1



Online Manuscript

Submission for SPJNAS

IS314

PROJECT

PROPOSAL

–

PROJECT 2

Corporate Pirates

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# Project Title

Online Manuscript Submission System

# Project Team

Below is the list of members of the Corporate Pirates company.

|  |  |  |
| --- | --- | --- |
| Name | ID | Email |
| Divnesh Prasad | S11134755 | S11134755@student.usp.ac.fj |
| Joanna Tuafafa Latasi | S11134891 | S11134891@student.usp.ac.fj |
| Nickeel Chandra | S11119382 | S11119382@student.usp.ac.fj |
| Anderson Kukutu | S11079658 | S11079659@student.usp.ac.fj |
| Kristofferson Mala | S00004857 | S00004857@student.usp.ac.fj |

# Definition and Acronym

* SPJNAS – The South Pacific Journal of Natural and Applied Sciences
* System Architecture - conceptual model that defines the structure, behavior, and more views of a system
* Client – Server Architecture - Client-server architecture (client/server) is a network architecture in which each computer or process on the network is either a client or a server. In this system the users will be clients which will use their web browsers to access the system(server) for tasks to be performed.
* SRS – Software Requirements Specification
* Modules – Different parts of the system that needs to be developed and integrated to have successful system.

## Project Description

## Current System and Client

The client of the project is SPJNAS. Submission of manuscripts to SPJNAS is a long and timeconsuming process. At present, the SPJNAS use an email approach to submit manuscript. In this approach, authors submit their work via email to Professor Surendra Prasad, the editor of the SPJNAS. It is then the responsibility of the editor to contact reviewers and send them a copy of the manuscript via email. After the review process is completed, the editor informs the author of the decision made regarding the publication of manuscript. The above procedure is all done through email correspondence between the editor, author and reviewers.

## Issues with Current System

The email approach currently adopted by the SPJNAS is inefficient and has many issues. The current email process is very tedious and slow. In addition, it’s very difficult to manage numerous emails from authors and reviewers. It requires a lot of effort on the editor and the authors, since editors must check that submission has all the required documents. If documents are missing, then the editor must contact the author to do a resubmission of manuscript. In addition, emails can lead to confusion as there can be multiple versions of the manuscript and this can lead to delay in acceptance or even rejection if wrong manuscript is reviewed. A better system needs to be implemented to increase efficiency and decrease workload. Hence, an Online Manuscript Submission System is proposed to allow authors to submit the manuscript efficiently and resolve several of the issues with the email process.

## Proposed System

After consulting with the editor of SPJNAS, Prof. Surendra Prasad, the team has acquired a perspective of the system that is to be built and some of the functionalities. As such, the team proposes that a web-based application for the Online Manuscript Submission System. Due to authors being geographically apart, the web-based system would cater for submission for anywhere across the globe with the constraint that internet is available in the area.

The web-based system will register authors, editors or reviewers. It will provide a step-by step process of submitting manuscripts which will ensure that authors submit all the relevant documents to the SPJNAS. The system will have 3 views which will be dependent on the access level and role of the individual. These 3 views are editor, author and reviewer.

Individuals registered in the system as authors will be able to submit manuscripts for review. They will also be able to upload draft copies of manuscripts which can be edited before submission. In addition, authors can track the progress of their submission through the system.

Editors of SPJNAS will have editor role in the system. Editors will be able to see the submitted manuscripts. They will use the system to register reviewers, as well as assign reviewers to submitted manuscripts. Furthermore, editors will make decisions on the publication of manuscripts.

In addition, reviewers in the system will have access to manuscripts that need to be reviewed. The editor assigns manuscripts to reviewers which then reviewers can access. The reviewers would download a copy of the manuscript and submit comments to the editor.

