Software Project Management Lab 4 Report

Course: Software Project Management SOFE 3490
CRN: 74667

Topic: Fall Monitor

Group Members:

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Risk Assessment

Risk #1

Inaccurate budget estimation: During the estimation process any mistake can result in a major budget shift. Estimation team must be very thorough with the requirements. Lack of awareness of the requirements and human errors can cause issues in budget estimation.

Countermeasure:

Task 1: Run strict recruitment. Assign experienced and trusted individuals to lead the recruitment process for the estimation team. Make sure the process runs strictly on the basis of qualification.

Task 2: Keep planning transparent. Involve the entire cost estimation team in the project planning process. Make sure requirements are well versed.

Task 3: Track progress. Have an experienced member to lead and delegate the team and run several touchpoints during the budgeting process. Track every progress to dodge errors

Task 4: Refer to historical data. Since the product is not new the market it's easier to find data from similar projects and refer to them during touchpoints to make sure budget does not go off the rails

Task 5: Plan for various scenarios. Have alternate budget estimation for implementations of different strategies ready. Therefore, If alternatives end up getting utilized budget doesn't take a huge leap

Task 6: Review the estimation. Set up a reviewing committee to track the estimates taken preferably before the development stage.

Task 7: Don't shy away from revising Budget Estimation. Throughout the development and testing stage, revert back to the estimation and perform any minor revisions that might be required

Risk #2

Lack of/improper training: Employees might not feel ready to do their job at the end of the training. This lack of training can lead to mistakes and errors occurring while doing a task, and depending on the importance of the task, it can lead to the delay of the overall product.

Countermeasure:

Task 1: Develop training material beforehand. Set up a team to develop and host proper training essentials and finalize training period with the team

Task 2: Offer mandatory training: Have expectations setting session with the new recruits to make sure training days attendance stay 100%

Task 3: Room for Backup training days: If training is missed by any member allowed excuse, perform backup training days to bring the whole team on one page.

Task 4: Training touchpoints at every stage. Allow room for touchpoints throughout the different stages of the project to keep the teams on track

Task 5: Perform end of training evaluation. Evaluate the team’s understanding at the end of the training sessions to boost attentiveness and performance.

Risk #3:

Poor quality testing: Errors might get overlooked during the testing phase. These errors can lead to the shutdown of the product, or injury to the client if not dealt in an efficient manner.

Countermeasure:

Task 1: Provide proper time. Leave aside sufficient time for quality testing. Make sure the team is not under time pressure during the debugging/testing phase.

Task 2: Introduce progress reports. Stress on developing progress reports at any significant progress to keep records

Task 3: Overlook the progress. Track the progress reports of the debugging team and follow up with them on their process.

Task 4: Evaluate the testing phase. Set aside a team of stakeholders to evaluate the testing phase. Make sure the expected demand meets the tested product.

Task 5: Redo the process. If quality testing is not up to par according to the stakeholders. Perform significant tests/debugs again.

Resources

1. **Project Manager**

Description: The Product Manager is responsible for both product planning and product marketing. This includes managing the product throughout the Product Lifecycle, gathering and prioritizing product and customer requirements, defining the product vision, and working closely with engineering to deliver winning products**.**

Responsibilities:

- Planning/Requirements
- Recruiting
- Data collection
- Unit testing/integration testing
- User testing
- Final testing

2. **Developer**

Description: Developers are responsible for researching, designing, implementing and managing software programs. They can test and evaluate new programs, identify areas for modification in existing programs and write and implement efficient code.

Responsibilities:

- Software selection
- Coding
- Hardware selection
- Hardware installation
- Unit testing/integration testing

- Final testing

3. System Analyst

Description: Systems analysts analyse how well software, hardware and the wider IT system fit the business needs of their employer or of a client. They write requirements for new systems and may also help implement them and monitor their effectiveness.

