

COMPANY RATING WEBSITE

PROJECT PLAN

*Report #1*

|  |  |  |
| --- | --- | --- |
| **COMPANY RATING WEBSITE – *KẾ SINH NHAI TEAM*** | | |
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| **Project code** | CRW | |

**- Hanoi, 29/05/2016 -**

# SIGNATURE PAGE

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# Record of change

\*A – Added; M – Modified; D – Deleted

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[SIGNATURE PAGE 2](#_Toc459306207)

[Record of change 3](#_Toc459306208)

[1. INTRODUCTION 6](#_Toc459306209)

[1.1. Purpose 6](#_Toc459306210)

[1.2. Definitions and Acronyms 6](#_Toc459306211)

[2. Project Overview 7](#_Toc459306212)

[2.1. Project Description 7](#_Toc459306213)

[2.2. Scope and Purpose 7](#_Toc459306214)

[2.2.1. Project Purpose 7](#_Toc459306215)

[2.2.1.1. Scope of Project 7](#_Toc459306216)

[2.2.1.2. The functions of Project 7](#_Toc459306217)

[**Guest Modules** 7](#_Toc459306218)

[**User Modules** 7](#_Toc459306219)

[**Moderator Modules** 8](#_Toc459306220)

[**Admin Modules** 9](#_Toc459306221)

[2.3. Assumptions and Constraints 9](#_Toc459306222)

[2.4. Project Objective 10](#_Toc459306223)

[2.4.1. Standard Objective 10](#_Toc459306224)

[2.4.2. Specific Objectives 11](#_Toc459306225)

[2.5. Critical Dependencies 11](#_Toc459306226)

[2.6. Project Risk 11](#_Toc459306227)

[3. PROJECT DEVELOPMENT APPROACH 12](#_Toc459306228)

[3.1. Project Process 12](#_Toc459306229)

[3.1.1. FPT Software Process Model 12](#_Toc459306230)

[3.1.2. Project Life Cycle 12](#_Toc459306231)

[3.2. Requirement Change Management 13](#_Toc459306232)

[3.3. Quality Management 14](#_Toc459306233)

[3.3.1. Defect Prevention Strategy 14](#_Toc459306234)

[3.3.2. Review Strategy 14](#_Toc459306235)

[3.3.3. Unit Testing Strategy 15](#_Toc459306236)

[3.3.4. Integration Testing Strategy 15](#_Toc459306237)

[3.3.6. Estimates of Defects to be detected 16](#_Toc459306238)

[3.3.7. Measurements Program 16](#_Toc459306239)

[4. ESTIMATION 17](#_Toc459306240)

[4.1. Size 17](#_Toc459306241)

[4.2. Effort 17](#_Toc459306242)

[4.3. Schedule 17](#_Toc459306243)

[4.3.1. Project Milestone & Deliverables 17](#_Toc459306244)

[4.3.2. Activity Schedule 18](#_Toc459306245)

[4.4. Resource 18](#_Toc459306246)

[4.5. Infrastructure 19](#_Toc459306247)

[4.6. Training Plan 19](#_Toc459306248)

[4.7. Finance 20](#_Toc459306249)

[5. PROJECT ORGANIZATION 21](#_Toc459306250)

[5.1. Organization Structure 21](#_Toc459306251)

[5.2. Project Team 21](#_Toc459306252)

[5.3. External Interfaces 24](#_Toc459306253)

[6. COMMUNICATIONS AND REPORTING 25](#_Toc459306254)

[7. CONFIGURATION MANAGEMENT 27](#_Toc459306255)

# INTRODUCTION

## Purpose

This document is the project management plan of Company Rating Website (CRW) Project – our Capstone Project in FPT University. It includes the project overview, project organization, tools and infrastructures, and schedule of this project.