## Business Benefits

The implementation of the Online Manuscript Submission System will bring several business benefits. Firstly, it would automate several processes while submitting manuscripts, such as ensuring that all relevant documents are submitted in the right format. It will also automate email responses to authors regarding their submission which would save time. In addition, the system is accessible across the globe via internet and hence diversity in authors and articles. Furthermore, it makes managing manuscripts easier since submitted manuscripts are available at one place. Moreover, it also benefits authors as they will be able to track the progress of their manuscripts without contacting the editor. Hence, the system being proposed resolves many issues of the current email method as well as providing additional benefits to SPJNAS.

The team is dedicated to creating and implementing the Online Manuscript Submission System. It also aims to help the SPJNAS to modernize and automate its submission process.

# Stakeholders

|  |  |
| --- | --- |
| Stakeholders | Roles |
| SPJNAS | The committee are the financers of the project. |
| Editor | The editor, Prof. Surendra Prasad is the contact point for the project team  regarding the system being built. The functionalities and the User  Interface of the system will be approved by the editor. |
| Authors | Authors submit manuscripts to the SPJNAS for publishing. Hence, their input on the submission and tracking process will be beneficial to the design of the system. |
| Reviewers | Reviewers will review submitted manuscripts submitted to SPJNAS. Therefore, the review process would require their input to model a better system. |

# System Scope

## High Level User and System Requirements

The Online Manuscript Submission System will be predominately used by authors, editors and reviewers. All users must register to be able to access the system. The user will be sent an email once registration is complete to activate that account. After registration process, the user will be able to login into the system. Depending on the privileges provided a user can be either an author, editor or reviewer or have multiple access views.

The table below explains the different functionalities that a user can perform:

|  |  |
| --- | --- |
| User | Functionalities |
| Author / Co-author | * Add, update, delete manuscript uploaded * Submit manuscript for review * Track progress of manuscript submission * View individual manuscript submission * Download uploaded manuscripts |
| Reviewer | * View manuscripts assigned to reviewer * Download manuscripts assigned * Upload review comments |
| Editor | * View submitted manuscripts * Add reviewers * Assign reviewers * Send feedback to author |

After examination of these requirements the project team has devised six modules to be built to create the system.

Module 1 – Login

* Registration of users.
* Confirmation and Activation email sent to the user’s email.
* Login form for users o Validation of user credentials.

o Redirection to appropriate page

Module 2 – Submission Module

* Upload manuscripts to the platform
* Delete draft manuscripts
* Submit manuscripts for review

Module 3 – Manuscript Tracker Module

* View uploaded manuscripts
* View progress on submitted manuscripts

Module 4 - User Profile Module

* View user profile
* Edit user profile information o These include passwords, email address, contact details

Module 5 – Editor Module

* View submitted manuscripts
* Assign Reviewers to submitted manuscripts
* Add and Remove Reviewers
* Provide feedback to author o Provide comments to author regarding manuscript o Automated email to be sent to all afflicted parties of the manuscript

Module 6 – Reviewer Module

* View manuscripts sent for review
* Download manuscripts
* Send feedback to editor

## System Architecture

The system architecture proposed for the system is a Client – Server Architecture. The client side will exist on user’s computers whereas there will be an always on web server handling client requests. Since the Server side will always be running, users to access the system at anytime from anywhere across the globe. In addition, it is also suggested in distributing the web server components into separate physical machines to increase efficiency and performance.

# Project Schedule and Deliverables

## Project Deliverables

Provided below is a list of deliverables that the project team will produce:

* A project proposal
* A SRS Document
* A prototype of the system
* System Analysis and Design Document
* Testing Report
* User Manual
* Fully functioning Online Manuscript Submission System.

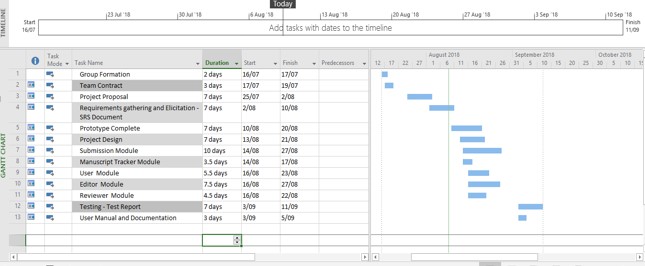
## Project Schedule

Listed below is the schedule that will be followed by the project team to deliver the Online Manuscript Submission System.