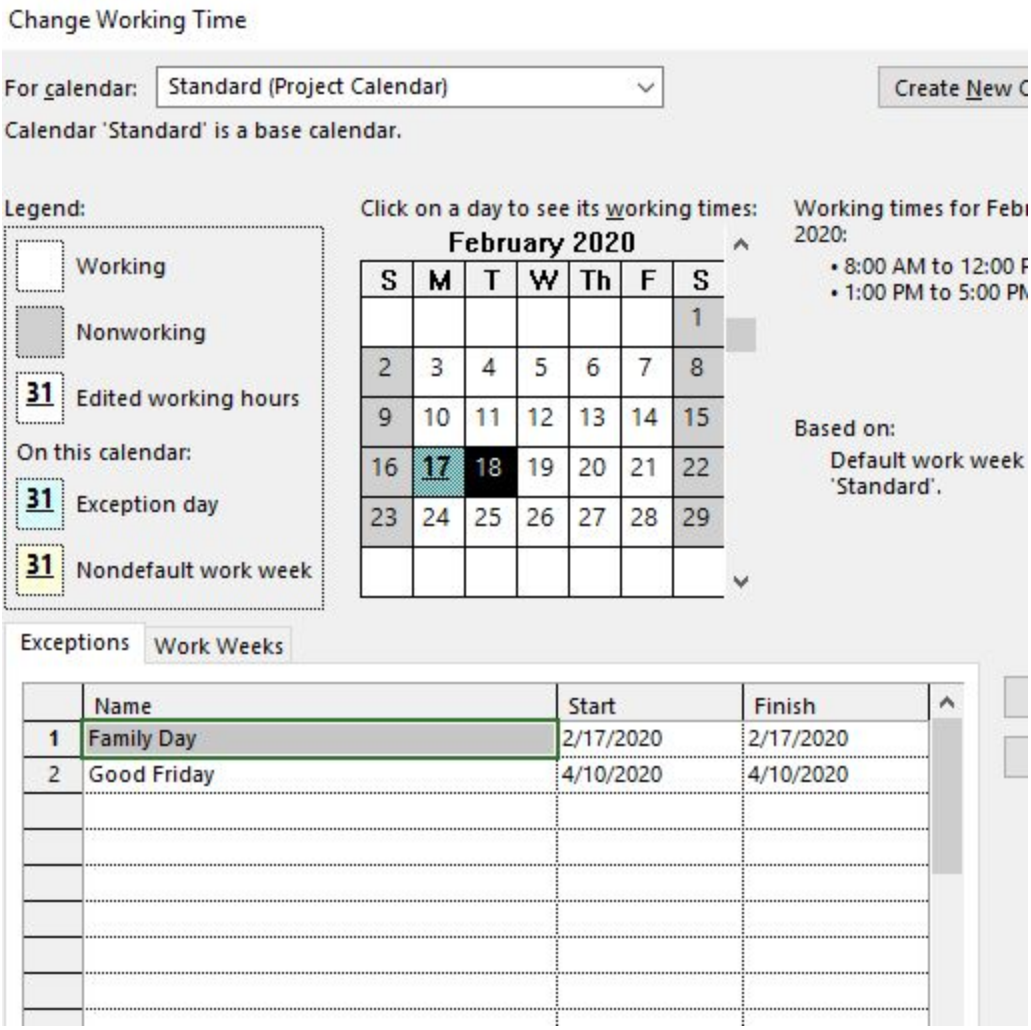
Responsibilities:

- Planning/Requirements
- Software selection
- Hardware selection
- Unit testing/integration testing
- Final testing

1. Microsoft Project Professional file (.mpp) that contains all of the details you talked about in your project.
    a. Turn your activities to tasks, give them a duration, start and end time. Make sure to adjust dependent tasks appropriately. Larger tasks can be entered as a summary in Microsoft Project Professional and divided into smaller subtasks. You must have at least 1 dependent task, and 1 summary. Turn your task mode to automatic for convenience's sake.