## Definitions and Acronyms

**Table 1-1:** Definitions and Acronyms used in this document and their respective meaning.

|  |  |  |
| --- | --- | --- |
| Acronym | Definition | Note |
| CC | Infrastructure Configuration Controller |  |
| CM | Configuration Management |  |
| CRW | Company Rating Website |  |
| PIC | Person in charge |  |
| PM | Project Manager |  |
| PTL | Project Technical Leader |  |
| QA | Quality Assurance Officer |  |
| SRS | Software Requirement Specification |  |

# Project Overview

## Project Description

**Table 2-1:** Project Description

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Code** |  | **Contract Type** | None |
| **Customer** | FPT University | **2nd Customer** | None |
| **Project Level** | Group | **Project Rank** | None |
| **Application Type** | Website | **Project Manager** | Trần Quốc Hưng |
| **Project Category** | Development | **Business Domain** | Review |

## Scope and Purpose

### Project Purpose

Nowadays people have many choices for choosing and applying for a job, via direct or indirect contact. But the question is whether they would enjoy being at such job as they think they would. To that end, we have decided on creating a website to serve which was lacking.   
Our project – CRW is a website for company reviewal. Anybody could post a review, be it for a job at a certain company or its salary and benefits, as long as it follows our rules. We believe that by going through the personal thoughts of those with the same profession as yours, one can make a better decision for choosing their preferred workplace.

#### Scope of Project

This project contains: Requirement Analysis, Design, Coding and Testing (Unit Test, Integration Test, and System Test).

#### The functions of Project

These are the functions of our project:

#### **Guest Modules**

* **Register**: Guests can register an account and login to use all features of CRW.
* **Login:** Guests can login with their account to use CRW.
* **Search Review**: Guests can search for reviews with company name; which will display all of reviews relate to the inputted information.
* **Post Review:** Guest can post new reviews with Basic Company Info, Basic Job Info, Personal Input and Ratings. Depending on the type of Review (Company or Salary & Benefits) some information required may vary
* **Filter**: Guests can filter to show reviews by Company or by Salary & Benefit. CRW will display reviews related to the selected option.

#### **User Modules**

* **Logout**: Users can logout of their account to exit CRW.
* **Search Review**: Users and guest can search for reviews with Job Title and/or Company Name; which will display all of reviews relate to the inputted information.
* **Filter**: Users can filter to show reviews by Company or by Salary & Benefit. CRW will display reviews related to the selected option.
* **Follow**: Users can follow a company to get notification whenever a new review related to said company is posted.
* **Review:**
  + **Post New:** Users can post new reviews with Basic Company Info, Basic Job Info, Personal Input and Ratings. Depending on the type of Review (Company or Salary & Benefits) some information required may vary.
  + **Update Information**: User can update information of his/her posted reviews.
  + **Comment**: Users can comment on a review to discuss with other users.
  + **Bookmark**: Users can bookmark a review for later use.
  + **Upvote**: Users can upvote a review of their preference, which will affect the search review result’s order.
  + **Report:** User can report a review which violate regulation to a moderator.
* **Profile:**
  + **Change Password:** Users can change password for security purposes.
  + **Update Profile:** Users can update Basic Profile Info.
  + **Manage Posted Review:** Users can update or remove his/her review(s). Additionally, users can view their review’s state of approval.
  + **Manage Bookmarked Review:** Users can view or remove his/her bookmarks.
  + **Notification:** Users can receive notification from various event .

#### **Moderator Modules**

Moderators inherits all User Modules and have the following additional features:

* **Manage User:**
  + **Search User:** Moderators can search by username and the system will display simple information on said user’s account (name, email, phone number)
  + **Deactive/Active User:** Moderator can set user’s account to deactive or active.
* **Manage Review:** 
  + **Edit Review Status:** Moderators can set status of a review between Waiting, Approved and Denied.
  + **Edit Review Highlight Status:** Moderators can set Highlightstatus of a review, which put that review to the top of the company page.
* **Manage Reports:** 
  + **View Reports:** Moderators can view reports of a review and decide whether they should act upon it.
  + **Warn Reported Reviewer:** Moderators can send a warning to the owner of a reported review.

#### **Admin Modules**

Admin inherits all Moderator Modules and have the following additional features:

* **Manage Moderator:**
  + **Promote / Demote Moderator:** Admin can set user’s account role to mod or user.

