**Minutes  
IT Project Management Plan  
Meeting No. 4**

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| **Location** | Swinburne Hawthorn Campus Room EN401 | | | | |
| **Date & Time** | Tuesday, August 20, 2024 8:30am | | | | |
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| **Contributors** | Henry Richardson Matthew Cross Seth Kalantzis *(Absent w/ notice)* | | | *Meeting Facilitator Secretary* | |
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| **Action Items from Previous Meeting** | | | | | |
| **Item** | | **Discussion Points** | | | |
| **Complete Project Scope Statement**  ***Owner:*** *Henry*  ***Status:*** *Completed* | | * Project Scope Statement completed and added to shared document. | | | |
| **Add Change Management to the Monitor and Control section**  ***Owner:*** *Henry*  ***Status:*** *In Progress*  ***Deadline:*** *August 24, 2024* | | * Change Management section drafted. * Reviewed and identified scope to expand section to include specific steps for reviewing proposed changes, accepting, or rejecting changes, updating project documentation and schedule, and updating all relevant stakeholders. | | | |
| **Add an opening to the Time Management section**  ***Owner:*** *Henry*  ***Status:*** *Completed* | | * Opening completed and added to shared document. | | | |
| **Complete Closure Plan**  ***Owner:*** *Henry*  ***Status:*** *Incomplete* | | * Closure plan not yet drafted. Still needed to discuss and finalise Requirements section before work could begin on Closure Plan. * Matthew to take over responsibility for Closure Plan. | | | |
| **Complete Gantt Chart, WBS and WBS Dictionary sections**  ***Owner:*** *Seth*  ***Status:*** *Incomplete*  ***Deadline:*** *August 24, 2024* | | * Seth not present to review work completed on Gantt Chart , WBS or WBS Dictionary * Advised that he will complete work on assigned tasks by Friday night, ahead of team meeting on Saturday. | | | |
| **Complete Introduction and Background section**  ***Owner:*** *Matthew*  ***Status:*** *Completed* | | * Introduction and Background section completed and added to shared document. | | | |
| **Complete Project Design Principles section**  ***Owner:*** *Matthew*  ***Status:*** *In Progress*  ***Deadline:*** *August 24, 2024* | | * Prototype design completed. * Introduction, requirements analysis, target demographic analysis and branding completed. * Explanation of Usability Principles started, but required clarification with Unit Tutor before completing. | | | |
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| **New Items** | | | | | |
| **Item** | | **Discussion Points** | | | |
| **Review of currently ‘completed’ sections**  ***Owner:*** *Matthew* | | * Review of all work currently included in the shared document. * Identified the following areas where revisions could be made:   + Project Stakeholders to be expanded to include more than just end users of the web application.   + Requirements should be classified into ‘In Scope’, “Nice to Have’, and ‘Out of Scope’ categories.   + Risk Register to include security risks for if logins are added to the feature requirements   + Can move all assumptions, limitations, and constraints mentioned in the report to their own section.   + KPIs in the Monitor and Control section should reflect the metrics mentioned in the lecture content. | | | |
| **Review of outstanding sections**  ***Owner:*** *Matthew* | | * Identified that the Critical Path Analysis (CPA) section still remained unassigned. * Decided that the CPA requires the Project Timeline and Scope to be completed first. * Will be assigned before Friday if required sections are completed first. Otherwise, the team will work collaboratively on the section during the next team meeting on Saturday. | | | |
| **Review of Design section requirements with Unit Tutor**  ***Owner:*** *Matthew* | | * Showed work completed on the Design section to the Unit Tutor and asked for feedback on what to include in the section. * Unit Tutor conferred with Unit Facilitator and confirmed the following:   + Analysis of the project requirements, target demographic and branding can stay.   + Review of Usability Principles should provide examples of each point within a chosen framework to show that is has been employed.   + Written explanation of each Usability point not required, but can be included if desired. | | | |
| **Internal Deadlines Review**  ***Owner:*** *Henry* | | * All sections were not drafted by the planned deadline of today. Most had been begun, but required work to complete or rewrite. * Deadline for draft extended to Friday, August 23. * Team meeting to be held on Saturday, August 24 to review and finalise work. * Matthew to format submission Saturday night ahead of submission by each team member on Sunday. | | | |
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| **Action Items** | | | | | |
| **Action Item** | | | **Owner** | | **Deadline** |
| * **Expand Project Stakeholders** | | | *Seth* | | *August 23, 2024* |
| * **Reclassify Project Requirements** | | | *Seth* | | *August 23, 2024* |
| * **Add to Risk Register** | | | *Matthew* | | *August 23, 2024* |
| * **Update KPI Section** | | | *Henry* | | *August 23, 2024* |
| * **Complete Assigned Sections and Add to Shared Document** | | | *All* | | *August 23, 2024* |
| * **Format Document for Submission** | | | *Matthew* | | *August 24, 2024* |
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| **Next Meeting** | | | | | |
| **Location** | Swinburne Hawthorn Campus  Late Lab | | | | | |
| **Date & Time** | Saturday, August 23, 2024 1:00pm | | | | | |



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