**Time Line for Online Manuscript Submission for SPJNAS**

|  |  |  |
| --- | --- | --- |
| Activity | Description | Duration(Days) |
| A | Group Formation | 2 |
| B | Team Contract | 3 |
| C | Project Proposal | 7 |
| D | Requirements  Gathering and  Elicitation – SRS  Document | 7 |
| E | Prototype Completion | 7 |
| F | Project Design | 7 |
| G | Submission Module | 10 |
| H | Manuscript  Tracker Module | 3.5 |
| I | User Profile Module | 5.5 |
| J | Editor Module | 7.5 |
| K | Reviewer Module | 4.5 |
| L | Testing – Test Report | 7 |
| M | User Manual and Documentation | 3 |

Gantt Chart of Project Duration



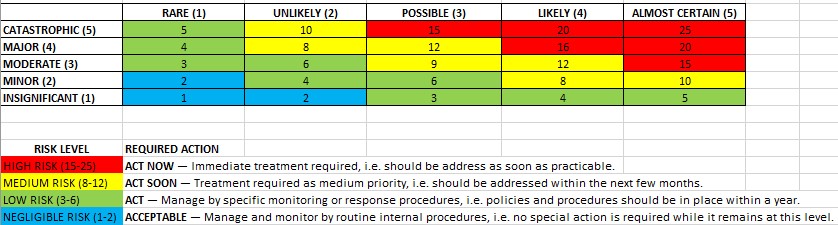
## Project Budget

The table below lists the costs breakdown of the project.

|  |  |
| --- | --- |
| Cost Description | Cost |
| Project Team Salary  Each employee will be paid $300 per week. The project duration is 10 weeks | $15,000.00 |
| Hardware Resources  The Team will require resources such as internet access as well as other computing needs. | $1,000.00 |
| Software and Licensing  Microsoft Office Products ($15 per month  for 5 users for 3 months) Visual Studio Code (Free)  Xampp (Free)  000WebHost (Free for development) (For implementation, $8 per month) | $225.00 |
| Cloud Storage  All data shall be backed up on the cloud. Google Drive has been selected for this. A budget of $100 has been set aside for this. | $150.00 |
| Domain Name and Hosting Website 000 WebHost for 1 year (8\*12) | $96.00 |
| Miscellaneous Cost | $750.00 |
| Total | 17,221.00 |

# Risk Management Plan

There are risks associated with all projects and this project is no exception to this rule. It is is important to identify and monitor these risks so that it does not affect the project. The framework showcased below will allow the project team to monitor risks on the basis of the risk occurring and the impact it would have on the project’s success. This framework will enable detection of risk and action to be taken.

 Figure 1 - Risk Register

## Risks

The project team has identified these risks towards the development of the Online Manuscript Submission System.

#### 1. Deadline Risk

Due to having only 14 weeks to complete this project, meeting deadlines would be considered as a risk factor as there is a lot of processes needed to be completed to successfully deliver the system. This would have a catastrophic impact on the project.

#### 2. Budget Risk

Due to the short time frame, the project may go over the budget allocated for the project. This would also have a catastrophic impact on the project.

#### 3. Requirement Change

As the project progress, there is a chance that the client will want some additional requirements or modification to the current requirements. This can be classified as a major to moderate impact on the project depending on the change required.

#### 4. Loss of Team Members

A team member can leave the project team during the project. This is a moderate risk to the project.

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#### 5. Loss of Work

The project team could potentially lose some completed work such as documents or code files. This can be due to laptop crash or accidental deletion and would have a catastrophic impact on the project.

## Risk Mitigation Techniques

Below are some ways that each risk mentioned above can be mitigated.

#### 1. Deadline Risk

Working towards meeting milestones by the assigned due date. In addition, additional resources will be used in certain cases to ensure that the project meets the expected deadline.

