/24/14	100%	On Plan
5.			<50%	On Plan
6.			<50%	On Plan

Variance Details:

The MS-Project Gantt-Chart is already created, but needs working associations between the workpackages. Also the resource-usage needs to be implemented.

Corrective Actions:

More intense work on the Gantt-Chart over the next days, to correct the mistakes.

Objectives for the Next Reporting Period From: 12/04/14 To: 12/18/14

Functional specification document
Implement ressource-usage into the project time table

Notes:

/

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Project Status Report Template

Project Name: KTI-Kapsch Tablet Infrastructure

Prepared By: Sebastian Götze, Michael Kaufmann, Konstanze Müller **Date:** 08/01/15

Reporting Period:	**Type of Report:**	**Conclusions:**
From: 12/04/14 To: 01/08/15	Team Report	Manageable issues exist.

PLANNED TASKS FOR THIS REPORTING PERIOD

Task Description	Start Date	Target End Date	Percent Complete	Task Status
1.Selection of specifications	12/12/14	12/16/14	100%	On Plan
2.Research of Varieties	12/27/14	01/25/14	<50%	Not On Plan
3. Creating research paper	12/20/14	01/31/15	<50%	Not On Plan
4.			Select	On Plan
5.			Select	On Plan
6.			Select	On Plan

Variance Details:

According to Microsoft Project, task 2 and 3 are behind. This means the amount of time spent on the research work doesn´t match it´s actual completion state.

Corrective Actions:

Invest more time into the variety research

Objectives for the Next Reporting Period From: 01/08/15 To: 01/22/15

Research of Varieties

Notes:

Our time table is now up to date.
Also we have started with the system-research of the Samsung KNOX, MDM and MDM + Container and filled in our findings in the research template. Apart from that we searched for the hardware and software specification.
Work on the research of varieties to finish it in time. We look forward to begin with the next workpackage "Configuring the Tablet" in the projectweek in the end of January.

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Project Status Report Template

Project Name: KTI-Kapsch Tablet Infrastructure		
Prepared By: Sebastian Götze, Samuel Hammer, Philip Steinäuser	**Date:** 01/22/15	
Reporting Period: From: 01/08/14 To: 01/22/15	**Type of Report:** Team Report	**Conclusions:** Manageable issues exist.

PLANNED TASKS FOR THIS REPORTING PERIOD

Task Description	Start Date	Target End Date	Percent Complete	Task Status
1.			Select	On Plan
2.			Select	On Plan
3.			Select	On Plan
4.			Select	On Plan
5.			Select	On Plan
6.			Select	On Plan

Variance Details:

-

Corrective Actions:

-

Objectives for the Next Reporting Period From: 01/22/15 To: 02/12/15

Research of Varieties
Creating reasearch paper
setting up the Tablet

Notes:

reseved Tablet from our Project Partner
first Tests with MobileIron (MDM)

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Project Status Report Template

Project Name: KTI-Kapsch Tablet Infrastructure

Prepared By: Konstanze Müller, Philip Steinhäuser **Date:** 02/19/15

Reporting Period:	**Type of Report:**	**Conclusions:**
From: 01/22/15 To: 02/19/15	Team Report	Manageable issues exist.

PLANNED TASKS FOR THIS REPORTING PERIOD

Task Description	Start Date	Target End Date	Percent Complete	Task Status
1.Research of varieties	12/17/14	01/23/15	100%	On Plan
2.Configuring the tablet	01/24/15	01/26/15	100%	Ahead of Plan
3. Testing selected varieties	01/27/15	02/05/15	50 - 74%	Not On Plan
4.Creating research paper	12/20/14	01/31/15	<50%	Not On Plan
5.			Select	On Plan
6.			Select	On Plan

Variance Details:

According to Microsoft Project, task 3 and 4 are behind. This means the amount of time spent on the Testing work as well as the creating of the research paper doesn´t match it´s actual completion state.

Corrective Actions:

Invest more time into testing and creating our research paper.

Objectives for the Next Reporting Period From: 02/19/15 To: 03/19/15

Finish the testing of the selected varieties, Creating the final concept, Creating the research paper completed, Configuring prototype finished

Notes:

The Diploma thesis is finished about 60 %

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Project Status Report Template

Project Name: KTI-Kapsch Tablet Infrastructure

Prepared By: Konstanze Müller, Philip Steinhäuser **Date:** 03/05/15

Reporting Period:	**Type of Report:**	**Conclusions:**
From: 02/19/15 To: 03/05/15	Team Report	Manageable issues exist.

