**Project Management Plan**

**NASA EVA Gamification**

*Group 3*

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# Background

This project will gamify the NASA EVA MediaWiki. This will allow users to track their usage. The games will encourage both the competitive and the collaborative users. Gamification creates a user-friendly way to create complex goals and break them down into smaller pieces, all while making users feel that they are accomplishing something.

This project will create an extension to MediaWiki and will be open source which will allow future developers to continue to expand upon the games being defined.

# Project Management Approach

The Documentation Lead, Victoria Guadagno, will be responsible for all documentation. She will create most of the documentation and keep it updated.

The Testing Lead, Okechukwu Ogudebe, will be responsible for all testing. He will create the test scripts, execute the test scripts, and create the test reports.

The Database Lead, Jacqueline Macfadyen, will be responsible for the database. She will lead all design discussions, document the design, and create the database creation script.

The Team Lead, Michael Salgo, will be responsible for managing the project, making sure that all tasks are completed on schedule and submitting all deliverables. He will be the main point of contact for both Dr. Michael Brown and Daren Welsh.

The Development Lead, Kevin Fortier, will be responsible for all development. He will lead all design discussions and verify the documentation for the design.

# Project Scope

At the end of the Spring 2018 semester, a set of database tables, a user profile, and a single game will be developed. In addition, documentation will be developed to hand off to the next team of students so that they can continue to expand upon the work that was started.

In this semester, we will be producing a structure that can be built upon by future semesters. This semester will not produce a fully functioning gamified system, but rather the first steps towards this goal.

Each semester will define their own scope and will not be limited by the previous semester’s scope.

# Milestone List

The below chart lists the major milestones for the NASA EVA Gamify Project. This chart is comprised only of major project milestones.

|  |  |  |  |
| --- | --- | --- | --- |
| Milestone | Description | Deliverables | Due Date |
| Milestone 1 | Define the project | Project Charter, Stakeholder Analysis, Project Schedule, and Project Management Plan (this document) | 02/18/2018 |
| Milestone 2 | Design the project | Requirements Document, User Profile Design, Game Design, User Interface Design, and Database Design | 03/11/2018 |
| Milestone 3 | Development and testing | Database Script, User Profile Code, Game Code, Testing Reports for Database, Database Documentation, User Profile Documentation, and Game documentation | 04/01/2018 |
| Milestone 4 | Handover documentation | Handover Documentation | 04/22/2018 |

# Change Management Plan

Due to the structure of a Capstone Project and the timeframe that we are dealing with, it is unlikely that there will be any changes. However, in the case that there is, the following process will be followed:

1. A stakeholder requests a change
2. The project team evaluates the change; if the team rejects the change, then the change will not be completed
3. If the team approves the change, the change will be brought up to Dr. Michael Brown for his approval; if Dr. Brown does not approve the change, then the change will not be completed
4. If Dr. Brown does approve the change, the change will be brought up to Daren Welsh
5. If Daren Welsh approves the change, then the change will be approved

At every step, the change will be logged along with a timestamp to document when the step was started and completed.

# Communications Management Plan

During this project, the Team Lead will schedule a weekly team meeting. He will post minutes for the meeting within 24 hours of the meeting’s conclusion. He will provide the deliverables to Dr. Michael Brown at the end of each milestone, along with any other necessary communication.

The Team Lead will also organize a presentation at the end of the first milestone and the fourth milestone. This presentation will be made to Dr. Brown and the entire team will do the presentation.

# Project Scope Management Plan

Scope management will be the responsibility of the Team Lead. The scope has been defined by the Project Scope (above). All requirements will be evaluated against the project scope to ensure that they are in scope. Any requirements determined not to be in scope will be documented and handed to the next semester’s students.

Changes to scope can be initiated by any stakeholder. However, they must follow the Change Management Plan (above).

# Schedule Management Plan

A Project Schedule will be created in Microsoft Project. It will include the milestones along with their tasks and deliverables. Due to the format of a Capstone Project, actual hours are not included in the schedule, only the start dates and end dates. This allows each student to work on his/her own schedule.

Each task has at least one person that is responsible for the task. This does not mean that the responsible person must complete the task; the responsible person can pull from the rest of the team to complete each task.

Once the initial schedule has been created, the entire project team will review it. The team will revise the document until there is unanimous approval of it. Only then will it be considered accepted.

# Quality Management Plan

Quality is the responsibility of every member of the team and is part of every document created, every line of code written, and every test script run. To support this, the team will approve all templates that are used for deliverables and approve all deliverables before they are submitted. In the case of code, PHP and MediaWiki coding conventions can be followed.

Every team member will be responsible for making sure that his/her work follows the approved templates or coding standards (as appropriate). In addition, each team member will ensure that all deliverables meet these standards (regardless of who created them).

# Risk Management Plan

The team will examine the risks and determine how to mitigate each risk. As soon as a team member becomes aware of a possible risk, he/she will bring the risk to the attention of the group. The entire team will decide how to address each risk.

In addition, the risks and how they were dealt with will be included in the handover documentation to help the future team(s) collaborating on this project.

# Staffing Management Plan

The team for this project was chosen by Dr. Michael Brown and cannot be changed. Each semester a different team will be chosen and they will continue the work started by the previous team(s).

# Resource Calendar

This project will require all project team members for the entire duration of the semester. If a team member has extra time available, he/she should offer their time to the other team members to support them.

# Quality Baseline

The following minimum standards must be met for this project to be considered successfully completed.

|  |  |  |
| --- | --- | --- |
| Item | Acceptable Level | Comments |
| User Profile | User profiles can be viewed for all users |  |
| Game | At least one game is able to be completed |  |
| Database | A creation script is run without errors |  |
| Documentation | All defined documents are delivered |  |
| Testing | All test scripts are executed without errors |  |