## Assumptions and Constraints

**Table 2-2:** Assumptions and Constraints

|  |  |  |
| --- | --- | --- |
| No. | Description | Note |
| Assumptions | | |
|  | Customer reviewers will get seven days to approve a milestone document. If no comments are received within this time period, it will be considered as approved. | External Interfaces |
| Constraints | | |
|  | This project must be completed and delivered before 26/08/2016 | Schedule |
|  | In doing project processing, PM must submit report (include 6 reports) on certain date. | Schedule |
|  | Software Requirement Specification Document and Project Plan must be completedwithin10dayssince12/05/2016  **Deadline**: 24/05/2016 | Schedule |
|  | Design Document (include Architecture Design, Screen Design, Database Design) must be completed within 15 days since 24/05/2016  Deadline:13/06/2016 | Schedule |
|  | Integration TestPlan (include test plan and test case…) must be completed within16dayssince21/06/2016  **Deadline**: 26/07/2016 | Schedule |
|  | Completed coding activity and have unit test result within 18.5 days since 27/06/2016  **Deadline**: 21/07/2016 | Schedule |
|  | Deliver report about User manual, software package and installation guide on 2 days since 18/08/2016  **Deadline**: 19/08/2016 | Schedule |
|  | Complete all of document and application before finishingtheprojecton23/08/2016 | Schedule |
|  | Project contains 5 members | Resource |

## Project Objective

### Standard Objective

**Table 2-3:** Standard Objective 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Metrics | Unit | Committed | Re-committed | Note |
| Start Date |  | 09/05/2016 |  |  |
| End Date |  | 26/06/2016 |  |  |
| Duration | Day | 80 |  |  |
| Team Size | Person | 5 |  |  |
| Billable Effort | Person-day | 400 |  | 1 Person-day = 5 hours |
| Calendar Effort | Person-day | 400 |  | 1 Person-day = 5 hours |
| Effort Usage | % | 100 |  | 1 Person-day = 5 hours |

**Table 2-4:** Standard Objective 2

|  |  |  |  |
| --- | --- | --- | --- |
| Metrics | Unit | Project Target | Formula |
| Customer Satisfaction | Point | 9.5 | = Total points of customer survey.  Max is 100, min is 0. |
| Leakage | Wdef/mm | 5 | = No of Wdef Defects detected after delivery for acceptance test of a product/Product size |
| Effort Efficiency | % | 95 | = (Billable effort/Calendar effort)\*100% |
| Timeliness | % | 100 | = (No of deliverable delivered on time/ Total # of deliverables delivered)\*100% |

### Specific Objectives

**Table 2-5:** Specific Objectives

|  |  |  |
| --- | --- | --- |
| Metrics | Unit | Project Target |
| Training technology: MEAN, Bootstrap, jQuery, AngularJS | Person-day | 8 |
| Execute group review | Person-day | 5 |
| Training requirements, process before coding | Person-day | 6 |

## Critical Dependencies

**Table 2-6:** Critical Dependencies

|  |  |  |  |
| --- | --- | --- | --- |
| No | Dependency | Expected delivery date | Note |
|  | This project must be completed and delivered to FPT University. | 23/08/2016 |  |
|  | Project Plan and SRS must be completed and delivered to Supervisor. | 20/05/2016 |  |
|  | User manual, Software Package and Installation Guide must be completed and delivered to Supervisor and FPT University. | 16/08/2016 |  |

## Project Risk

PM identifies risks in the Risk Management Plan. The document is updated to trigger each milestone, each event also. The document is updated weekly by the PM, Risk Management Plan will be notified to all of the stakeholders affected. Status of risk is reported to supervisor at Project Milestones Report.

Reference to [CRW\_Risk Management Plan\_v1.0\_EN.xlsx](CRW_Risk%20Management%20Plan_v1.0_EN.xlsx)

# PROJECT DEVELOPMENT APPROACH

## Project Process

Process of this project is performed follow to Software Development Process of FPT Software.