PLANNED TASKS FOR THIS REPORTING PERIOD

Task Description	Start Date	Target End Date	Percent Complete	Task Status
1.Testing selected varieties	01/27/14	02/03/15	100%	Not On Plan
2.Creating the final concept	03/24/15	04/01/15	50 - 74%	Ahead of Plan
3. Creating research paper	12/20/14	03/23/15	75 - 89%	Ahead of Plan
4.			Select	On Plan
5.			Select	On Plan
6.			Select	On Plan

Variance Details:

According to Microsoft Project, task 1 is behind but due to the fact that this task is already finished it is not that important.

Corrective Actions:

-

Objectives for the Next Reporting Period From: 03/05/15 To: 03/19/15

Finish the Creating the final concept, Creating the research paper completed and Configuring prototype finished.

Notes:

Adjusted our projectplan.
Due to MSProject our Project is about 80 % finished.

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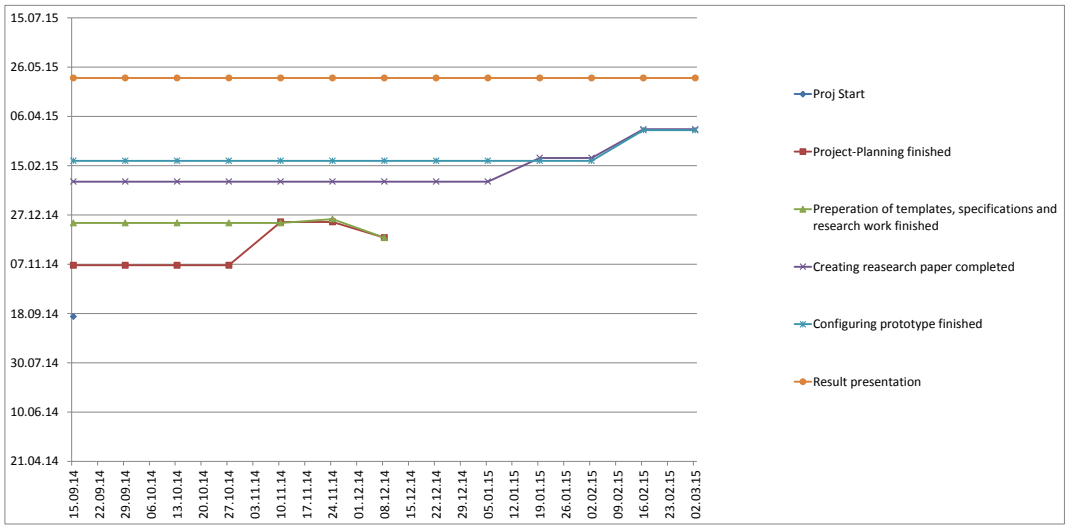
	Contr-Punkt	15.09.14	29.09.14	13.10.14	27.10.14	10.11.14	24.11.14	08.12.14	22.12.14	05.01.15	19.01.15	02.02.15	16.02.15	02.03.15	16.03.15	30.03.15	13.04.15	27.04.15	11.05.15
Proj Start		15.09.14																	
Project-Planning finished		06.11.14	06.11.14	06.11.14	06.11.14	20.12.14	20.12.14	04.12.14											
Preperation of templates, specifications and research work finished		19.12.14	19.12.14	19.12.14	19.12.14	19.12.14	23.12.14	04.12.14											
Creating reasearch paper completed		30.01.15	30.01.15	30.01.15	30.01.15	30.01.15	30.01.15	30.01.15	30.01.15	30.01.15	23.02.15	23.02.15	24.03.15	24.03.15					
Configuring prototype finished		20.02.15	20.02.15	20.02.15	20.02.15	20.02.15	20.02.15	20.02.15	20.02.15	20.02.15	20.02.15	20.02.15	23.03.15	23.03.15					
Result presentation		15.05.15	15.05.15	15.05.15	15.05.15	15.05.15	15.05.15	15.05.15	15.05.15	15.05.15	15.05.15	15.05.15	15.05.15	15.05.15					



Project Status Report Template

Project Name: KTI-Kapsch Tablet Infrastructure

Prepared By: Philip Steinhäuser **Date:** 03/19/15

Reporting Period:	**Type of Report:**	**Conclusions:**
From: 03/05/15 To: 03/19/15	Team Report	Manageable issues exist.