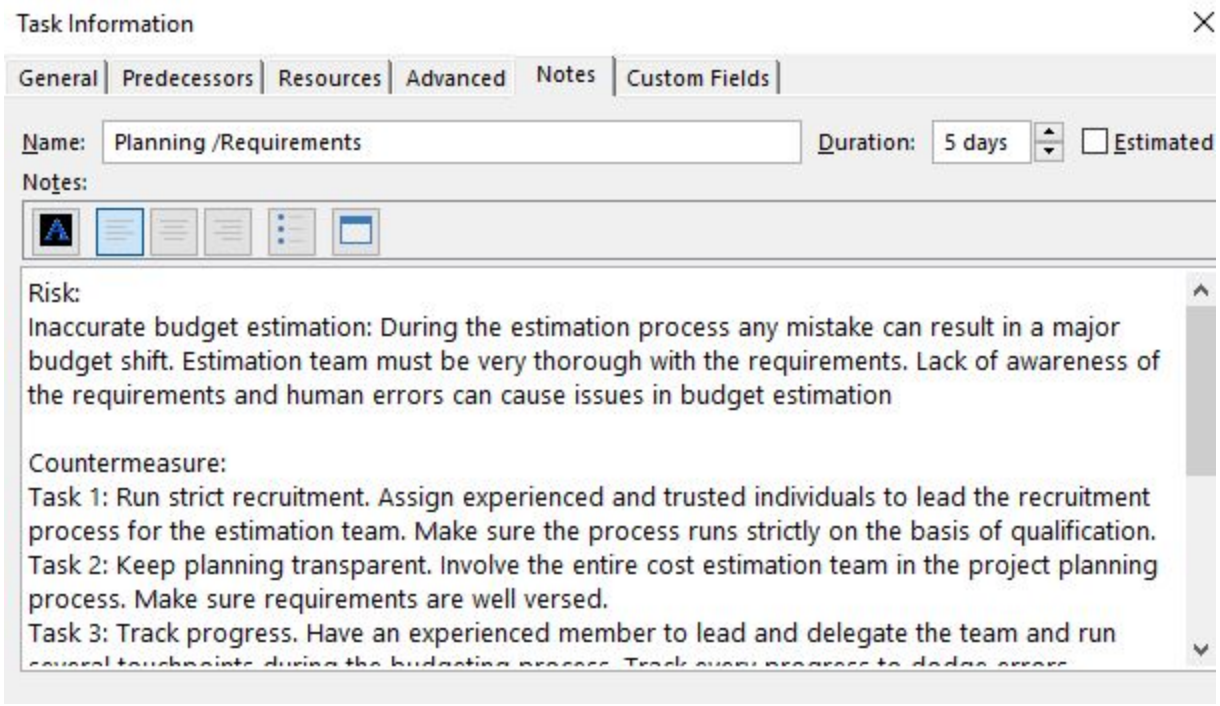
	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Add New Column
1		Planning /Requirements	5 days	Sat 2/1/20	Thu 2/6/20		Project Manager	
2		Recruting	9 days	Fri 2/7/20	Thu 2/20/20	1	Project Manager	
3		Traning	3 days	Fri 2/21/20	Tue 2/25/20	2	Project Manager	
4		Software Selection	4 days	Wed 2/26/2(	Mon 3/2/20	3	Project Manager	
5		Data Collection	7 days	Wed 2/26/2(	Thu 3/5/20	3	Project Manager	
6		Hardware Selection	4 days	Wed 2/26/2(	Mon 3/2/20	3	Project Manager	
7		Coding	21 days	Fri 3/6/20	Fri 4/3/20	5,4	Project Manager	
8		Unit / Integration Testing	5 days	Mon 4/6/20	Mon 4/13/20	7	Project Manager	
9		Hardware Production	10 days	Tue 3/3/20	Mon 3/16/20	6	Project Manager	
10		User Testing	5 days	Tue 4/14/20	Mon 4/20/2(	8	Project Manager	
11		Hardware Installation	3 days	Tue 4/21/20	Thu 4/23/20	10,9	Project Manager	
12		Final Testing	5 days	Fri 4/24/20	Thu 4/30/20	11	Project Manager	

    b. Your total project duration can be between 1 – 3 months. Starting from February 2019. Make sure to account for holidays in your project by adding them as an exception/non-working day (e.g. 22nd February is Family Day). You must have at least 1 holiday.