### FPT Software Process Model



**Figure 3-1:** FPT Software Process Model

The software lifecycle is broken into cycles, each cycle working on a new generation of the product. The FPT Software process divides one development cycle in six consecutive phases:

1. Initiation phase
2. Definition phase
3. Solution phase
4. Construction phase
5. Transition
6. Termination

### Project Life Cycle

Basing on FPT Software process and real-world project, we decided to divide the project into 4 phases: Initiation, Solution, Construction, and Termination:

* **Initiation Phase:** This is the explanatory phase of the project. Project objective and description is described at this stage. The purpose of this phase is to collect and understand business requirements, detail the project plan and agree upon a high level statement of work. Our primary objectives are complete project identification and project plan. After these are completed, the project is checked against the following criteria:
  + Identify business functions of the system
  + Determining the scope, conditions and limitations of the project
  + List the main functions of the system
  + List one or more suitable architecture for the system
  + Identify project risks
  + Complete Report #1
* **Solution Phase**: In this phase, the architecture of the system is designed. The goal is to translate requirements and specification into a technical solution to produce Technical Design, create basic test plan.
  + Our *primary objectives* are completeRequirement Specification, Architecture Design and Database Design.
  + Finally, the plan must be provided (including estimates of cost and time) for the construction phase. The plan must ensure proper and accurate based on experience.
  + Complete Report #2 and Report #3
* **Construction Phase**: This is the longest phase of a project life cycle.
  + In this phase, all functions of the system will be installed. The installation will be divided into small stages, each stage of the installation a few functions. The results of each phase will be the release of the module function can be executed.
  + Construction and improvement of products until the final product is ready to deliver to the user. During this phase, all the components and other features of the application is developed and integrated into the product.
  + Excute test to ensure the quality of final product.
  + This phase emphasizes the resource management and control operations to optimize cost, time and quality.
  + Complete Report #4 and #5.
* **Termination Phase**: This is the final phase in the life cycle of a project.
  + Complete Report #6
  + Complete software package.
  + Their products will be deployed to the client. The feedback received during the transfer process will be recorded and put on the new functional requirements or functionality enhancements in the next version of the product.
  + Phase transfer switch also includes the training system and the new system for the user.

## Requirement Change Management

**Table 3-1:** Requirement Change Management

|  |  |
| --- | --- |
| **Who logs the change request?** | Any team members |
| **Who reviews the change request?** | PM or who is PM assign |
| **Who approves the change request?** | PM by default. PTL if:   * Changes to project scope * Changes in delivery plan of project deliverables * Changes to assignment for key roles (PM, PTL) |

## Quality Management

### Defect Prevention Strategy

**Table 3-2:** Defect Prevention Strategy

|  |  |  |
| --- | --- | --- |
| Item (Process/Product) | Strategy | Expected Benefits |
| Requirement missing | List up all of requirement into SRS document. | 10–20% reduction in defect injection rate and about 2% improvement in productivity |
| Careless mistake in Design Document Format/Template wrong | After designing, QA will review Document Format base on checklist review design | Improvement in quality as overall defect removal efficiency will improve; some benefits in productivity as defects will be detected early |
| Use wrong template | Have a meeting to disseminate all template that is used in this project for all member | All member will use right template when do document |
| Coding application does not match with User Requirement | Develop team must study about Requirement/Design within 1 weeks since project is assigned.  PM and PTL has responsibility to review task results and explain User Requirement for Develop team | Coding Application match with User Requirement. |

### Review Strategy

**Table 3-3:** Review Strategy

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Review Item | Reviewer | Review Type | Review Method | Completion Criteria |
| Project Plan | PM,QA, Supervisor | Group review | Use checklist and Self-review |  |
| Project Schedule |  | Group review | Use checklist |  |
| CM Plan | PM,QA, Supervisor | One-person review | Use checklist |  |
| Business analysis and requirements specification document, Use Case catalog | Self-review, PM,QA Supervisor | Group review and One-person review | Use checklist |  |
| Design document, object model | PM,QA, Supervisor | One-person Review |  |  |
| Stage plans |  | One-person review | Self-review and use checklist |  |