PLANNED TASKS FOR THIS REPORTING PERIOD

Task Description	Start Date	Target End Date	Percent Complete	Task Status
1.Creating the final concept	03/24/15	04/01/15	50 - 74%	On Plan
2.Creating research paper	12/20/14	03/23/15	75 - 89%	On Plan
3.			Select	On Plan
4.			Select	On Plan
5.			Select	On Plan
6.			Select	On Plan

Variance Details:

-

Corrective Actions:

-

Objectives for the Next Reporting Period From: 03/19/15 To: 04/13/15

Finish the Creating the final concept, Creating the research paper completed and Configuring prototype finished.

Notes:

Due to MSProject our Project is about 80 % finished.

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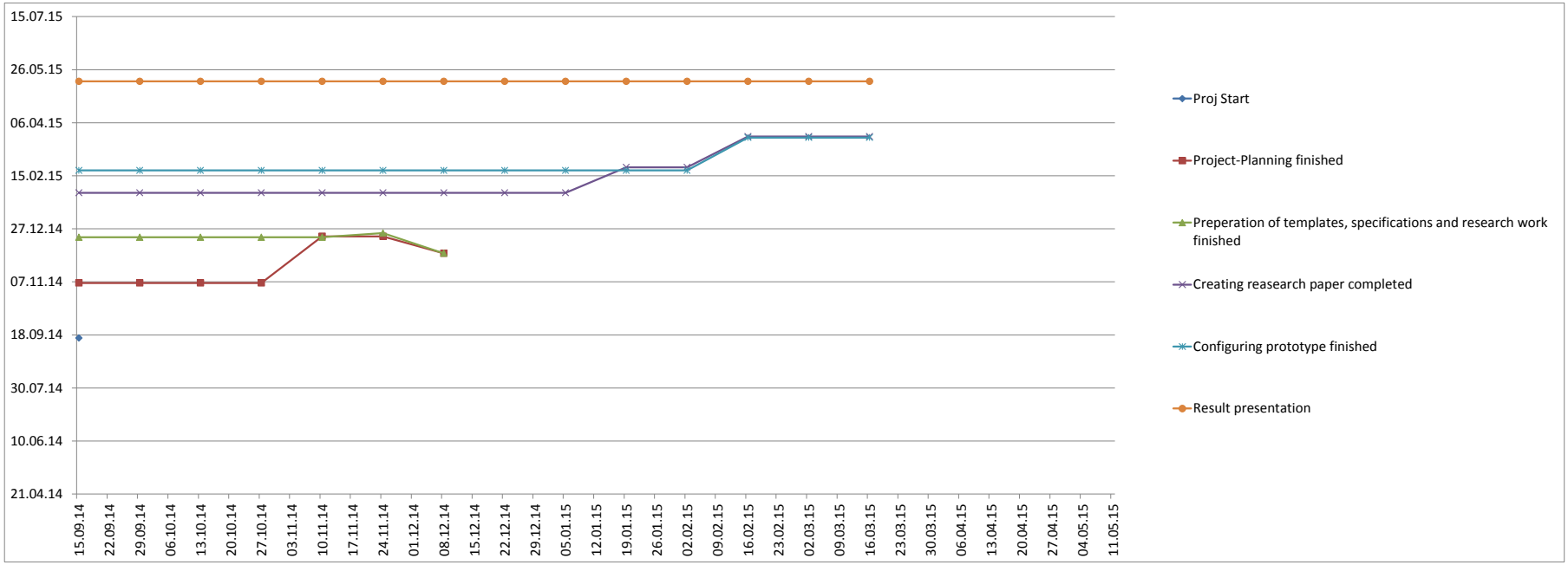
Contr-Punkt	15.09.14	29.09.14	13.10.14	27.10.14	10.11.14	24.11.14	08.12.14	22.12.14	05.01.15	19.01.15	02.02.15	16.02.15	02.03.15	16.03.15	30.03.15	13.04.15	27.04.15	11.05.15
Proj Start	15.09.14																	
Project-Planning finished	06.11.14	06.11.14	06.11.14	06.11.14	20.12.14	20.12.14	04.12.14											
Preperation of templates, specifications and research work finished	19.12.14	19.12.14	19.12.14	19.12.14	19.12.14	23.12.14	04.12.14											
Creating reasearch paper completed	30.01.15	30.01.15	30.01.15	30.01.15	30.01.15	30.01.15	30.01.15	30.01.15	30.01.15	23.02.15	23.02.15	24.03.15	24.03.15	24.03.15				
Configuring prototype finished	20.02.15	20.02.15	20.02.15	20.02.15	20.02.15	20.02.15	20.02.15	20.02.15	20.02.15	20.02.15	20.02.15	23.03.15	23.03.15	23.03.15				
Result presentation	15.05.15	15.05.15	15.05.15	15.05.15	15.05.15	15.05.15	15.05.15	15.05.15	15.05.15	15.05.15	15.05.15	15.05.15	15.05.15	15.05.15				



