|  |
| --- |
| Fontys University of applied science |
| Project Plan |
| Parcel Handling Simulation |
|  |
| **GDS - Group 3** |
| **9/1/2010** |

`

|  |  |  |
| --- | --- | --- |
| Document name |  | Project Plan |
| Project name |  | Parcel Handling Simulation |
| Author |  | Qian Li |
| Version |  | 1.0 |
| Department |  | ICT |
| Client |  | Casper Schellekens |
| School tutor |  | Peter Boots |

|  |  |  |
| --- | --- | --- |
| Group leader |  | Qian Li |
| Group members |  | Antoine Girard |
|  |  | John Ibeagha |
|  |  | Kritien Kolev |
|  |  | Sebastian Lepage |

**Approval Signatures**

|  |
| --- |
| Approved by: School tutor  Date: |
| Approved by: Client  Date: |

**Document Change Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Related pages** | **Brief Description of Change** |
| 1.0 | 2010-09-01 | All |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Review and Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| **Review** | | | |
| **Version** | **Date** | **Reviewed by** | **Position/Role** |
| 1.0 |  | Peter Boots | School tutor |
| 1.0 |  | Casper Schellekens | Client |
| 2.0 |  | Peter Boots | School tutor |
| 2.0 |  | Casper Schellekens | Client |

|  |  |  |  |
| --- | --- | --- | --- |
| **Approval** | | | |
| **Version** | **Date** | **Approved by** | **Position/Role** |
|  |  | Peter Boots | School tutor |
|  |  | Casper Schellekens | Client |

**Table of Contents**

[1. Project Overview 1](#_Toc271132132)

[1.1 Project Description 1](#_Toc271132133)

[1.2 Processes Involved 1](#_Toc271132134)

[1.3 Constraints and Risks 1](#_Toc271132135)

[1.4 Project Deliveries 2](#_Toc271132136)

[1.5 Schedule and Summary 2](#_Toc271132137)

[2. Project Organization 3](#_Toc271132138)

[2.1 External Interfaces 3](#_Toc271132139)

[2.2 Internal Structure 3](#_Toc271132140)

[2.3 Organizational Chart 4](#_Toc271132141)

[2.4 Roles and Responsibilities 4](#_Toc271132142)

[3. Project Process Plan 6](#_Toc271132143)

[3.1 Time Estimates 6](#_Toc271132144)

[3.2 Process Plan 6](#_Toc271132145)

[3.2.1 Initiative Phase 6](#_Toc271132146)

[3.2.2 Definition Phase 7](#_Toc271132147)

[3.2.3 Design Phase 7](#_Toc271132148)

[3.2.4 Realization Phase 8](#_Toc271132149)

[3.2.5 Transfer Phase 8](#_Toc271132150)

[4. Project Management Plan 9](#_Toc271132151)

[4.1 Money 9](#_Toc271132152)

[4.2 Skills 9](#_Toc271132153)

[4.3 Communication System 9](#_Toc271132154)

[4.4 Project Finalization 9](#_Toc271132155)

[5. Appendix 10](#_Toc271132156)

[5.1 Meeting Arrangement 10](#_Toc271132157)

# Project Overview

This section provides an overview of the background and objectives of the project, the project risks and constraints, a list of project deliverables and a summary of the project schedule.

## Project Description

BACKGROUND

The parcel handling simulation is a distributed application that is intended to resemble the baggage handling systems at the airports. It includes simulation of the conveyors used to transport the parcels or baggage, the inputs, which are the check-in or baggage drop-off desks at the airport, sorters that route the items to their destination and the outputs, which are the destination gates of the parcels.

OBJECTIVES

The application is fully implemented with all required functions and can work well.

The user will be able to build the conveyors by drawing lines on the working area. Each parcel will have a set of information within itself such as destination, ID, priority based on urgency of delivery, etc., which would allow the sorters to navigate the parcel to its destination.

Finally, additional features as parcel dimension diversity, storage facility, belt speed etc. can be added to the simulation.