### Unit Testing Strategy

**Table 3-4:** Unit Testing Strategy

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item to be Unit Tested | Unit Test Type | Unit Test Technique | Tool Used | Unit Test Completion Criteria |
| Source Code | White-Box Test | Using unit test case and test script | None | - Number of UTC/KLOC: 20 UTC/KLOC |

### Integration Testing Strategy

**Table 3-5:** Integration Testing Strategy

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item to be Integration Tested | Integration Test Type | Integration Test Technique | Tool Used | Completion Criteria |
| Do test by flow of functions and items which have concern each other | Black-Box Test |  | Checklist, Boundary | - Number of UTC/KLOC: 20  - Number of defects/KLOC: 2-3 |

* + 1. System Testing Strategy

**Table 3-6:** System Testing Strategy

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item to be System Tested | System Test Type | System Test Technique | Tool Used | Completion Criteria |
| Test whole system | Black-Box Test |  | None | -Number of UTC/KLOC: 60  -Number of defects/KLOC: 4-6 |

### Estimates of Defects to be detected

**Table 3-7:** Estimates of Defects to be detected

|  |  |  |  |
| --- | --- | --- | --- |
| Review/Testing Stage | Targeted No. of Defects to be detected | % of Defects to be detected | Basic for Estimation |
| Requirements review | 10 | 7% | Referenced to similar project estimations |
| Design review | 15 | 11% | Referenced to similar project estimations |
| Code review | 30 | 22% | Referenced to similar project estimations |
| Unit Test | 50 | 38% | Referenced to similar project estimations |
| Integration Test | 15 | 11% | Referenced to similar project estimations |
| System Test | 10 | 7% | Referenced to similar project estimations |
| User Acceptance Test | 5 | 4% | Referenced to similar project estimations |
| Total | 135 | 100% |  |

### Measurements Program

**Table 3-8:** Measurements Program

|  |  |  |  |
| --- | --- | --- | --- |
| Data to be collected | Purpose | PIC | When |
| Size: No. of KLOC | Achieve target | PM | At the end of stages |
| Effort: No. person-day | Monitor and controlling team member to keep plan | Team members | Daily |
| Quality: No. defects detected | Managing product’s quality | Reviewer  Tester | Right after the review/test |
| Schedule | Monitor and controlling software developing processing keep plan | PM | Weekly and at the end of stages |

# ESTIMATION

## Size

This project is performed and must complete all requirements from teacher and FPT University. So size of our project is in Capstone Project limit.

## Effort

**Table 4-1:** Effort

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Initiation | Solution | Construction | Termination | Total |
| Effort(person/day) | 60 | 140 | 155 | 45 | **400** |
| Total % budgeted Effort Usage (%) | 100 | 100 | 100 | 100 |  |

