**Plan and Progress**

**Roles**

**Project Manager -**  The group believes that this role was someone that we really needed. This role ensures that the project stays on track and on schedule. This role manages many aspects of the project including the risks, budget, schedule and scope. This role is imperative to the success of the project as if you aren’t keeping a close eye on the moving parts of the project, the project can fail.

**Business Analyst –** The reason that we assigned a business analyst was because that the idea is very new to all of us. We didn’t have a clear understanding of the Alexa skills and how they worked and we didn’t know what potential users of the Alexa skill would exactly want. Therefore, we thought it was important for the BA to do some research and share with the group. The BA also elicited our requirements based on what we expect the Alexa skill would do and then also sought feedback from the public (friends and peers) on what they would want out of the skill and translated this in to functional and non-functional requirements.

**Developer x 2 –** The developer is key to the project and will be the one developing the Alexa skill. Without this role – the project would not be possible. The developer will need to learn the programming language as well as the way the Amazon Alexa is built and how you develop each skill.

**Tester –** The role of the tester is to test out each requirement to ensure it is working to the standard that is expected. Although we could have all helped with testing, sometimes items can be easily missed as this is not your core function. So, we decided that it would be key to have someone who can dedicate their time to the testing of each requirement.

**Risks**

The risks that the group has identified for our project are:

1. Resourcing – the group has other projects/subjects and work requirements that could impact the timeline of the project
2. Incomplete requirements – as the team is new to eliciting and developing requirements, the requirements may be incomplete as some things may be missed
3. Requirements not testable – as per above risk, the requirements may not be clear enough to develop test cases as the business analyst is new to the role
4. Scope change – as this is a new idea that is exciting and innovative, there may be scope creep as the team will want to make this project the best it can be
5. New Technology – the Amazon Alexa is new technology and our developers are also new so this may cause some delays as these new skills and knowledge are learnt
6. Inaccurate estimation – as above risk, the new team and new technology may result in estimations being incorrect
7. Decision delays – as there is now owner to the product/idea (it is a shared idea), there may be delays in decision due to all parties having to agree
8. Legal and Privacy – the idea will need to fit in with privacy laws and any other regulation which may cause confusion and the need for a paid external resource
9. Speed to market – due to the development time and inexperience, another company may beat us to market
10. Product not accepted by users – the Alexa skill is not used or accepted by the public

**Personal Reflection**

As per the last assignment, we really need to start earlier. Unfortunately for this assignment a lot of the team members had other priorities whether it was other subjects or work. For me, I was really busy at work and had some deadlines to meet which meant that I was not as available as I was in the past. However, as we always do, we can come together and ensure that all parts of the assignment and project are done in time. As mentioned earlier, if I was to do the assignment again I would ensure we started earlier and worked through responsibilities at the very start. This would have meant that there were no last-minute stress and uncertainty if everyone was going to deliver on time.

