**HOW TO USE THIS TEMPLATE:**

### Introduction

The template reflects the steps set out in the PRINCE2 Method and is designed to prompt the Project Manager and help in the creation of the Project Brief. There is also a Product Description for the Project Brief at Appendix A of the PRINCE2 Manual.

**Loading the file**

This template has been produced using Microsoft Word 2003. To use it, load up the file directly from the directory and starting from page 1 follow the prompts in [...] brackets.

**Deleting the [....] text**

When the template is complete, the whole Project Brief document can be printed and approved.

Prior to printing, you should delete all [....] prompt text.

**Saving the Project Brief document under its own name**

Save the Project Brief document by selecting the “SAVE-AS” command; this will avoid overwriting the standard template. You must specify your own Project Directory.

**Once your Project Brief is complete check the document against the following Quality Criteria:**

* It is brief as its purpose, at this point, is to provide a firm basis on which to initiate a project.
* The Project Brief accurately reflects the project mandate and the requirements of the business and the users
* The project approach considers a range of solutions such as: bespoke or off-the-shelf; contracted out or developed in-house; designed from new or modified existing product etc.
* The project approach has been selected which maximizes the chance of achieving overall success for the project
* The project objectives, project approach and strategies are consistent with the organization’s corporate social responsibility directive
* The project objectives are Specific, Measurable, Achievable, Realistic and Time-bound (SMART).

PROJECT DOCUMENTATION

**PROJECT BRIEF**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project:**  **KEA\_STUD**  **LAN CHAT MESSENGER** | |  | |
| Release: |  | |
| Date:  21-April-2015 |  | |
|  |  | |
| **PRINCE2** |  | |
|  |  | |
| Author/Owner:  Carina,Lina, Muniba |  | |
|  |  | |
| Client:  Copenhagen School of Design and Technology (KEA) |  | |
| Document Ref: 0001-001 |  | |
| Version No: 1.0 |  | |

# 1 Project Brief History

## 1.1 Document Location

Document will be available on folder after release date.

## 1.2 . Revision History

**Date of this revision: 23 March 2015**

**Date of next revision: 25 March 2015**

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision date** | **Previous revision date** | **Summary of Changes** | **Changes marked** |
| 23 March 2015 |  | First issue – Started working from scratch. | 23 March 2015 |
| 24 March 2015 | 23 March 2015 | Roles assigned, Project timeline developed, Project Interface edited | No changes marked |

## 1.3. Approvals

This document requires the following approvals.

Signed approval forms should be filed appropriately in the project filing system.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Signature** | **Title** | **Date of Issue** | **Version** |
| Jarl Tuxen |  | Head of Steering Committee | 24 March 2015 | 1.0 |
| Marianne Nielsen |  | Steering Committee Member | 24 March 2013 | 1.0 |

## 1.4. Distribution

This document has been distributed to:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Date of Issue** | **Version** |
| Carina  Lina  Muniba | Developers , Project Managers | 23 March 2015 | 1.0 |

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## 3 Project Definition

**3.1. Background:**

Normally when a student or a staff member at KEA needs to talk to each other within the campus, they call the person in question. This however acquires costs, or by leaving an email then the student/staff member will need to wait for a reply and sometimes it can take up to a day or two to get a reply, which wastes a lot of time and can possibly delay important matters or decisions. In order to prevent this, our KEA\_STUD LAN chat messenger will provide a solution to various communication problems within the institute and save resources, like time.

**3.2. Project Objectives:**

Project objectives (covering time, cost, quality, scope, risk and benefit performance goals)

* User friendly GUI for Login/Signup.
* Internet less connection between users.
* Facility to send group and private messages.
* Ability to exchange files during conversation.
* Option to save message history for future referral.
* Ease of communication between KEA students and staff.

**3.3. Desired Outcomes:**

Using this system the students, teachers and staff at KEA can communicate to each other free of cost, moreover the service will enable to save the resources like time.