## Schedule

### Project Milestone & Deliverables

**Table 4-2:** Project Milestone & Deliverables

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Stage | Committed Delivery date | Description of Deliverable | Delivery media |
| Initiation | | | | |
|  | Develop project idea | 10/05/2016 | Project goals and scope defined, milestone description defined, resource committed | Commit to GitHub |
|  | Q&A Management Sheet | 13/05/2016 | Criteria: Documentation reviewed |
|  | Project Plan | 19/05/2016 | Criteria: Documentation reviewed |
|  | User Requirements Specification | 18/05/2016 | Criteria: Documentation reviewed |
|  | Progress Report 1 | 20/05/2016 | Completed Report 1 |
| Solution | | | | |
|  | Demo & Prototype | 01/06/2016 | Completed Demo and Prototype | Commit to GitHub |
|  | SRS | 24/05/2016 | Criteria: Documentation reviewed |
|  | Architecture Design | 07/06/2016 | Criteria: Documentation reviewed |
|  | Screen Design | 01/06/2016 | Criteria: Documentation reviewed |
|  | Database Design | 27/05/2016 | Criteria: Documentation reviewed |
|  | Class/Component Design | 13/06/2016 | Criteria: Documentation reviewed |
|  | Progress Report 2 | 14/06/2016 | Completed Progress Report 2 |
|  | Test Plan | 20/06/2016 | Criteria: Documentation reviewed |
|  | Test Case | 26/06/2016 | Criteria: Documentation reviewed |
|  | Progress Report 3 | 27/06/2016 | Completed Progress Report 3 |
| Construction | | | | |
|  | Complete Coding and Unit Test | 21/07/2016 | Source code  Acceptance criteria: Product unit tested | Commit to GitHub |
|  | Progress Report 4 | 22/07/2016 | Completed Progress Report 4 |
|  | Testing | 10/08/2016 | Excuted test and completed Test Report |
|  | Quality Control | 15/08/2016 | Criteria: Documentation reviewed |
|  | Progress Report 5 | 16/08/2016 | Completed Progress Report 5 |
| Termination | | | | |
|  | Progress Report 6 | 19/08/2016 | Completed Progress Report 6 | Commit to GitHub |
|  | Submit the last document and CD source code | 19/08/2016 | Final Documents and Source Code |
|  | Presentation for Capstone Project | 26/08/2016 | Criteria: Completed |
|  | Project Complete | 26/08/2016 | Criteria: Completed |

## Activity Schedule

The detail project schedule is available in file [CRW\_ProjectSchedule\_v1.0\_EN.mpp](CRW_Project%20Plan_v1.0_EN.mpp). The Project Schedule is weekly updated by the Project Manager.

## Resource

Specified as in the section V.2. Project Team

## Infrastructure

**Table 4-3:** Infrastructure

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Description | Expected Availability by | Note |
| Development Environment | | | |
| Operating System | Window 10 (64 bit) |  |  |
| Browser | Chrome 52  Firefox 46  Internet Explorer 11 |  |  |
| Technology | | | |
| Development language | Javascript |  |  |
| Database | MongoDB 3.2 |  |  |
| Hardware Requirement | | | |
| Hardware Configuration | 4GB workspaces on server |  |  |
| Equipment & Tools | | | |
| Source Version Control | GitHub Desktop Program | Definition stage |  |
| Task Tracking | MS Project Professional 2015 | Initiation stage |  |
| SRS | Microsoft Office Word 2015  Microsoft Office Excel 2015  Microsoft Office Visio 2015 | Initiation stage |  |

## Training Plan

**Table 4-4:** Training Plan

|  |  |  |  |
| --- | --- | --- | --- |
| Training Area | Participants | Duration | Waiver Criteria |
| Technical | | | |
| MEAN stack, Express, MongoDB | DangT  HungNV | 1 week | Mandatory |
| AngularJS, jQuery | DangT  QuangNN | 1 week | Mandatory |
| Bootstrap | LamNS  HungTQ | 1 week |  |
| Process | | | |
| Quality system |  | 3 hours | If already trained |
| Configuration management |  | 2 hours | If already trained for CC. For others, on-the-job training |
| Group review |  | 2 hours | If already trained |
| Defect prevention |  | 2 hours | Mandatory |

## Finance

Because this project is non-business, it is a Capstone Project at FPT University. So we do not estimate about finance.