**Timeframe**

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| --- | --- | --- | --- | --- | --- |
|  | Melissa | Caleb | Pete | Yousef | Aria |
| Week 1 | Idea generation, workshop everyone’s personal ideas as well as add new ideas. Refine the list to 3 ideas and vote on idea. 3 ideas were Alexa games – dice roll & rock, paper, scissors. Alexa language translation – say a sentence in your own language and advise which language you would like it translated to. Humming app, hum a song and the app will tell you which song it is. Voted on the Humming App. Started assigning work and planning what is required. | | | | |
| Week 2 | After assigning out the tasks required for the idea and what was required, it was decided that the idea was too complex and that the skills and experience that we had would not deem this successful if we were to pursue this idea. The group went back to the drawing board and decided on Alexa games which would be the ability to play rock, paper, scissors with Alexa and also to have Alexa roll dice for you. It was then discussed what this could form to and that it could become a support to all tabletop games. However, to avoid scope creep, we decided that this would be a later iteration. We assigned out the relevant parts of the assignment as well as discussed roles for the project. | | | | |
| Week 3 | This week as a group we worked on the presentation to ensure this was a success. Our presentation was based on our project idea and what was required to deliver this. This took some time working out the different parts of the presentation. | | | | |
| Week 4 | Melissa was assigned the following for the project: Plan and Progress, Roles, Timeframe, Risks and was the project manager on the project. | Caleb was assigned the Team Profile, Skills and Jobs and was the developer on the project. | Pete was assigned the Overview and Aim and was also a developer on the project. | Yousef was assigned Scope and Limits and Tools and Technology and was the business analyst on the project. | Aria was assigned Testing, Group Processes and Communication and was the tester on the project. |
| Week 5 | Each member worked on their parts as listed above in Week 5. We also spent time practicing our presentation and making the final tweaks. We delivered the presentation and regrouped after the presentation to give an update on where everyone was at. | | | | |
| Week 6 | As the project manager, Melissa started working through timelines, risks, budget and locking in scope. | Caleb and Pete worked with Yousef on developing the requirements as well as researching and learning about Alexa skills. | | Yousef began documenting the requirements from the group as well as from the feedback we had gathered from the public. | Aria also worked with Yousef to define the requirements so that when it comes to testing Aria knows exactly what needs to be tested. |
| Week 7 | Lock in budget, plan for mitigation of risks and documenting each of these. Reviewing and signing off requirements. | Finalise requirements and have each group member sign them off. Review any feedback and change as required. | | | |
| Week 8 | Run a sprint planning session by estimating t-shirt sizes for each requirement (this includes any other BA time required as well as development and testing), assign these requirements to sprints based on the dependencies (what requirements need to be delivered before another can). Sprints to be finalised and development work is ready to commence. | | | | |
| Week 9 | Attend daily stand ups with project team to ensure that development and testing is on track. Manage scope, budget and risks. Create plans if work doesn’t go according to plan. | Development work on assigned requirements, self testing and handover to tester. Defect management by identifying issue and re-deploy for re-testing  Deploy any work that has been tested and signed off. | Development work on assigned requirements, self testing and handover to tester. Defect management by identifying issue and re-deploy for re-testing  Deploy any work that has been tested and signed off. | Test requirements in a staging environment as they are ready and sign off if requirements are met. Report any defects to the developers. Retest any defects.  Once in production, test to see if working as expected. | Test requirements in a staging environment as they are ready and sign off if requirements are met. Report any defects to the developers. Retest any defects.  Once in production, test to see if working as expected. |
| Week 10 | Attend daily stand ups with project team to ensure that development and testing is on track. Manage scope, budget and risks. Create plans if work doesn’t go according to plan.  Manage and assign change requests as required. | Development work on assigned requirements, self testing and handover to tester. Defect management by identifying issue and re-deploy for re-testing  Deploy any work that has been tested and signed off. | Development work on assigned requirements, self testing and handover to tester. Defect management by identifying issue and re-deploy for re-testing  Deploy any work that has been tested and signed off. | Test requirements in a staging environment as they are ready and sign off if requirements are met. Report any defects to the developers. Retest any defects.  Once in production, test to see if working as expected.  Document and explore any change requests. | Test requirements in a staging environment as they are ready and sign off if requirements are met. Report any defects to the developers. Retest any defects.  Once in production, test to see if working as expected. |
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| Week 14 | Attend daily stand ups with project team to ensure that development and testing is on track. Manage scope, budget and risks. Create plans if work doesn’t go according to plan.  Manage and assign change requests as required. | Development work on assigned requirements, self testing and handover to tester. Defect management by identifying issue and re-deploy for re-testing  Deploy any work that has been tested and signed off. | Development work on assigned requirements, self testing and handover to tester. Defect management by identifying issue and re-deploy for re-testing  Deploy any work that has been tested and signed off. | Test requirements in a staging environment as they are ready and sign off if requirements are met. Report any defects to the developers. Retest any defects.  Once in production, test to see if working as expected.  Document and explore any change requests. | Test requirements in a staging environment as they are ready and sign off if requirements are met. Report any defects to the developers. Retest any defects.  Once in production, test to see if working as expected. |
| Week 15 | Twice-daily stand ups as development should be in final stages and ready for the last deployment. | Twice-daily stand ups and final development work. | Twice-daily stand ups and final development work. | Twice-daily stand ups to finalise all requirements and ensure all are complete and tested. | Twice-daily stand ups and final overall testing to ensure solution is working end to end. |
| Week 16 | Market the product now that it has been developed. This will initially be done through each members social media sites. Look for investor to help grow the business and assist with above the line marketing. Celebrate the hard work over the last 16 weeks. | | | | |