

Software Engineering Group Project Project Plan

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Config. Ref.: SE-12-PM-01
Date: 2015-10-21
Version: 1.0
Status: Draft

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1 INTRODUCTION

1.1 Purpose of this Document

The purpose of this document is to outline our project plan, to provide data on the time frame in which tasks are to be completed and to provide information on risks associated with the project, and how their effects may be mitigated.

1.2 Scope

This document specifies the time frame in which we aim to begin and complete tasks and the team member(s) who will work on each task. This document also highlights any risks involved with the project with regard to delays, and includes instruction on how the effects of such delays can be mitigated.













This document should be read and closely monitored by all project members. It is assumed that the reader is already familiar with QA document SE.QA.05b [1].

1.3 Objectives

The objectives of this document are as follows:

- To provide group members with a prior knowledge of when major milestones will be targeted.
- Illustrate the optimal dates for the beginning and completion of tasks/subtasks.
- Outline group member(s) who will be responsible for the completion of each task.
- Identify parts of the plan with potential to cause delay, as well as any outside factors that could make task completion longer than necessary.
- Advise on course of action in the event of a delay occurring.

2 GANTT CHART

Task Name		Q4			Q1		
		Oct	Nov	Dec	Jan	Feb	Mar
1	Finalised Roles	 Everyone					
2	Create Project Plan	 Luke					
3	Interaction and high level design for the system						
4	Complete 4.1 and 4.2	 Michal and Tino					
5	Complete 5.1 and 5.2	 Adam					
6	Test specification for the final system						
7	Design specification for the final system						
8	Finalise prototype 1 for manager demonstration						
9	Integration and testing week						
10	Delivery of software (on a disc)						
11	Acceptance testing						
12	Hand-over of all documentation						

3 RISK ANALYSIS

Risk	Instruction on mitigating risk effect
Illness to member(s) of group	Agile workload distribution i.e other members can be reallocated other member' roles.
Members not uploading to GitHub	Disciplinary action overseen by project leader
Unit testing not adequate	Have a testing team compromised of several members with a wide skill range
Failure to understand brief requirements	Have project leader seek clarification from superiors.
University network malfunctioning	Ensure members have a local backup of any files they are currently working on
Members go over 80 hour limit	Reallocate workload to members with a lower accumulative time value
Skill levels are not adequate	Assign members roles based on their strengths
Members mis-understanding what is asked of them	Have meeting minutes shortly uploaded after every meeting in clear detail.

REFERENCES

- [1] *Software Engineering Group Projects* General Documentation Standards. C. J. Price, N. W. Hardy, B.P. Tiddeman SE.QA.03. 1.8 Release.

DOCUMENT HISTORY

Version	CCF No.	Date	Changes made to Document	Changed by
1.0	N/A	2015-10-22	Initial creation	Luke Jones