We expect the length of the response time to decrease by 50% assuming that on average communication response time is 2 days then by using KEA\_STUD LAN CHAT Messenger most of the communications should be responded within the same working day.

Similarly the system will prove to be cost effective as well and a Pre-pay mobile user can save up to 10% of his money consumed on communication within KEA depending on his monthly usage. After implementation we expect the further 5% decrease in the cost utilized for billing.

With the use of the system we expect to eliminate students’ complaints about administration/teacher responsiveness upto 50%.

**3.4. Project Scope and Exclusions:**

Right now the service will be implemented just for Laptop and Desktop users while mobile devices are excluded from the scope of the project but in future it can be implemented for the mobile users. Similarly the service will enable users to communicate via text messages but in future Voice/Video Option can also be provided.

**3.5. Constraints and Assumptions:**

There is a time constraint involved in the project, as we have to meet the deadline of **21 April 2015**. There is no sponsor/venture available to provide capital for the project so the budget of project is Zero. The users will be using only present resources and communication will be restricted to LAN users only.

**3.6. The Users:**

The users of the systems will be students, teachers, administration and other staff present at KEA.

**3.7. Interfaces:**

Our project will be stand-alone and there aren’t any chances of it overlapping with any existing projects.

**3.8. Time Line:**

The Time/Period of the project is scheduled to range from the **7 April 2015** and finish on the **21 April 2015**, thus a rough estimate of the time delegated for the project work and development of a product will consist of around 13 hours (3 hours all weekdays excluding Wednesday and Friday. Friday we will be working 4 hours) x 2 weeks in total = 26 hours per member equals to a total of **78 man hours**.

## 4 Outline Business Case

Students are generally not happy with the response time involved in the student teacher communication. Similarly if students have to access any other member of staff or administration to resolve an issue or query they have to call several times or write multiple e-mails to get the final response. So to resolve the issue the KEA\_STUD LAN CHAT Messenger provides a solution, which saves both the money and time.

When all the teachers and students will be connected to the same system students can leave an instantaneous message to the required person and get the response at the same time.

The users will also be provided with the private chat option so to discuss the private issues with the desired person.

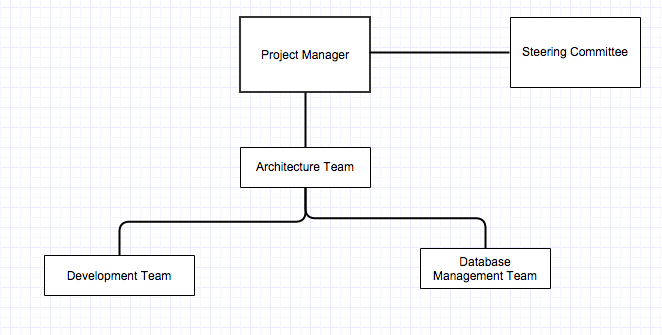
## 5 Project Product Description

The system will be user friendly with a simple to use graphical user interface (GUI) for login/sign up. The system will enable the user to chat publicly in a group or privately to another user.

The user will be able to save his/her chat history at any point in the conversation. The user can also send/receive the file to/from other users.

* User friendly GUI for Login/Signup.
* Internet less connection between users.
* Facility to send group and private messages.
* Ability to exchange files during conversation.
* Option to save message history for future referral.
* Ease of communication between KEA students and staff.

## 6 Project Management Team Structure



## 8 Role Descriptions

**Steering Committee:**

Jarl Tuxen

Marianne Nielsen

**Project Manager:**

Carina Lamb is the project manager for this phase of project. And then the role will be rotated during upcoming scrum iterations.

**Architecture Team:**

Carina Lamb

Lina Alhajar

Muniba Talha

**Development** **Team:**

Carina Lamb

Lina Alhajar

Muniba Talha

**Database Management Team:**

Carina Lamb

Lina Alhajar

Muniba Talha

## References

Not applicable.