Project handbook

MOS

Version 0.2

Project manager: Matthias Puchner

Date: 9.12.2021

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Document versions

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# Project plans

## Project Assignment

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| --- | --- | --- | --- | --- | --- | --- | --- |
| MOS | PROJECT- ASSIGNMENT | | | |  | | |
| **Project start event:** | | **Project start date:** | | | | | |
| **project close down event in terms of content:**  **Formal project close down event:** | | **Project close down dates:** | | | | | |
| **Project objectives:**   1. Provide an online shop for merchandise 2. Make the shop secure and reliable 3. Enable democratic election of new designs | | **Non-objectives:** | | | | | |
| **Main tasks (Project phases):**   1. planning 2. backend 3. frontend 4. connecting backend end frontend 5. testing | | **Project resources and costs\*:** | | | | | |
|  | resource/type of cost | unit | | Costs (€) |  |
|  | labour | Hours | | 0 |  |
| **Project owner: Andres Schenk**   1. Schenk | | **Project manager: Matthias Puchner**   1. Matthias Puchner | | | | | |
| **Project team members:**   * Moritz Famira * Anton Schubhart * Julian Meyringer * Matthias Puchner | | | | | | | |
| Schenk Andreas, (Project owner), Matthias Puchner(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: more than 10 million Euro

## Project Objectives (objectives, non-objectives)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MOS | | PROJECT OBJECTIVES | |  |
| **Type of objective** | **Project objectives** | | **Adjusted project objectives as of...** | |
| **objectives:**   1. **Main objectives** 2. **Additional objectives** | Functional Website   1. Create online shop 2. Ensuring reliability and security 4. Have submission page 5. Have voting page with well working functionality | |  | |
| **Non-objectives** |  | |  | |

## Description of Pre- and Post Project Phase

|  |  |  |  |
| --- | --- | --- | --- |
| MOS | | DESCRIPTION OF PRE- AND POST- PROJECT PHASE |  |
| 1. **Pre-project phase** | | | |
|  | *What triggered the project?*   1. The desire for easily acquirable spengergasse merch | | |
|  | *Relevant documents for the project („Minutes“, … ONLY documents and no content necessary)*   1. Zeitaufzeichnung 2. Requirement Specifications | | |
|  | *Experience from similar projects*   1. none | | |
| 1. **Post-project phase** | | | |
|  | *What will happen after the project has ended? (follow-up activities, further projects, …)?* | | |

## Project Environment Analysis

|  |  |  |
| --- | --- | --- |
| MOS | PROJECT ENVIRONMENT GRAPHIC |  |
|  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| MOS | | PROJECT ENVIRONMENT TABLE | |  | |
| **Environment** | **Relationship** (potential/conflict) | | **Measures** | | **Who / when**  **PSP Code** |
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## Relationship to Other Projects and the Organisations´s Strategy

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MOS | | RELATIONSHIP TO OTHER PROJECTS | |  |
| **Programs/ Projects/** | **Relationship** (potential/conflict) | | **Sanctions** | **Who / when**  **WBS Code** |
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| --- | --- | --- | --- |
| MOS | | CONNECTION TO THE ORGANISATION´S STRATEGY |  |
| **Strategy** | **Description of connection/relationship** | | |
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## Project Organisation Chart

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MOS | | PROJECT- ORGANISATION | |  |
| **Role in Project** | **Field of duties/Skills** | | **Name** | |
| Project owner | none | | Andreas Schenk | |
| Project manager |  | |  | |
| Project team members |  | |  | |

## Work Breakdown Structure (WBS)

1 MOS

1.1 Project Management

1.2 Planning

1.3 Backend Programming

1.2.1 defining specifications

1.4 Frontend Programming

1.1.1 start project

1.1.2 coordinate project

1.2.2 planning backend structure

1.3.1 start ASP.NET project

1.1.3 control project

1.1.4 finish project

1.4.1 adding login page

1.3.2 write Database Queries

1.3.3 program submission file upload

1.3.4 write controllers

1.3.5 ensuring password security

1.4.2 adding store page

1.4.3 adding submission page

1.2.3 deciding on website design

1.5 Testing

1.4.4 adding poll page

1.4.5 writing jQuery API calls

1.5.1 testing login

1.5.2 testing ordering process

1.5.3 testing submissions

1.5.4 testing voting

## Project Work-Package Specification

|  |  |  |  |
| --- | --- | --- | --- |
|  | | PROJECT WORK-PACKAGE SPECIFICATION |  |
| **WBS-Code,**  **WP Title** | **WP Content** (*What shall be done?)* | | |
| **Non-WP Content** (*What shall not be done? optional)* | | |
| **WP Result** (*What is achieved after WP was finished?)* | | |
| **Progress Measurement** (*How is progress measured?)* | | |

