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Project Description

Project Management System

Members of Group 8:

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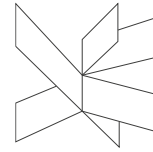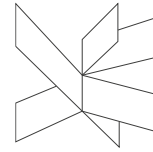
Software Technology Engineering

Autumn Semester

2020

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1. Background Description

According to many sources most work implemented by companies will be project-based by 2027. Therefore, it is of most importance for a company to have an efficient project management system. (Why Is Project Management Important? , 2020).

Color IT is a small-scale company that produces and implements IT systems, most of the times, for private customers.

One of the biggest issues Color-it currently holds is the lack of a Project management system to allow them to distribute information in an efficient way. As mentioned in the first paragraph this practice could potentially hinder the global performance of the company.
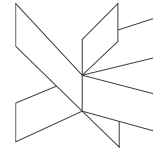
For instance, in their current state they are not allowed keep a reliable count of the hours invested on each of the tasks of the project, this could obstruct the delivery of a specific work since they would not be able to state a deadline for each of the labors. Moreover, it could also cause conflicts between the workers, since the lack of a management system produces miscommunication and it might turn into an unnecessary argument on a topic that was already agreed on.

The method used in the company to gather information from the costumers consists of an interview, where they try to grasp the client's idea, followed by a list of requirements that the system needs to fulfil the specific task given by the costumer. The list created describes what features are needed, why are they relevant and who wants them and is later approved by the customer in a second interview (SEP1-A20-Interview-ColourIT, 2020)

Each of the tasks has a team member as responsible, the other members of the team must report to this member the state of the specific task. Every project is separated in 3 different roles: Scrum master, product owner and team members.

The company is asking 1st semester students to develop a project management system, for internal use and an organized progress tracking website that would improve the efficiency of their workflow in the company. The system will not contain a log-in system, since the information will be accessed by both their costumers and the workers of ColorIT. Although the storing system was not specified by the costumer, he mentioned that it does not have to store the information in a data base. The system will also be only in English and no other languages will be supported.

Therefore, they are looking for a well-built system to improve their productivity at the company.
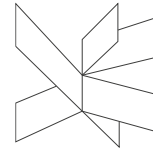
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2. Problem Statement

Main Problem:

Color IT has no project management system to handle tasks and manage time for their IT projects. In addition to this they are missing a website where their customers can find the current progress on their projects.

As a consequence, to the main problem the following sub problems arise:

- What type of information should the system store?
- How should the search function be implemented?
- What functions and information should the website address and display?
- What type of storage system should be used?
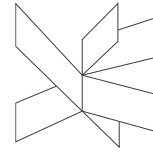
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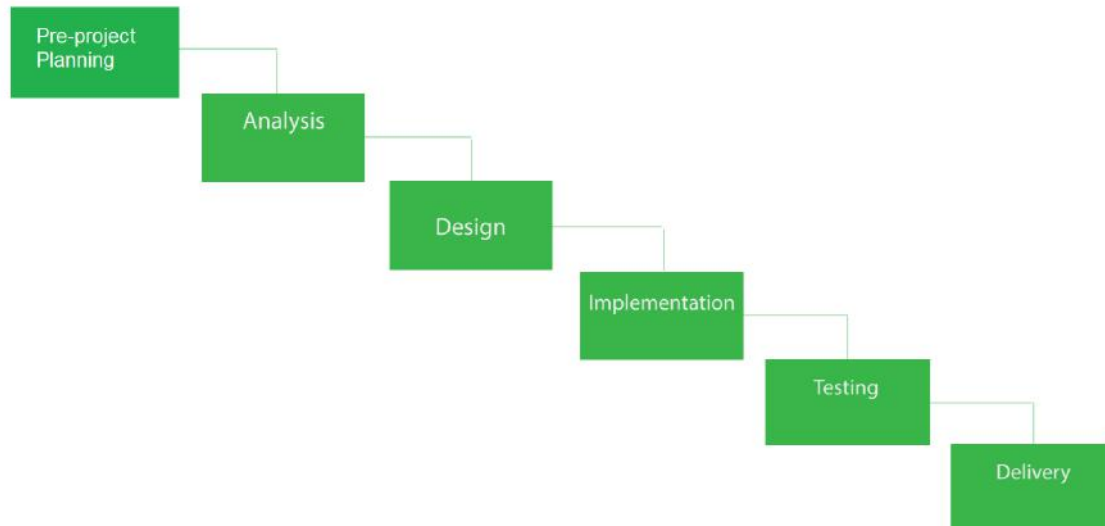VIA University College

3. Definition of purpose

Color-IT has an absence of management for their projects therefore, the purpose of the system is to help ColorIT create an IT management system to store and modify projects and to develop a website which would facilitate access to the status of each progress to their customers.

4. Delimitation

- There is no need of a log-in system.
- The information does not have to be specifically stored in databases.
- A multilingual platform is not required.

5. Methodology

Pre-project Planning - This section defines what the project is about, addressing matters such as purpose, function and description of the system.
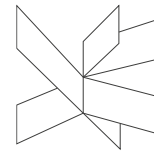
Analysis - This part will be used to think how all the features and requests from the customer will work together, and to construct a rough pre-design idea how they will be implemented.

Design - States how the system will be implemented and the specific design of each part of the project.

Development - The functions decided in the design phase will be implemented in code, creating a working system that fulfils each of the tasks stated in the project description.