## Processes Involved

* Project initiation and definition
* Project design and implementation
* Project finalization

## Constraints and Risks

CONSTRAINTS

* Schedule:

Time allocated for project: 14 weeks

* Resources:
* Computers/Laptops
* Software: Ms Visual Studio

Ms Office Word

Ms Office PowerPoint

* School tutor: Peter Boots

Group members: Girard Antoine

John Ibeagha

Kristian Kolev

Qian Li

Sebastian Lepage

RISKS

* Project definition risk: the project might be not clearly understood or important details could be missing.
* Project size risk: the project size might be larger than expected and more difficult to fulfill in time.
* Project management risk: cooperation of group members might not work well. The feedback from group members/client/tutor might be slower than expected, the consequence of which will be a failure or incompletion of the project.

## Project Deliveries

* Project plan
* User requirements specification
* Design document
* Test plan
* User manual
* Technical manual
* Final report

## Schedule and Summary

PROJECT PHASES OVERVIEW

* Initiative Phase
* Definition Phase
* Design Phase
* Realization Phase
* Transfer Phase

# Project Organization

This section gives a clear overview of the teachers and students involved in this project.

## External Interfaces

* Client:

|  |  |
| --- | --- |
| Name | Casper Schellekens |
| Email | [c.schellekens@fontys.nl](mailto:c.schellekens@fontys.nl) |

* School tutor:

|  |  |
| --- | --- |
| Name | Peter Boots |
| Email | [p.boots@fontys.nl](mailto:p.boots@fontys.nl) |

## Internal Structure

* Group leader:

|  |  |
| --- | --- |
| Name | Qian Li |
| Email | [cynbia\_lee@hotmail.com](mailto:cynbia_lee@hotmail.com) |
| Telephone | +31 614 23 93 09 |

* Doc controller:

|  |  |
| --- | --- |
| Name | Antoine Girard |
| Email | [agirard@enib.fr](mailto:agirard@enib.fr) |
| Telephone | +31 624 80 89 70 |

* Group member:

|  |  |
| --- | --- |
| Name | John Ibeagha |
| Email | [ginibeagha@yahoo.com](mailto:ginibeagha@yahoo.com) |
| Telephone | +31 643 78 33 13 |

* Group member:

|  |  |
| --- | --- |
| Name | Kristian Kolev |
| Email | [Kristian.kolev@mail.bg](mailto:Kristian.kolev@mail.bg) |
| Telephone | +31 619 80 74 58 |

* Group member:

|  |  |
| --- | --- |
| Name | Sebastian Lepage |
| Email | [S8lepage@enib.fr](mailto:S8lepage@enib.fr) |
| Telephone | +33 67 59 17 08 |

## Organizational Chart

## 

## Roles and Responsibilities

The following list and table describe the roles and responsibilities assigned for this project.

|  |  |
| --- | --- |
| **Abbreviations:** | |
| Ap = Approve  Ar = Archieve  D = Discuss  G = Give | S = Send  Se = Set up  R = Receive |
| **Responsibility List:** | |
| 1. Project plan 2. User Requirements Specification (URS) 3. Process document 4. Design document 5. Test document | 1. User manual 2. Application 3. Minutes 4. Project evaluation 5. Project guidance |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Roles/Responsibility** | **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** | **I** | **J** |
| **Client** | R, Ap | R, Ap | R | R, Ap | R, Ap | R, Ap | R, Ap  Ar | R | G |  |
| **School tutor** | R, Ap | R, Ap | R | R, Ap | R, Ap | R, Ap | R, Ap  Ar | R | G | G |
| **Group leader** | Se | Se, D | R | Se, D | Se, D | Se, D | Se, D |  |  |  |
| **Doc controller** | R, Ar, S | R, Ar, S | R, Ar, S | R, Ar, S | R, Ar, S | R, Ar, S | R, Ar, S | R, Ar |  |  |
| **Group member** | D | Se, D | Se, S | Se, D | Se, D | Se, D | Se, D | R |  |  |
| **Chairman(Meeting)** |  |  |  |  |  |  |  | R, Ap |  |  |
| **Secretary(Meeting)** |  |  |  |  |  |  |  | Se, S |  |  |

# Project Process Plan

This section specifies the project management processes for the project. This section defines the plans for project start‑up, risk management, project work and project close‑out.

