**Once your PID is completed check the document against the following Quality Criteria:**

* The Project Initiation Documentation correctly represents the project
* It shows a viable, achievable project that is in line with corporate strategy or overall programme needs
* The project organization structure is complete, with names and titles. All the roles have been considered and are backed up by agreed role descriptions. The relationships and lines of authority are clear. If necessary, the project organization structure says to whom the Project Board reports
* It clearly shows a control, reporting and direction regime that can be implemented, appropriate to the scale, risk and importance of the project to corporate or programme management
* The controls cover the needs of the Project Board, Project Manager and Team Managers and satisfy any delegated assurance requirements
* It is clear who will administer each control
* The project objectives, approach and strategies are consistent with the organization’s corporate social responsibility directive, and the project controls are adequate to ensure that the project remains compliant with such a directive
* Consideration has been given to the format of the Project Initiation Documentation. For small projects a single document is appropriate. For large projects it is more appropriate for the Project Initiation Documentation to be a collection of stand-alone documents. The volatility of each element of the Project Initiation Documentation should be used to assess whether it should be stand-alone, e.g. elements that are likely to change frequently are best separated out

**PROJECT INITIATION DOCUMENT (PID)**

|  |  |
| --- | --- |
| **Project: KEA\_STUD CHAT Messenger** |  |
| Release: 1 |  |
| Date: 9 April 2015 |  |
|  |  |
| **PRINCE2** |  |
|  |  |
| Author: Carina Lamb, Lina Alhajar, Muniba Talha |  |
| Owner: Carina Lamb, Lina Alhajar, Muniba Talha |  |
| Client: Copenhagen School of Design & Technology |  |
| Document Ref: 2tool\_PID |  |
| Version No: 1.0 |  |

# 1 Project Initiation Document History

## 1.1 Document Location

This document is only valid on the day it was printed.

The source of the document will be found at this location (need to be logged in)

<http://fronter.com/kea/links/structureprops.phtml?treeid=190539>

## 1.2 Revision History

**Date of this revision:**

**Date of next revision:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision date** | **Previous revision date** | **Summary of Changes** | **Changes marked** |
|  |  | First issue |  |

## 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 | 9 April 2015 | 1.0 |
| Marianne Nielsen |  | Member of Steering Committee | 9 April 2015 | 1.0 |

## 1.4 Distribution

This document has been distributed to:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Date of Issue** | **Version** |
| Carina  Lina  Muniba | Developers, Project Managers | 9 April 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.

## 4 Project Approach

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 Business Case

[Describing the justification for the project based on estimated costs, risks and benefits]

## 6 Project Management Team Structure

## 7. 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

## 8 Quality Management Strategy

|  |  |  |  |
| --- | --- | --- | --- |
| Quality Techniques | Description | Activities | Responsibilities |
| Testing | Whether the system is successfully performing or not | Units testing | Developers |
| Formal review | Request for review | Planning  Preparation  Review meeting  Rework  Kick of  Follow-up | Quality manager |
| Standards | Software engineering standards | A set of processes, which are in turn defined in terms of activities. | Developers |

## 9. Configuration Management Strategy

We will be using version control, specifically GitHub Repository, to save all documentation (reports, meetings logs and emails) along with source code for the system.

Any changes in the requirements of the system will be agreed upon at meetings with the Steering Committee and queries regarding the system can be asked during these meetings. These changes or questions will be recorded to the logs, and stored on the Git Repository for future reference.

Emails will be backed up and stored on the repository to ensure that understanding between team and stakeholders is uniform.

Reports will be updated regularly on the repository to show progress in the project.

## 10. Risk Management Strategy

After various brainstorming meetings, multiple team based assessments and keeping in view the history we have identified following risks that may or may not arise in the course of time:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Type** | **Description** | **Impact** | **Frequency** | **Mitigating Actions** | **Responsible Person** |
| 1 |  |  |  |  |  |  |
| 2 | Technical | One or more components of project are not completed or don’t show the desired output. | Low  (As the basic features of project are already up and running) | Low | Work breakdown structure for the project has been formulated in start with ample amount of time between project completion and Deadline. | Carina  Lina  Muniba |
| 3 | Man Power | If staff member stop showing up or is way too absent from work. | High  (We already have very small team) | Low | Incentives and warnings are established to encourage the responsibility and positive behavior while eliminating negative attitude towards work. |  |
| 4 | Financial | No money is involved in the project as yet. | Low | Low |  |  |

## 11. Communication Management Strategy

Communication Management strategy has been separately documented in Communication Management Strategy document and will be delivered with PID.

## 12 Project Plan

## 13 Project Controls

[Summarising the project level controls such as stage boundaries, agreed tolerances, monitoring and reporting]

## ~~14 Tailoring of PRINCE2~~

~~[A summary of how PRINCE2 will be tailored for the project]~~