Project Plan

For 2101_Data_Analytics

Group 3

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1. Project Plan

1.1 Vision

For Ms Kamala and her colleagues
who needs to display data from different sources
the 2101_Data_Analytics
is a widget based on a multi-layered MVC
that is versatile and is able to display different types of data
Unlike Cambridge Analytica or Nielsen
Our product adds value to our target group without collecting and utilising users' data for commercial purposes.

1.2 Team Members

Name	Contact Info	Roles
Sami Hussein	shus0013@student.monash.edu +971 50 726 3664	Product Owner
Shuta Gunraku	sgun0027@student.monash.edu +81 80 9287 1604	Scrum Master
Bryan Lim	clim0100@student.monash.edu +60 189 020 304	Developer
Er Tian Ru	terr0001@student.monash.edu +60 174 473 875	Developer
Jason The	jthe0005@student.monash.edu +62 821 5796 6045	Developer
Pan Wei Hung	wpan0017@student.monash.edu +60 16 260 7232	Developer

1.3 Methods of Communication

1. Slack
2. Whatsapp

1.4 Team Roles

1. **Product Owner**
   Interacts with the client to identify product specifications to be put into the product backlog. Their main role is to maintain the product backlog by deciding on its content and the priority of each product backlog item. They're responsible for informing the team what to build on each iteration.

2. **Scrum Master**
   The Scrum master's role is to "lead" the team by helping them come to a consensus in decisions and moderating the team. They also organize the sprint activities (product review, retrospective etc.) and help the product owner in managing the backlog.

3. **Development Team:**
   (Responsible for developing product functionalities and product testing. Each member is self-managing and cross-functional.)

1.5 Team's process model

The process model chosen for this project is based on the agile-based scrum process model. Some differences however are that instead of holding scrum meetings and artefacts updates daily it will be biweekly, once during the tutorial and once on the weekends. Each sprint will last two weeks. Scrum also recommends the team to work together in the same location but due to the pandemic, that would be impossible and so that will also be cut from our process model.

1.6 Definition of Done

- Pass test cases
- Deliver a feature with no known bugs
- Working software that fulfils client's requirements
- Complete user stories

1.7 How will the team allocate tasks to members:

Each member picks an item from the sprint backlog to complete

1.8 How your team will keep track of progress on your project:

- **Slack:** For communication related to tasks.
- **Trello:** Overview of tasks.
- **Gitlab Issue tracker:** Description of each task, and tracking issues.

1.9 How your team will store and manage your backlogs:

- Trello
- Gitlab Issue Tracker

1.10 How your team will keep track of time spent on project tasks:

Use the time tracking service called Toggl. Team members can allocate tasks and report the time they spent.

2. Risk Register

ID	Risk description	Likelihood of risk occurring	Impact of the risk occurring	Monitoring strategy	Mitigation Plan
1	Client's requirements are undefined or not well understood	Medium	High	Regular meeting with clients to ensure client's requirement is met	Reduction: Make sure to involve the client in the development process. Regularly show them the program after each sprint to make sure it's heading in the right direction.
2	Project group members having conflict	Low	Medium	Infer about any issues during the standup meetings.	Acceptance: The SCRUM master should help in resolving the conflict.
3	No in house expertise with chosen development software	Medium to High	High	Discuss about expertise during project inception when choosing the software to work with.	Avoidance: Don't choose software that no team member is familiar with.
4	Lack of client availability	Medium	Medium	Make sure to keep close contact with the client to know if they're unavailable for any meetings.	Reduction: Make sure to inform the client regarding their role in agile development as an active participant and work out a meeting schedule beforehand.
5	Team members facing health issues (not available, sick, etc)	Medium	Medium to High	Keep close contact with team members to know if any of them would be unavailable.	Acceptance: Have another team member pick up the unavailable team member's work.
6	Client suddenly propose big/unrealistic changes	Medium	High	Have regular meetings with clients to see if they want to propose any changes.	Avoidance: Discuss civilly why it might be infeasible to make the change and talk them out of it.
7	Faulty communications equipment, computers, internet connection or hardware	Medium	Medium	Regular examination of the equipment.	Acceptance: Have another backup equipment/device ready
8	Local saved file corrupted	Low	High	Check local save files regularly.	Reduction: Work with Git repository to ensure that all file is saved online
9	Software libraries used were revealed to be unstable (cause security flaw, etc)	Low	High	Keep up to date with the software being used	Acceptance: Have an alternative software option we can switch to.
10	Misuse of data	Low	High	Ensure only using the data as what has been agreed on with the user	Acceptance: Create and follow a legal regulation for data handling and usage. Make sure the user agrees to the terms of service when using the application.
11	Team member not able to complete their tasks during a sprint	Medium	High	Keep in close contact with team members to see if they encounter any issues	Reduction: Discuss how everyone is doing in their tasks in the standup meetings and provide help if necessary.