Testing - The testing part we will compose tests for our system and maybe use the testing cases if provided to us. Possibly write about how the testing phase went, what went wrong, what worked, what we tweaked or reworked maybe.
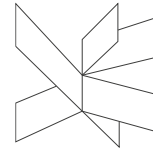
Delivery - Once all the sections mentioned above have been completed the project will be given to the costumer.

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6. Time schedule

Task	Start	Finish	Workload
Project Description	23/09/2020 (Wed)	09/10/2020 (Mon) Deadline: 18:00	60 hours
Analysis	21/10/2020 (Wed)	07/11/2020 (Sat) Deadline: 22:00	40 hours
Design	25/11/2020 (Wed)	28/11/2020 (Sat) Deadline: 22:00	120 hours
Implementation	02/12/2020 (Wed)	13/12/2020 (Sun)	460 hours
Project Hand-in	18/12/2020 (Fri)		

Project Description 23/09/2020- 09/10/2020 | Analysis 21/10/2020- 07/11/2020 | Design 25/11/2020- 28/11/2020 | Implementation 02/12/2020- 13/12/2020 | Project Period 18/12/2020
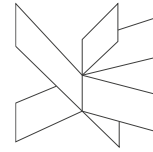
7. Risk assessment

A pivotal part of managing a problem is predicting the potential problems that may search through the development of the system. To address this function, we may state the problems in the following structure:

Risks	Likelihood Scale: 1-5 5 = high risk	Severity Scale: 1-5 5 = high risk	Product of likelihood and severity	Risk mitigation options	Identifiers	Responsible
Lack of communication with customer	4	4	16	Ask more questions, try to get in touch with the customer	Having unanswered questions	Valeriu, Ivan
Getting test data	3	3	9	Allocate more time for testing, formulate our own test cases	Lack of test cases	Maxim, Jaime, Shaoqing

8. Sources of Information

VIA University College, 2018. Project Description. [pdf] Available at: https://via.itslearning.com/ContentArea/ContentArea.aspx?LocationID=14242&LocationType=1 [Accessed 30 Sep. 2020].

VIA Engineering Guidelines 2018 Project Description (Appendix 1) [pdf] Available at: https://via.itslearning.com/ContentArea/ContentArea.aspxLocationID=14242&LocationType=1. [Accessed 30 Sep. 2020].

SEP1-A20-Interview-ColourIT 2020 [pdf] Available at: https://via.itslearning.com/ContentArea/ContentArea.aspx?LocationID=14219&LocationType=1 [Accessed 30 Sep. 2020].

Why Is Project Management Important? | Teamwork.com (2020) [online] Available at: https://www.teamwork.com/project-management-guide/why-is-project-management-important/. [Accessed 30 Sep. 2020].
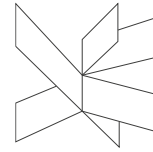
Jon Duckett., 2011, *HTML and CSS: Design and Build Websites*

Jon Duckett, 2011, JavaScript *and jQuery: Interactive Front-End Web Development*

Tony Gaddis*, 2015, Starting out with Java Early Objects Fifth edition*

Website design inspiration: https://www.webdesign-inspiration.com/
App design inspiration: https://dribbble.com/tags/app_inspiration

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Appendices

Group Contract

Group Name: **Group 8**   Date: **30.09.2020**

These are the terms of group conduct and cooperation that we agree on as a team.
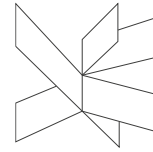
Participation:

- We agree to equally divide all the work related to our project, among us. We agree to be actively involved in every goal we have to get done.
- In case one member does not fulfil his duties there will be two warnings before the group addresses to the supervisors.

Communication:

- We agree to stay in communication with each other at all time and report our status to the rest of the teammates.
- In case something unexpected happens to one of the members we agree to inform everybody as fast as possible.
- We agree to share all the information and opinions about the project between the team members.
- We agree to share information about our project with the partner group in order to get valuable feedback.
- Everybody at the meetings should come up with at least 1 or 2 ideas and demonstrate and active involvement.

Meetings:

- We agree to show up in time to every meeting that we arranged.

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- We agree to not to use any social media during physical meetings for other means expect to communicate and share media related to the project between us.
- In case a member of the team would not be able to show up to a meeting, we agree to find a gap to complete the tasks addressed at the meeting.
- In case of unpredictable COVID restrictions our meetings will be transferred to online platforms such as MS Teams, Zoom, Discord, GitHub etc.
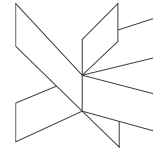
Conduct:

- We agree to be respectful to each other, help with any problems that might surge during the time working this semester.
- In case one of the team members has a constant inadequate behaviour towards anybody else we agree to exclude him from the group.

Conflict:

- In case we could not find a solution to the problem, we agree to list all the suggestions and vote for the greatest possible solution, that we could come up with.
- In case that a problem can not be solved internally, we agree to ask for feedback from supervisors.

Deadline:

- In case we could not find a solution to the problem, we agree to list all the suggestions and vote for the greatest possible solution, that we could come up with.
- In case it is evident that we can not get done all the work planned before a certain deadline we agree to have extra meetings.

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Group member's name	Student number	Signature
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Maxim Zavidei	304321	
Jaime Elena	305950	
Shaoqing Dai	305559	