

Plan

1. Define roles and responsibilities

Since we will follow the agile SDLC in this project, first thing we have to do is allocating responsibilities to each member, which helps our team to govern the whole project.

1.1 Product Owner

Felipe is the product owner of the scrum team.

- Has a higher-level understanding and vision of this booking system.
- Define the functionalities and features of Planimation System.
- Decide the specific release date of the product.
- Make sure whether the product meets the requirements of our client.
- Order features with reasonable priorities based on how valuable the feature is to the system.
- Dynamically alter the development plan based on market needs.
- Accept or reject work results.
- Being interactive during the whole SDLC, working closely with other team members as well as client.

1.2 Scrum Master

Shiqi Zhang is the scrum master.

- Apply management to the project.
- Responsible for enacting scrum values and practices.
- Clear external obstacles and shield interferences for the team.
- Keep members productive and functional.
- Ensure the whole team works closely and harmoniously.
- Arrange meetings in each sprint and make sure each goal in the sprint is done.
- Calculate velocity and create Burn Down chart.

1.3 Quality Assurance

Bojing Zhou is our quality assurance.

- Ensure that we can deliver the best product possible.
- Establish quality standards and requirements of each sprint.
- Make estimations of software quality.
- Develop the quality check lists.
- Maintain the quality documentation.
- Implement checks and balances needed to ensure the end-product meets standards.
- Deliver consistent results through a set of standardized procedures.

1.4 Develop Lead

Our develop lead is Ziqi Meng.

- Work closely with scrum master and product owner to understand business requirements and help translate these into technical requirements for the development team
- Plan and document technical specifications for features or system design.
- Design, build and configure application architecture to meet business process and application requirements.
- Direct the development team in the design, development, coding, testing and debugging of applications.
- Write testable, scalable and efficient code and lead code reviews.
- Mentor team members and ensure they adhere to determined software quality standards.

2. Communication Plan

2.1 Sprint Planning Meeting

Describe main features and functionalities at the beginning phrase of each sprint. The scrum master and product owner will pick up some parts of the product backlog based on priorities to form the sprint backlog. Also, scrum master should break user stories down to detailed and smaller tasks. Documentation of Sprint Planning Meeting is Spring Goal and Sprint Backlog.

2.2 Stand-up meeting

Stand-Up meeting is supposed to be daily process for the whole team in each sprint. Each member should discuss what they did and completed yesterday, what they will plan to do currently in brief summaries and what issues or obstacles they have met during developing. The whole team should join this meeting. Scrum master could adjust work pace according to members' feedback and help them resolve problems.

2.3 Sprint Review Meeting

Sprint Review Meeting is held at the end of each sprint. The whole team, the client and product owner will take part in this meeting. The scrum master will present current product during the sprint by a demo, showing accomplished tasks and production increment. Another purpose of this meeting is to revise the Product Backlog as well as adjust the Product Backlog properly to face changes and challenges.

2.4 Sprint Retrospective Meeting

Sprint Retrospective Meeting occurs after the Sprint Review Meeting and prior to next Sprint Planning. In the meeting, the team records failures and summarizes success from the previous sprint. Then commit where can be improved in the next sprint.

