

Project Plan Group 3

UMGC CMSC 495 Section 6381

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1. Executive Summary

This document's main purpose is to provide a plan for developing calendar and task management application software for users such as working professionals, students, and parents. It will enable them to create and manage events, tasks and schedules using an app with an intuitive graphical interface. Core functions will encompass create, read, update, and delete (CRUD) functions. Additionally, it will provide sorting, filtering, labeling and visualizing tasks and events.

2. Project Overview

This document specifies requirements for a simple application for calendar event management, scheduling, reminders, and task management. The application allows users to:

- Create, edit, and delete events on a calendar
- Add, prioritize, and track tasks
- Receive notifications for upcoming events and deadlines
- Set up recurring events (e.g., weekly meetings)
- Categorize tasks and events by type (e.g., work, personal, urgent)

The application stores the calendar and tasks in a database which is from which human-readable information is read.

The application runs in the latest version of Chrome or Firefox browser on Windows, Linux, and Mac.

2.1 User interfaces

The application GUI provides:

- day, week, month, agenda, and task views
- Menus, filters, buttons, panes, containers, grids allowing for easy control by a keyboard and a mouse.

2.2 Software interfaces

The application allows import and export of individual events in iCal format. Bulk exporting and transmittal in JSON format to allow for integration with 3rd party software.

*Nice to have:

- Bulk importing events from google calendar, iCloud, etc.
- Pushing location address to google maps
- Calendar can be

2.3 Product functions

Product functions are summarized in Section 2.4 User Stories.

2.4 User Stories

User Story 1: Schedule Creation

As a busy professional, I want to create, edit, and delete events on a calendar, so that I can efficiently manage my daily, weekly, and monthly schedules.

User Story 2: Task Management

As a student, I want to add, prioritize, and track my tasks, so that I can ensure that I complete all my assignments and personal tasks on time.

User Story 3: Reminder Notifications

As a working parent, I want to receive notifications of upcoming events and deadlines, so that I do not miss important meetings or personal commitments.

User Story 4: Recurring Events

As a project manager, I want to set up recurring events (e.g., weekly team meetings), so that I do not have to manually create the same event multiple times.

User Story 5: Task Categorization

As a freelancer, I want to categorize tasks and events by type (e.g., work, personal, urgent), so that I can easily filter and manage my responsibilities based on context.

3. Project goals and objectives

The goal of this project is to create a task management application that addresses the diverse needs of users, ranging from busy professionals to students, working parents, project managers, and freelancers. It allows users to use different functionalities, including scheduling, task management, reminders, recurring event creation, and task categorization. Successful implementation of this application is expected to enhance productivity and improve time management and organization.

3.1 Objectives

1. Developing user interface
 - Create an effective and user-friendly UI that will deliver a positive experience
2. Implementing core functionality
 - Schedule Creation: Allows users to create, edit, and delete events across various time frames (daily, weekly, monthly).
 - Task management: Allows users to add, prioritize, and track tasks ensuring they meet deadlines efficiently
 - Reminder Notifications: Alerts users for upcoming events and deadlines.
 - Recurring Events: Provide options for users to set up and manage recurring events, such as weekly meetings.
 - Task Categorization: Enables users to categorize tasks and events by type to filter and organize their responsibilities contextually.
3. Ensure web application accessibility
 - Deliver a high-performance web application that is accessible across different web browsers and devices

4. Promote collaboration and teamwork

- To enhance productivity, promote collaboration within the team by emphasizing effective communication, defining clear roles, fostering trust, and creating a positive work environment.

4. Project Scope

4.1 Scope Statement

The project encompasses the design, development, and deployment of a web-based task management application that offers a range of functionalities tailored to the needs of various user groups. The project aims to deliver a straightforward tool that meets users' core needs emphasizing a reliable, user-friendly interface for easy task and schedule management.

