**Project Plan**

By Glyn Kendall and Keith Pang

**Team Vision**

For tutors who need to mark group work accurately, the Student InspectorTM is a desktop application that shows team member contributions. Unlike git inspector, our product works on Google Documents and Google Sheets.

**Team Members**

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Role: ProductOwner, Developer

Name: Michael Oren

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Role: Scrum Master, Developer

**Process Model**

A Scrum-like methodology will be used for the creation of the Google Drive tracking application. Two sprints of length two weeks and one of length three weeks will be used.

Before the development process begins, user stories will be created and added to the product backlog to outline the features that will be required. Then, before the commencement of each sprint in the sprint plan meeting, tasks to be completed within the sprint will be moved from the product backlog to the sprint backlog, with the aim to complete these tasks by the end of the sprint. This meeting will also involve the allocation of tasks for the sprint.

At the end of the sprint, the client will be presented with a portion of the final product to evaluate and to then update or finetune the requirements of the project. The team will also meet at this stage for a retrospective to discuss what went well and what did not during the sprint.

While the team will be following most Scrum principles, some will not be followed. Scrum mandates that the team will meet to discuss the progression of the project in a stand-up meeting on a daily basis. Due to timetabling clashes, meetings will only occur biweekly. Furthermore, a hard deadline has been put in place for the completion of the project, meaning that there is no room to negotiate an extended deadline for additional features. The lengths of the sprints are also not of equal length, with the last being three weeks long.

**Definition of Done**

The definition of done that the team has decided on is that each task or section will be checked over by all team members as well as submitted for unit testing. A consensus  will be drawn from all team members after this process is completed and members opinions on the quality of the task will be discussed. The final decision must be signed off on and agreed on by the team member elected as the Quality Assurance officer.  If the task is not to an acceptable quality it will need top be re-attempted or edited so that it meets the standards agreed upon by all group members. A task will be considered done or complete when it meets all requirements set out in its inception and it is of an agreeable quality from all team members.

**Job Allocations**

(either)

Team tasks will be allocated by way of a volunteer system.  If no team member volunteers for a specific task then the decision will come down to a democratic group decision where the best team member for the specific task will be discussed and eventually decided on.

(or)

The tasks to be completed by each team member in a given sprint will be allocated in this sprint plan meeting as a group with the scrum master Michael Oren leading the discussion. These tasks will be distributed firstly based on who wants to take on the responsibility, then on who has the technical ability, availability, etc. As a last resort, the task will be given via a democratic vote.

During the sprint retrospective, each team member will discuss their thoughts on the tasks that they had completed so that the team will know how each person fared with the tasks given to them. This will make it easier to determine the task allocation for the next sprint.

**Progression Tracking**

Trello will be used to maintain a Kanban of the tasks that are to be done, in progress and completed for each sprint, along with one Kanban for the project as a whole. All team members can refer to this Kanban online.

Short stand-up meetings will take place biweekly for team members to share what has been completed since the last meeting and any issues that they may be having that are hindering progress. The team will then work together to resolve the issues brought up by these problems.

**Management Plan**

Management of backlogs and backups will be conducted through the teams google drive folder.  A physical copy of the documents will be saved on all teammates personal devices with older revisions of the files also being saved.  A file will also be placed in the GIT repository as another form of redundancy.

**Time Tracking**

Time spent on tasks and projects will be tracked by an online timesheet available on the team drive on google drive.  Time spent working on the task and will be recorded along with the specific tasks completed or edited as well as who worked on it.