## Project Responsibility Matrix

|  |  |  |
| --- | --- | --- |
| MOS | | Project Responsibility Matrix |
| WBS-Code | Roles & Environment  WP-Title | | Project owner: Andreas Schenk | Project Manager: Matthias Puchner | Project team member 1: Moritz Famira | Project member 2: Julian Meyringer | Project member 3: Anton Schubhart |
| **1.1** | **Project management** | | **I** | **R** |  |  |  |
| 1.1.1 | Start project | | I | R | C | I | I |
| 1.1.2 | Coordinate project | | I | R | I |  |  |
| 1.1.3 | Control project | |  | R | I |  |  |
| 1.1.4 | Finish project | | I | R | C | I | I |
| **1.2** | **Planning** | |  | **R** | **C** |  |  |
| 1.2.1 | Defining specifications | |  | R | C | C | C |
| 1.2.2 | Planning backend structure | |  | I | R | C | I |
| 1.2.3 | Deciding on website design | |  | R | I |  | C |
| **1.3** | **Backend Programming** | |  | **I** | **R** | **C** |  |
| 1.3.1 | Start ASP.NET Project | |  | I | R | C |  |
| 1.3.2 | Write database queries | |  | I | R | C |  |
| 1.3.3 | Program submission file upload | |  | I | R | C |  |
| 1.3.4 | Write controllers | |  | I | R | C |  |
| 1.3.5 | Ensuring password security | |  | I | R | C |  |
| **1.4** | **Frontend Programming** | |  | **R** |  |  | **C** |
| 1.4.1 | Adding login page | |  | R | I |  | C |
| 1.4.2 | Adding store page | |  | R |  |  | C |
| 1.4.3 | Adding submission page | |  | R | I |  | C |
| 1.4.4 | Adding poll page | |  | R | I |  | C |
| 1.4.5 | Writing jQuery API calls | |  | R | I |  | C |
| **1.5** | **Testing** | |  | **R** | **C** | **C** | **C** |
| 1.5.1 | Testing login | |  | R | C | C | C |
| 1.5.2 | Testing ordering process | |  | R | C | C | C |
| 1.5.3 | Testing submission process | |  | R | C | C | C |
| 1.5.4 | Testing voting | |  | R | C | C | C |

Functions

R …….Responsible

C …….Contribution

I ……..has to be informed

## Milestoneplan

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| MOS | | MILESTONEPLAN | | |  | |
| **WBS-Code** | **Milestone** | | **Plan date** | **Revised date** | | **Actual date** |
| 1.1.1 | Start project | | 10.11.2021 | - | | 10.11.2021 |
| 1.3.1 | Start ASP.NET project | | 13.1.2022 | 17.1.2022 | | 17.1.2022 |
| 1.4.5 | Writing jQuery API calls | | 13.2.2022 |  | |  |
| 1.5.1 | Testing login | | 19.2.2022 |  | |  |
| 1.5.3 | Testing submissions | | 12.3.2022 |  | |  |
| 1.1.4 | Finish project | | 26.3.2022 |  | |  |
|  |  | |  |  | |  |
|  |  | |  |  | |  |

\*In order of plan dates.

## Project Risk Analysis

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **PROJECT RISK ANALYSIS** | | | | | |  |  |
| WBS- Code | WBS- description | Risk- description | Priority | Benefit /Cost | Probability | Risk- value | Delay | Avoiding action | Cost for minimizing risk |
| *(Code)* | *(Text)* | *(Text)* | *(Range)* | *(iuro)* | *(Percentage)* | *(iuro)* | *(iWeeks)* | *(Text)* | *(Euro)* |
| 1.4 | Frontend Programming | Lack of experience with JS frameworks | 3 | 320€ | 99% | 316.8€ | 1 | Learning together for better learning efficiency | 40€ |
| 1 | MOS | somebody gets sick | 1 | 160€ | 30% | 48€ | 1 | eating an apple a day | 200€ |
| 1.1.2 | Coordinate project | Front- and backend teams unable to work together efficiently | 2 | 320€ | 50% | 160€ | 0,5 | using a collaboration tool such as discord | 10€ |
| 1.1.2 | Coordinate project | Members don’t get along | 6 | 12800€ | 5% | 640€ | 15 | Doing team activity not related to the project | 80€ |
| 1.3 | Backend Programming | Lack of experience with ASP .NET | 3 | 320€ | 60% |  | 1 | Efficient learning, course | 40€ |
| 1.3/.14 | Programming | Failing in Saving | 6 | 500€ | 10% | 50€ | 0,1 | Autosave on | 0€ |
| 1 | MOS | Techincal failure | 3 | 320€ | 10% | 32€ | 1 | Saving in cloud | 0€ |
| 1 | MOS | Lack of Communicatio not knowingwhat partner is doing | 5 | 400€ | 20% | 80€ | 1 | Good communication | 10€ |
| Project total | |  |  |  |  |  |  |  |  |

## Project Documentation

|  |  |
| --- | --- |
| **Area** | **Description** |
| File |  |
| Access Authorisation |  |
| Naming convention |  |
| Rules |  |

# Project Controlling

## Project Status Report

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MOS | PROJECT STATUS REPORT  as of ........ | | |  |
| Project crisis  Project in difficulties  Project according to plan | | 1. **Overall Status:** | | |
| **2) Status Project objectives** | | | **Activities:** | |
| **3) Status Project progress** | | | **Activities:** | |
| **4) Status Schedule** | | | **Activities:** | |
| **5) Status Resources/costs** | | | **Activities:** | |
| **6) Status Context** | | | **Activities:** | |
| **7) Status Organisation/culture** | | | **Activities:** | |

## Additional Project Status Reports

## Minutes – Project controlling

### Project Controlling Meetings

### Project Owner Meetings

# Project Close Down

## Project Close Down Report

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| MOS | | PROJECT CLOSE DOWN REPORT | | |  | | |
| 1. **Overall impression** | | | 1. **Reflection: Fulfilment of objectives** | | | | |
| 1. **Reflection: Deliverables / Schedule** | | | | | | | |
| 1. **Reflection: Resources / Costs** | | | | | | | |
| 1. **Reflection: Internal Organisation / Environmental Relationships** | | | | | | | |
| 1. **Performance appraisal (Project owner, Project manager, Project member)** | | | 1. **Lessons learned (Summary of Experiences and suggestions for improvement)** | | | | |
| 1. **Post-Project Phase Planning, Additional Tasks** | | | | | | | |
|  | To-Do | | | Owner | | Schedule |  |
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| 1. **Project Close Down**     *Andreas Schenk* (Project owner) *Matthias Puchner* (Project manager) | | | | | | | |

## Minutes – Project Close Down

### Project Close Down Workshop