4 Project Close Down

4.1 Project Close Down Report

KTI – Kapsch Tablet Infrastructure 001

PROJECT CLOSE DOWN REPORT

1) Overall impression

between **GOOD** **and** **OK**

2) Reflection: Fulfilment of objectives

Milestones	Plane date	Revised date	Actual date	Revised date	Actual date
Project-Planning finished	06.11.2014	20.12.2014	04.12.2014		
Preperation of templates, specifications and research work finished	19.12.2014	23.12.2014	04.12.2014		
Creating research paper completed	30.01.2015	23.02.2015	-	23.03.2015	23.03.2015
Configuring prototype finished	20.02.2015	23.02.2015	23.03.2015		
Result presentation	15.05.2015		17.04.2015		

Green ... finished without replanning

Orange ... finished after replanning

Red ... did not finished

3) Reflection: Deliverables / Schedule

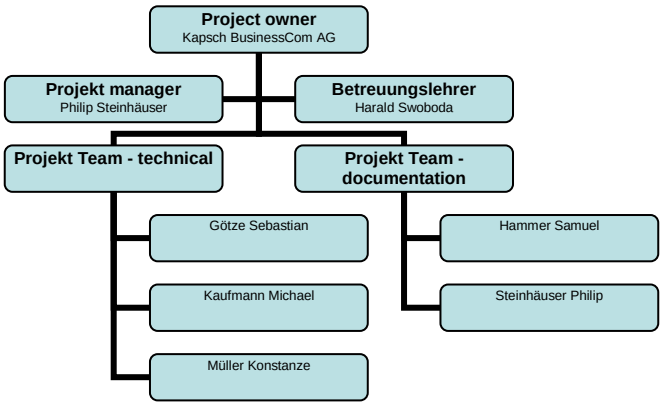
Deliverables	Schedule
Researchpaper	16.04.2015
Prototype	16.04.2015
Diplomathesis	15.05.2015

4) Reflection: Resources / Costs

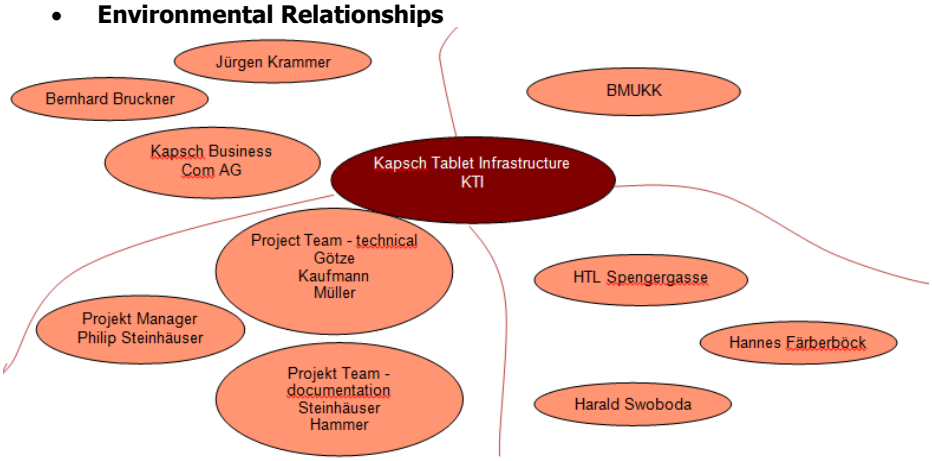
-

5) Reflection: Internal Organisation / Environmental Relationships

- **Internal Organisation**



- **Environmental Relationships**



6) Performance appraisal (Project owner, Project manager, Project member)

Stakeholder	Appraisal (x out of 3 Smileys)
Project owner – KAPSCH BusinessCom AG	☺☺☺
Project manager – Philip Steinhäuser	☺☺☺
Project member – Sebastian Götze	☺☺☺
Project member – Samuel Hammer	☺☺
Project member – Michael Kaufmann	☺☺
Project member - Konstanze Müller	☺☺☺

7) Lessons learned (Summary of Experiences and suggestions for improvement)

- Plan enough time buffer
- Don’t rely on whitepapers
- Communication between sub teams is important
- Reading the installation manual, instead of working trial and error
- The amount of work in this project was hard to calculate