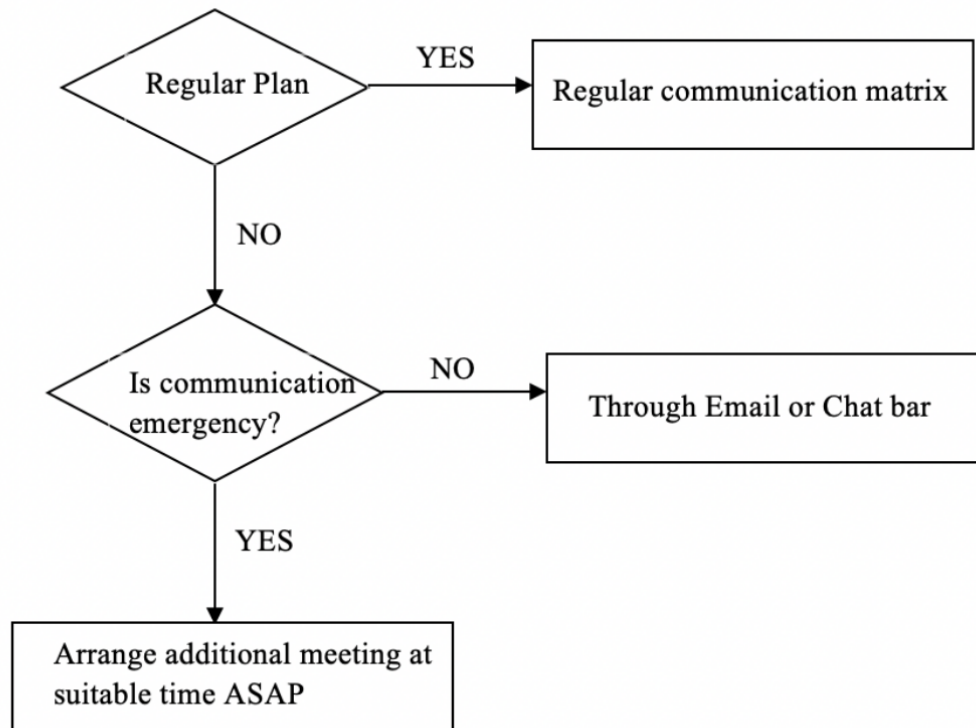
2.5 Additional Communication

Discuss emergency events or problems. Talk about the urgent or difficult technical problems met during developing or any other kinds of issues with other members or Scrum Master. It does not have a standard format of communication. We may choose virtual meeting, email or just chat on Slack, depending on the level of emergency.

Communication Matrix:

Communication Objective	Organizer	Participants	Format	Frequency	Duration
Sprint Planning Meeting	Scrum Master Product Owner	Scrum Master Product Owner Dev Team	Virtual Meeting via Zoom	The beginning of each sprint (almost once per month)	about 1.5h
Stand-up Meeting	Scrum Master	Dev Team	Virtual Meeting via Zoom / report via Slack	Virtual Meeting: every Wednesday and Sunday / brief report: other weekdays	about 15 minutes
Sprint Review Meeting	Product Owner	Product Owner Scrum Master Client Dev Team	Virtual Meeting via Zoom	The end of each sprint (almost once per month)	about 1-1.5h
Sprint Retrospective Meeting	Scrum Master	Scrum Master Dev Team	Virtual Meeting via Zoom	The end of each sprint (almost once per month)	about 1h
Additional Communication	Scrum Master	Dev Team	Virtual Meeting via Zoom / Email / Slack	Communicate if necessary	not sure

Communication Flow Chart:



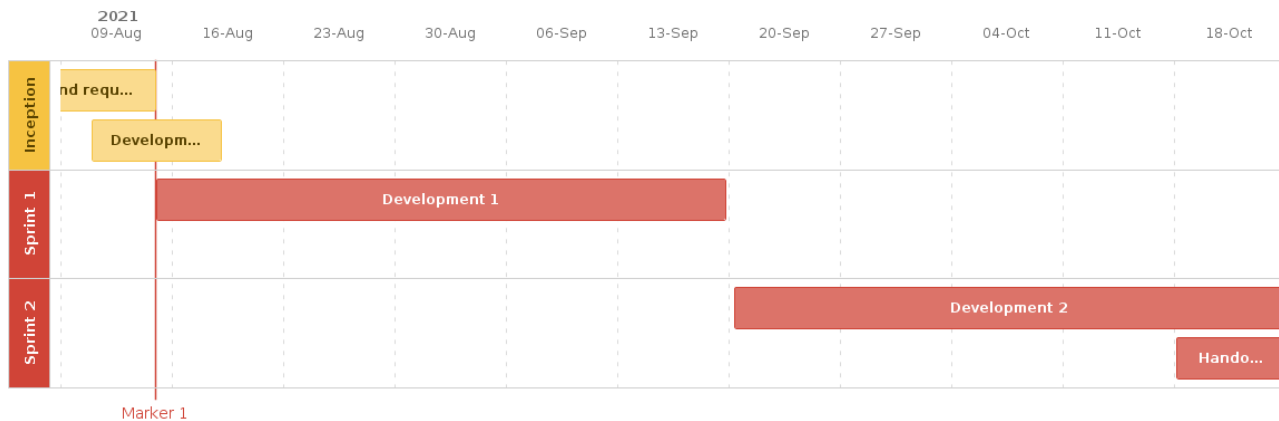
Timeline

Inception Planimation:

Duration: The inception phase lasts for 2 weeks up until 2021-8-22.

Process:

- Since the team is initially working to get a complete understanding of the project, we followed a collaborative approach rather than a co-operative approach.
- Client meeting is held, requirement are identify.
- Each team member explored the current code and possible technologies.



Sprint 1 Planimation:

Duration: The sprint is from 2021-8-22 to 2021-9-19.

Process:

- The sprint backlog will derive the Tasks from product backlog user stories.
- At the end, the quality is checked for all documents and code is well tested to determine the end of sprint.
- Unfinished tasks are moved to next sprint.

Sprint 2 Planimation:

Duration: The sprint is from 2021-9-19 to 2021-10-24.

Process:

- The sprint backlog will derive the Tasks from product backlog user stories.
- At the end, the quality is checked for all documents and code is well tested to determine the end of sprint.
- The team prepare the handover to the client.