#### 2. Budget Risk

This risk can be mitigated by handling funds wisely and not misusing the resources. It is preferable to stay under budget during the project. In case this risk occurs, the client must be contacted to resolve the issue.

#### 3. Requirement Change

There is no possible way to prevent the moving target problem. The project team can suspend changes to the requirements once SRS is created. This would mitigate the risk to a certain degree however essential changes will need to be addressed.

#### 4. Loss of Team Members

Team Contracts ensure that team members do not leave the team during the completion of the project.

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#### 5. Loss of Work

This risk can be managed by having backups of documents on a Cloud Based Service, i.e. Google Drive as well as a local hard drive backup of the project work.

# Team Contract

## Introduction

This Document defines the rules, regulations and responsibilities of IS314 Group 11 and its members. It outlines the purpose of the team as well as the duration of the contract. In addition, it specifies the different skills possessed by the members and the roles that they will play during the contract period.

## Purpose

The purpose of the Corporate Pirates is to successfully develop and present a solution to the problem chosen.

## Duration of Project

The project shall last for the entirety of semester 2, 2018. This is equated to 13 weeks from the 17th of July

## Skills Inventory

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | T | EAM MEMBERS | |  |
| SKILLS | Divnesh | Joanna | Anderson | Kris | Nickeel |
| Clear  communicat  or | + | + |  |  | **+** |
| Editing and  Restatement | + | + |  |  |  |
| Critical  Analysis | + | + | + | **+** | **+** |
| Summarizing |  | + |  | **+** | **+** |
| Self-  management | + | + | + | **+** | **+** |
| Evaluation | + | + | + | **+** | **+** |
| Problem  Solving | + |  | + |  | **+** |
| Word Skills | + | + | + | **+** | **+** |
| Database  Design | + | + | + |  | **+** |
| SQL | + |  | + |  | **+** |
| Coding  PHP | + |  | + |  |  |
| HTML |  |  | + |  |  |
| Microsoft  Visio | + |  |  | **+** | **+** |
| Research | + | + | + | **+** | **+** |

## Resource List

|  |  |
| --- | --- |
| Resource | Reason |
| HTML & CSS Coder | To design the UI of the project |
| PHP & JavaScript Developer | To design back end and functionalities |
| Project Manager | To negotiate with stakeholders and manage the project progress. |
| Documentation Specialist | To note down all requirements and designs of the project. |

## Roles

The tables below shows the various roles required to complete the project and the various roles team members take up during the project life cycle.

Table 1: Roles Required

|  |  |
| --- | --- |
| Role | Description |
| Project Manager | * In charge of Project * Liaises with Project Sponsor * Creates Progress Reports |
| Database Specialist | * Manages the Database * Writes Queries * Integrates Queries with Back End |
| Back End Programmer | * Handles the functionality * Writes the Back-End Code * Integrates Queries with Back-End |
| Front End Programmer | * Looks after GUI of the system * Integrate Back-End with Front End |
| Documentation Specialist | * Produces Required Documents * Keeps hold of Team Meetings |

Table 2: Team Member Roles

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Tasks | Leader | Back End Programm  er | Front End Programm  er | Documenta  tion  Personal | Database  Specialist |
| Initiation  Team Contract  Project  Proposal | Divnesh | N/A | N/A | Kristofferson  Anderson  Nickeel  Joanna | N/A |
| Requirement  Gathering and  Elicitation &&  Project Design | Joanna | N/A | N/A | Divnesh  Nickeel  Anderson  Kristofferson | N/A |
| Prototype Completion | Anderson | Kristofferson  Anderson | Nickeel Joanna | Joanna | Divnesh |
| Building  System  Completing  Modules | Nickeel | Divnesh Nickeel | Anderson |  | Kristofferson Joanna |
| Testing  Unit testing Acceptance testing | Kristofferson | Joanna | Divnesh Kristofferso n | Anderson | Nickeel Anderson |
| Project Closure  And  Presentation | Divnesh |  |  | Joanna  Kristofferson  Nickeel  Anderson |  |

## Decision and Voting Policy

This section will explain the chain of proposals and decisions made within the team as well as the proposals made to the supervisor/customer for decision making.