## Time Estimates

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ID | Name | Start | End | Duration | Note |
| **1** | Initiative Phase | 2010-08-30 | 2010-09-05 | 1w |  |
| **2** | Definition Phase | 2010-09-06 | 2010-09-12 | 1w |  |
| **3** | Design Phase | 2010-09-13 | 2010-10-17 | 5w | Exams after |
| **4** | Realization Phase | 2010-11-15 | 2010-12-19 | 5w |  |
| **5** | Transfer Phase | 2010-12-20 | 2011-01-16 | 2w | 2w holidays |
| **The entire project** | | **Aug 30th 2010 till Jan 16th 2011** | | **14 weeks** | |

## Process Plan

### Initiative Phase

ID: No.1

Objective: To get familiar with the project and organize the group activities

Activities:

* Discuss the assignment inside the group to get an overview of what to do
* Set up the Communication Plan and the Project Plan

Estimated schedule: Aug 30th – Sep 5th, 2010

Estimated time: 1 week

**Deliverables**: Project Plan, Communication Plan (inside the group)

**Criteria**: The Project Plan gives an introduction of the project and how to process it in details. The communication plan explains how to hand in reports and how to keep the group members informed of the project process.

### Definition Phase

ID: No.2

Objective: To define the project requirements and collect the feedback from the client and the school tutor

Activities:

* Discuss the assignment with the client and the school tutor to collect the requirements
* Set up the User Requirement Specification document

Estimated schedule: Sep 6th – Sep 12th, 2010

Estimated time: 1 week

**Deliverables**: User Requirements Specification

**Criteria**: The User Requirements Specification document contains the basic functions (requirements) of our application and their related descriptions.

### Design Phase

ID: No.3

Objective: To design and build the application

Activities:

* Gather all requirements from the client
* Set up the design document and the draft of the test plan
* Build the application

Estimated schedule: Sep 13th – Oct 17th, 2010

Estimated time: 5 weeks

**Deliverables**: The design document, the draft of the test plan and the initial application

**Criteria**: The design document specified the functions and designed interface of the application. The test plan implies the way to test if the application is functioning properly. The initial application should be working with basic functions.

### Realization Phase

ID: No. 4

Objective: To test the application and make it fully functioned

Activities:

* Gather feedback from the client and the school tutor on the initial application
* Finalize the test plan
* Improve the functionalities of the application
* Get approval for the application and make a user manual and a technical manual for the client

Estimated schedule: Nov 15th – Dec 19th, 2010

Estimated time: 5 weeks

**Deliverables**: The test plan, the user manual and the application

**Criteria**: The test plan contains all cases to test the functions of the application. The user manual clearly states the steps to operate the application. Most of the functions are working. The technical manual includes installation, function model, user interface, etc.

### Transfer Phase

ID: No.5

Objective: To finalize the project and hand it over to the client and the school tutor

Activities:

* Complete the application and make improvements
* Update all project documents
* Complete the final report and make a presentation
* Hand over the application and all documents to the client and the school tutor

Estimated schedule: Dec 20th, 2010 – Jan 16th, 2011(incl. two-week holidays)

Estimated time: 2 weeks

**Deliverables**: All updated process documents, the final report and the presentation

**Criteria**: The application is approved and the project is finished.

# Project Management Plan

## Money

This project does not require any financial budget. If the project is approved by the client and the school tutor, each group member will be given 12 school credits in the end.

## Skills

All group members are expected to have the following knowledge:

* Analysis, organization and design of a project
* Teamwork
* Oriental object design
* User interface design
* Programming in C#
* Documentation and presentation skills

## Communication System

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Mechanism** | **Format** | **Content** | **Frequency** | **Attendants** |
| Periodic meetings | Oral | Progress report | Weekly | All group members |
| Process documents | Written | Deliverables, phase progress reports | End of every phase | All group members |

## Project Finalization

* Summarize the experiences gained during the project and conclude in the final report
* Complete the project peer assessments
* Update and complete the project documentations
* Hand in the application and all documents

# Appendix

## Meeting Arrangement

|  |  |  |
| --- | --- | --- |
| Meeting Nr. | Chairman | Secretary |
| 1 | Qian | Girard |
| 2 | Girard | Sebastian |
| 3 | Sebastian | John |
| 4 | John | Kristian |
| 5 | Kristian | Qian |
| 6 | Qian | Girard |
| 7 | Girard | Sebastian |
| 8 | Sebastian | John |
| 9 | John | Kristian |
| 10 | Kristian | Qian |
| 11 | Qian | Girard |
| 12 | Girard | Sebastian |
| 13 | Sebastian | John |
| 14 | John | Kristian |