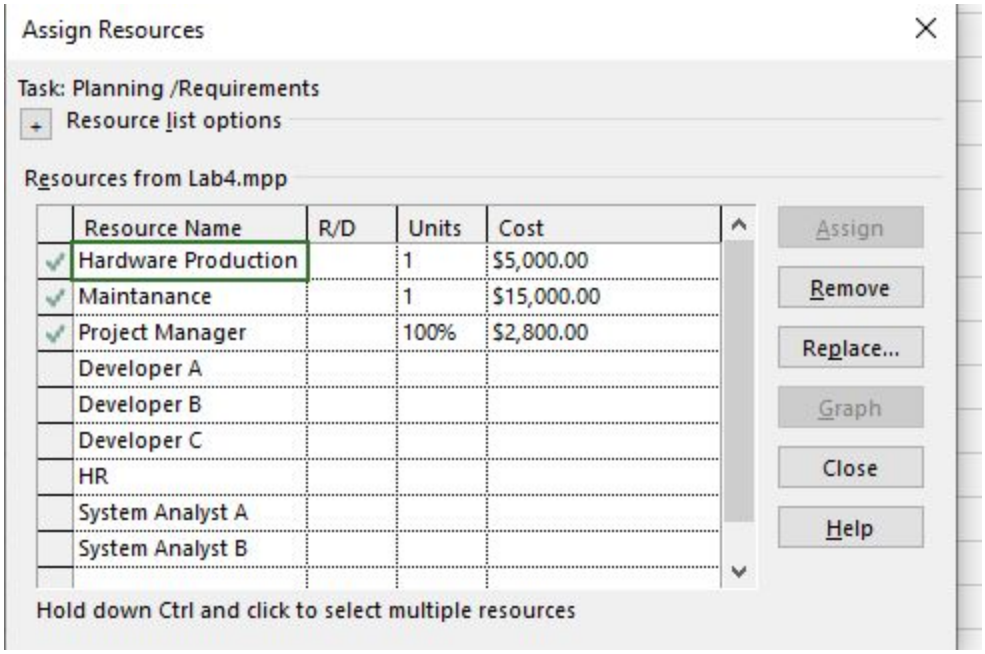


c. Make sure your tasks include the 2 risk mitigation tasks you mentioned in your document.

Note: Unfortunately, only Project Online contains the manage risk option. Any version of MS Project Pro does not include a facility like this. Therefore, Risk mitigation tasks were included in notes for their respective tasks that might develop risks



d. Add your resources (teams/team members) to your project and assign them their appropriate tasks.



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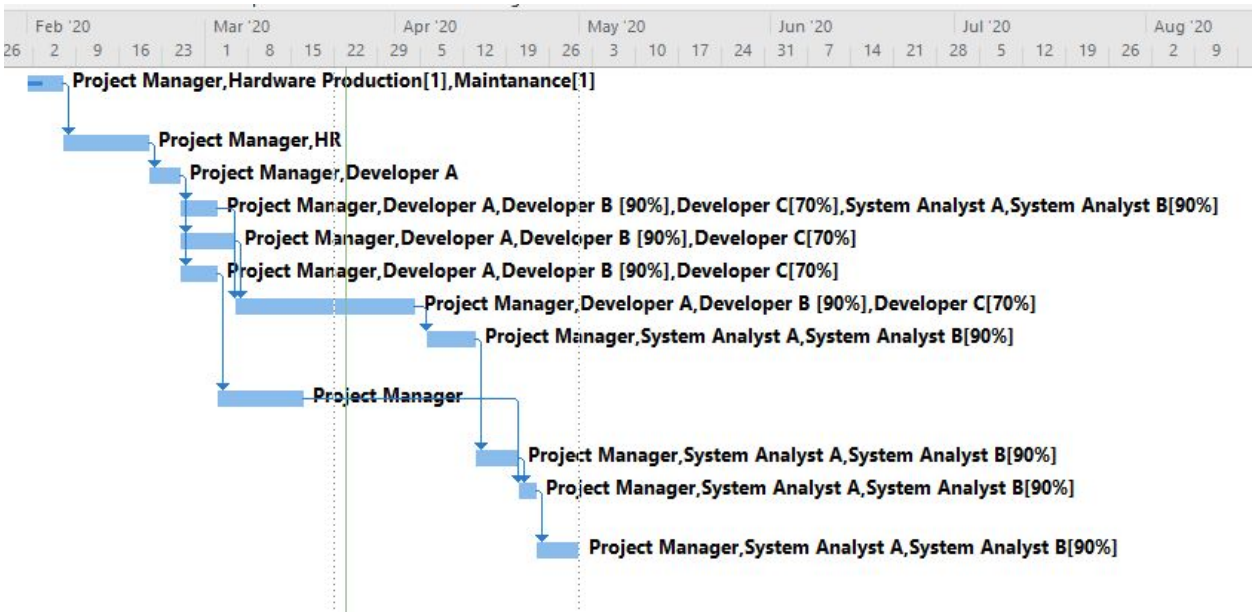