### Team Decisions Process

Each proposal to alter or modify any existing or introduce a new protocol to group must be submitted to the project/team manager at least 1 day before a team meeting. The team manager will forward the proposal to the team for analysis of the proposal.

In addition, there will be a specific time allocation in each team meeting to debate these proposals. A vote will accompany each proposal and the proposal will be adopted upon majority approval vote. In the scenario where a member does not appear for a team meeting, then the vote and debate shall be deferred to the next team meeting.

In the case where an immediate response is required for any proposal or event, the team manager can call an emergency meeting to hold a voting and take appropriate action decided by the team. In this case, team members can be contacted via social media or call (whichever convenient) to vote on the matter. If a team member is unavailable or cannot be reached and there is a tie in the voting, then the project managers vote will be given higher precedence. In addition, if all of the members are unavailable then the responsibility of making a decision falls onto the project manager. If Project Manager is unavailable, then the next head of the team will make decision and this chain will be carried onwards if the highest-ranking person is unavailable. This will ensure that an immediate response is made as soon as possible.

NOTE:

* Each member has to cast a vote (either Approve or Disapprove).
* Proposals that require Sponsor details must be first thoroughly discussed in the team and voted upon before taken to the sponsor.

### Sponsor Decisions

Any proposal or change that requires the approval of the sponsor must be first approved by the team. The project manager has to make an appointment with the sponsor(s) to discuss the proposal. Whilst making the appointment the project manager will also hand over documents regarding the proposal to the project sponsor.

Depending on the magnitude of the proposal, a varying number of members will meet with the project sponsor to decide upon the best solution i.e. either approve or disapprove the proposal.

## Code of Conduct

### Meetings

Meetings are important for the team as it helps team building within the team. It also allows members to be aware of the current stage of the project and its progress. In addition, the meeting will also allow discussion on new proposals as well as future stages of the project.

Meetings will be held on a weekly basis with attendance of team members compulsory. The project manager will arrange these meetings with respect to team members schedules to avoid clashes. A violation of this meeting conduct will be due to missing a scheduled meeting. In certain situations, a team member will be excused for not attending a meeting provided that there is a genuine reason.

### Roles

Each member will occupy a different role during the development stage. This will allow members to be better developers.

A detailed list of member roles is explained in the Roles section of this document.

Purpose is to equally distribute assignment workload and roles to team members based on the areas of knowledge.

1. All team members will be assigned roles that they believe will be most suitable to them.
2. Everyone will have freedom on the decision of how they would contribute to the project.
3. No team member will be forced to take a role which they are not comfortable or specialized in.
4. Team Members will share equivalent workload throughout the project lifecycle.

A violation of this roles is only possible if the member does not satisfy the standards set for that role i.e. tasks completed are not up-to standards.

### Responsibilities

It is vital that everyone understands the responsibilities to ensure tasks are completed.

1. It is the responsibility of each member to attend team meeting.
2. It is the responsibility of each member to complete their assigned work by the given deadline.
3. In addition, it is the responsibility of each member to attend a meeting and/or inform unavailability.

### Operations

Purpose is to allow the team to operate effectively and efficiently without any major Interruption.

1. All members are required to communicate freely with other members.
2. For the success of project, all team members need to complete the activities that they have been assigned.

Violations of Rules:

1. Members delaying on their assigned tasks and not informing the project manager.
2. Project manager not sharing the details of the projects progress with other members.

### Evaluation

Purpose is to allow the team to assess the tasks done in the project to avoid complications later in the project.

1. Everyone is required to work together effectively.
2. For the success of project, all members are requested to participate in decision making and give in their alternate views.