Inclusions:

- Effective UI design for enhanced user experience.
- Development of core functionalities such as scheduling, task management, reminder notifications, recurring events, and task categorization.
- Comprehensive testing to ensure the application's quality, functionality, and reliability
- Deployment of a compatible web-based application that is accessible on different browsers and devices

Exclusions:

- The project will not include AI features or functionalities
- Integration with third-party applications such as social media platforms, email platforms, cloud storage, or calendar syncing
- The application will be developed to use a single-language interface which will be in English and will not include multi-language support

4.2 Project Meetings

Project meetings are scheduled for Sunday evenings at 8:00 PM EST, running from August 24th to October 8th. Initial meetings focused on defining the project idea, discussing design and roles, and

setting project goals. During these interactions, a team lead was elected, and roles were assigned based on team members' expertise and preferences.

The project plan was divided among team members, with three members initially handling two parts of the task each. The remaining team members were responsible for editing, updating, and finalizing the project.

4.3 Work breakdown structure

Goals:

- Design a user-friendly interface to enhance usability and overall user experience
- Develop an application that executes all intended functions seamlessly and without issues
- Conduct thorough testing to refine the application and ensure it is free of bugs
- Strong team member collaborations to leverage expertise and drive project success
- Deliver a fully functional task management application ahead of the deadline

Tasks:

1. Planning and initial meetings
 - Define project scope, objectives, and goals
 - Determine project timeline and allocate necessary resources
 - Set project milestones, review, and finalize the project plan
2. Project Design
 - Establish a timeline and allocate tasks to team members
 - Select the tech stack, database model, and application architecture
 - Identify potential risks and challenges that may arise and develop a strategy to mitigate them
 - Specify the requirements, choose the SDLC method, and design prototypes
 - Conduct user feedback sessions to improve the design
3. Development
 - Start coding and implementing features such as scheduling, task management, reminder notifications, recurring events, and task categorization features
 - Develop the backend infrastructure to support these features

- Ensure the web application is responsive and performs well across various browsers
- Measure work performance and gather data for a successful outcome

4. Testing

- Execute test plans and report bugs in the issue tracking system
- Perform unit, usability, and function testing
- Work closely with the development team to quickly prioritize and address reported issues

5. Deployment

- Deploy the application on a web platform
- Review and finalize documentation
- Conduct a final project review to ensure all objectives are met

Deadlines

- Planning and initial meetings: Completed by August 25th
- Project Design: September 3rd
- Phase One Source: September 10th
- Peer Review One: September 17th
- Development: Ongoing
- Testing and Test Plan: September 24th
- Phase Two Source: October 2nd
- Peer Review Two: October 5th
- User Guide: October 6th
- Deployment and Final Report: October 8th

5. Project Resources

To create the web application, the team will need to have access to several resources. Below is a list of resources that will be used for communicative purposes as well as developmental purposes:

5.1 General Resources

1. A personal computer
2. Microsoft Office 365 package

3. MyClasses
4. Internet browser

5.2 Communicative Resources

1. Internet access
2. Discord software installed on a PC or mobile device
3. GitHub account to share code and collaborate during the development stage

5.3 Developmental Resources

1. An IDE that can be used to develop applications using React
 - a. E.G. WebStorm

6. Communication Plan

Most of the communication will be done using a discord server set up by team member Sean Cooks. Now that most of the team has been in communication via Discord, the team has chosen Sean Cooks to be the team lead for this project, with Nicholas Geisler as an alternate lead if needed. Due to the brief time frame for completing this project, there will be a high communication frequency. Tasks will be defined and assigned to team members well before the due date. The team lead will facilitate task assignment to ensure all criteria are met within a reasonable time. Team members assigned to individual tasks will be responsible for providing status updates and asking for assistance when necessary.

In terms of collaboration, a text channel will be created for each deadline and team members working on said deadline are expected to participate in said channel. This will allow the general communication channel to remain clear and focused on big picture planning and the smaller channels will have more specific information regarding status updates and provide a place for collaborating team members to share documentation.