

Project Management Plan v2

Sustainable Work through Women-in-tech Application for Older Women
in Malaysia and Thailand: Integrating Action Research and Design
Science Approach

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Introduction and Purpose

The Women-in-tech application help the users to get familiar with technologies and improve their technology skills. The researchers can investigate the awareness, knowledge, attitudes, etc of older women toward technology by allowing them to answer the chatbot question.

The objective of this project is to improve the application by adding new features, change some elements and functionalities, improve the performance, etc.

For project wide vision statement and stakeholders, please refer to the Project Management Plan inside project increment 1 folder in <https://git.infotech.monash.edu/fit3077-empowering-women/fit3170-empowering-wo men>.

Team Management

Name	Role	Email	Phone number
Mark Lee Kok Han	Full stack developer	mlee0056@student.monash.edu	0109519933
Teh Jun Wen	Full stack developer	jteh0006@student.monash.edu	0193450134

Process Information

A modified Kanban with Scrum framework was used in this project. Unlike Kanban, we will use sprints like in Scrum instead of a continuous workflow as we receive our task from weekly meetings with the client but we do not implement any of the Scrum roles as we deemed that we do not have enough members to adapt scrum methodology.

The sprints are set as one week and it will deliver the product with new/changed features at the end of iteration.

Scrum process:

1. List out the task that has to be done until the end of the iteration on Trello.

2. Distribute the task.
3. Working on the task.
4. Have a team meeting to update the progress and discuss any issues if any of the team members have.
5. Test the application before the clients meeting.
6. Update the progress and discuss any issues during the clients meeting.

Policies to keep everyone informed

Communication

Platform	Purpose	Occurrence
WhatsApp	<ul style="list-style-type: none"> • Short conversation between the team members 	Not defined
Discord	<ul style="list-style-type: none"> • Team meetings: <ul style="list-style-type: none"> ○ Distribute tasks ○ Update the progress ○ Discuss methods ○ Discuss issues 	Minimum twice a week
Email	<ul style="list-style-type: none"> • Receive clients meeting notification (zoom link and date) • Update the progress • Ask for clarification 	Minimum once a week
Zoom	<ul style="list-style-type: none"> • Clients meetings: <ul style="list-style-type: none"> ○ Update the progress to clients ○ List out the features that need to change or added ○ List out the issues/bugs found by clients 	Minimum once a week

Workflow/Task management

The framework that will be used to manage the workflow in this project is called Kanban and will be managed in the Trello application.

- Trello
 - Write the tasks that need to be done in the To Do list.
 - Assign the task to the member(s).
 - Move the task to the Doing list if one of the members start working on it

- Move the task to the Testing list after completing the task but haven't tested.
- Move the task to the Done list after the testing was successful.

Role and Responsibility

Full stack developer

- Work on the back end and front end of the software.
- Test an application.
- Research on the problem.
- Find the solution.
- Communicate with the team member and clients to keep updated.

Agenda

Team meeting agenda at the start of the iteration (after the client meeting):

Topic	Description	Estimated time
Task	- List out the tasks that need to be done in the product backlog. - Distribute the tasks.	5~8 minutes
Issue	- List out some possible issues. - Discuss the issues.	3~5 minutes
Next meeting	- Set the next meeting date.	1 minute

Team meeting agenda at the end of the iteration (before the client meeting):

Topic	Description	Estimated time
Progress	- Update the progress.	5~10 minutes
Issue	- List out some issues if they exist. - Discuss the issues.	5~15 minutes
Next meeting	- Set the next meeting date.	1 minute