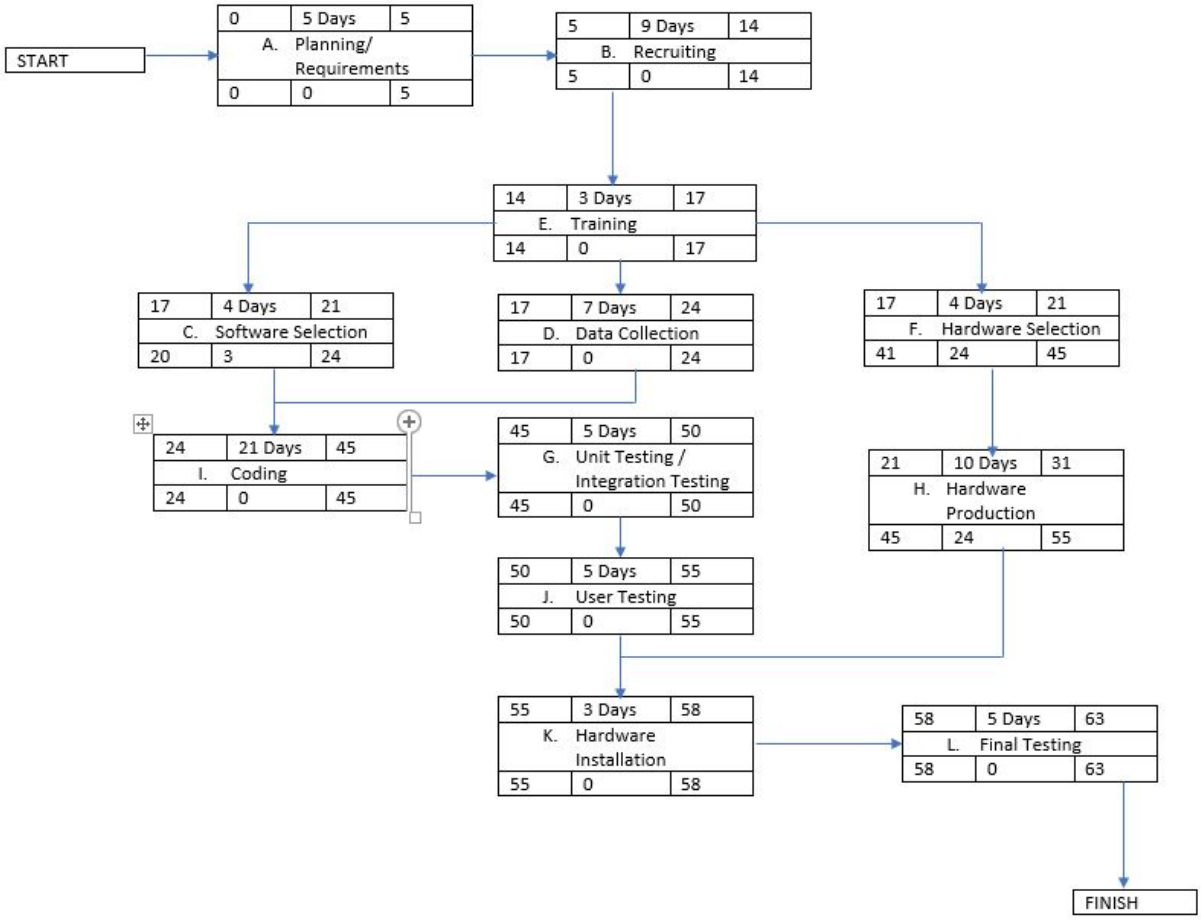
START
0 | 5 Days | 5
A. Planning/ Requirements
0 | 0 | 5
5 | 9 Days | 14
B. Recruiting
5 | 0 | 14
14 | 3 Days | 17
E. Training
14 | 0 | 17
17 | 4 Days | 21
C. Software Selection
20 | 3 | 24
17 | 7 Days | 24
D. Data Collection
17 | 0 | 24
17 | 4 Days | 21
F. Hardware Selection
41 | 24 | 45
24 | 21 Days | 45
I. Coding
24 | 0 | 45
45 | 5 Days | 50
G. Unit Testing / Integration Testing
45 | 0 | 50
21 | 10 Days | 31
H. Hardware Production
45 | 24 | 55
50 | 5 Days | 55
J. User Testing
50 | 0 | 55
55 | 3 Days | 58
K. Hardware Installation
55 | 0 | 58
58 | 5 Days | 63
L. Final Testing
58 | 0 | 63
FINISH

Lab 5

You are required to prepare a presentation containing the following:

1. Introduction to your project, its description, what problem you are tackling, etc... (1)
2. Your objectives and measures of success (1)
3. Risks associated with your project (1)
4. Your activity diagram, describing the steps you'll be taking in order to complete your project, and the infrastructure you'll need (1)
5. (Optional & bonus to your overall lab grades) Gantt chart containing your project timeline and resources assigned to your project's tasks.