Violations of Rules:

1. Members giving excuses for not participating.
2. Team not being corporative with each other.

## Violations

This section of the team contract elaborates the severity of violations based on a metric system and the relevant actions that shall be taken on the offender.

|  |  |  |
| --- | --- | --- |
| Category | Offense Characteristics | Action |
| 1 | Misses team meetings.  Late to meetings (10 minutes) Does not respond to emails or forums and Viber group | Counsel the offending team member. |
| 2 | Regular absences from team meetings  Regular late to meetings  Contacts team mates only during deadlines | Bring refreshments. |
| 3 | Does not complete the whole assigned tasks by the given deadline | As a group discussion the amount of work completed will be statistically recognized and the violator shall be awarded the percent only for that particular phase. |
| 4 | Completes 0% assigned tasks by the given deadline | The violator will be awarded no marks and gives daily reports in the next phase to the project manager. |

## Team Participation Strategies

Strategies to ensure cooperation and equal distribution of tasks:

* Team members apply their skills in the areas they perform best.
* Keeping full contact in the team to ensure any of the team members are not overloaded.
* Team members cooperate with each other in doing given tasks.
* Strategies for encouraging / including ideas from all team members:
* By giving out ideas and doing a voting system, whichever one gets most responses by the team will be chosen.
* Thanking the team members for their ideas.
* Respect every member.
* Strategies for keeping on task:
* All tasks should be equally divided amongst the group members.
* Having due dates for tasks.
* Preferences for leadership (informal, formal, individual, shared, rotational): ● Informal leadership ● Avoid team domination.
* Maintain ground rules.

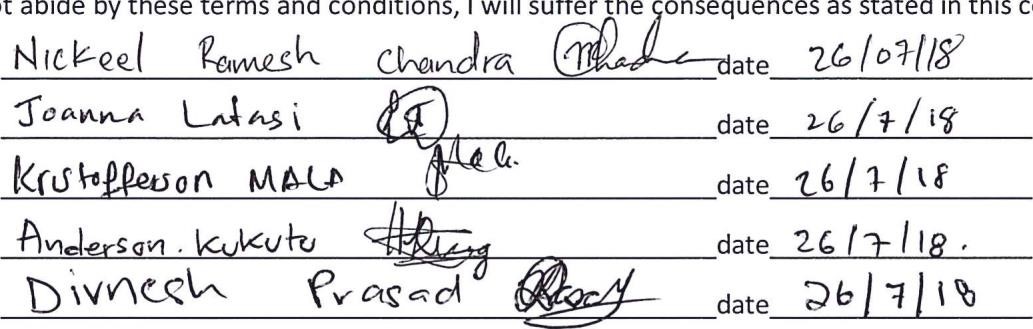
Communication method between team members

* Face-to-Face
* Phone contact
* Student email
* English will be the formal communication channel

## Non-Disclosure Agreement Clause

By Signing this document, I agree to a non-disclosure of all sensitive material regarding the project and its progress any individual that is not part of the team and isn’t a project sponsor. If found to be doing so, action shall be taken against the offender as explained in the Violations section of this document.

I participated in formulating the standards, roles, and procedures as stated in this contract. b) I understand that I am obligated to abide by these terms and conditions. c) I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.

1.

2.

3.

4.

5.

# Project Proposal Mark Allocation Sheet

After our group discussion, we recommend the following mark allocation to each group member, based on level of contribution throughout the assignment.

Group Number: 11

Project Manager: Divnesh Prasad

|  |  |
| --- | --- |
| Student ID | Percentage of Final Points |
| S11134755 | 100 |
| S00004857 | 100 |
| S11119382 | 100 |
| S11134891 | 100 |
| S11079658 | 100 |

|  |  |  |  |
| --- | --- | --- | --- |
| Student Name | Student ID | Signature | Date |
| Divnesh Prasad | S11134755 | DP | 10/08/2018 |
| Kristofferson Mala | S00004857 | KM | 10/08/2018 |
| Joanna Latasi | S11134891 | JKL | 10/08/2018 |
| Nickeel Chandra | S11119382 | NRC | 10/08/2018 |
| Anderson Kukutu | S11079658 | AK | 10/08/2018 |