# PROJECT ORGANIZATION

## Organization Structure

**Fig. 5-1**: Organize Structure

## Project Team

**Table 5-1:** Project Team Description

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Role | Responsibility | Full name | Effort (%) | Start date | End date |
| PM | Have overall responsibility of the project:  - Project planning and scheduling  - Task assignment and tracking processing  - Review documents  - Reporting to supervisor | Trần Quốc Hưng | 40 | 09/05/2016 | 26/08/2016 |
| PTL | PTL is responsible for the technical project execution | Trần Đăng | 100 | 09/05/2016 | 26/08/2016 |
| Developer #1 | - Study technique (C#, MVC, AngularJS, etc.) | Nguyễn Việt Hùng | 100 | 09/05/2016 | 26/08/2016 |
| Developer #2 | - Support coding functions and modules of system. | Trần Quốc Hưng | 10 | 09/05/2016 | 26/08/2016 |
| Programmer #3 | - Support coding functions and modules of system. | Nguyễn Nhật Quang | 50 | 09/05/2016 | 26/08/2016 |
| Test Leader | - Create test plan, test case, test report, quality report  - Execute test. | Nguyễn Sơn Lâm | 50 | 15/06/2016 | 26/08/2016 |
| Tester | - Support creating test plan, test case, test report, quality report  - Execute test. | Nguyễn Nhật Quang | 50 | 15/06/2016 | 26/08/2016 |
| Design  Leader | - Create screen design, prototype  - Review design of others member | Trần Quốc Hưng | 50 | 09/05/2016 | 26/08/2016 |
| Designer #1 | - Support creating screen design | Nguyễn Sơn Lâm | 50 | 09/05/2016 | 26/08/2016 |

**Table 5-2:** Human Resource Budget Allocation

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Role | Name | W2-May | W3-May | W4-May | W1-Jun | W2-Jun | W3-Jun | W4-Jun | W5-Jun | W1-Jul | W2-Jul | W3-Jul | W4-Jul | W1-Aug | W2-Aug | Total (pd) |
| PM  Designer  Dev | Trần Quốc Hưng | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 80 |
| PTL  Developer | Trần Đăng | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 80 |
| Developer | Nguyễn Việt Hùng | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 80 |
| Test Leader  Designer | Nguyễn Sơn Lâm | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 80 |
| Tester  Developer | Nguyễn Nhật Quang | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 80 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Total |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 400 |

## External Interfaces

**Table 5-3:** External Interfaces

|  |  |  |  |
| --- | --- | --- | --- |
| Department | Contact Person  (name-position) | Contact Address  (email, phone no.) | Responsibility |
| Teacher | Bùi Đình Chiến | ChienBD@fpt.edu.vn | - Review and accept documents during project  - Review and accept products of the project.  - Resolve escalated issues and receive project reports. |
| Training Department |  | acad.hn@fpt.edu.vn | Management course of student |

# COMMUNICATIONS AND REPORTING

**Table 6-1:** Communication and Reporting Plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Communication Type | Method /  Tool | Schedule | Information | Participants  Responsible |
| Project Task Tracking | | | | |
| Task scheduling | MS Project Professional 2015 | At the beginning of every stage and weekly  Rescheduling as necessary | Schedule | PM |
| Task assignment | MS Project Professional 2015 | Weekly | Task assignment | PTL |
| Task status reporting | Daily Report | Daily |  | Team members |
| Project Meeting | | | | |
| Kick-off Meeting | Face to face | Initiation stage | Project Introduction  Project plan review  Risk  Stakeholders | PM  Team member |
| Project Progress Review Meetings | Face to face | Weekly and on event | Project status report Open issues, risks and changes  Improvement discussion |  |
| Milestone Meetings | Face to face | 5 days after the completion of stages: Definition, Solution and Construction | Objective review  Performance Evaluation (quality, schedule, effort)  Causal analysis  Project plan for next stage | PM  QA  Team member  Supervisor |
| Supervisor Communication and Reporting | | | | |
| Documentation, Information Sharing | GitHub Desktop Program | When available | All project documentation and information | PM  Team Members  QA |
| Project Report | FSoft and FU standard format | 5pm Monday, Weekly | Project status report  Issue requiring clarifications  Escalation | PM |
| Project Meetings with supervisor | Face to face | 9h10, Thursday, Weekly | As above | PM |
| Requirement gathering and clarification | Face to face meeting | During requirement analysis phase | As in Q&A list | PM |
| Review Project Plan & Project schedule | By attend project meeting | Significant changes to WO, Project Plan and Project schedule (scope, objectives Organization, Human Resources, major milestone, deliverables) |  | PM |
| Project Progress Review | Email, Operation meeting at Group and Division level | Weekly | Project status report  Issue requiring clarifications  Escalation | PM |
| Project Milestone Review | Email  Project milestone review meeting | End of every stage | Project objective review  Evaluate project performance (quality, schedule, effort)  Causal analysis  Project plan for next stage | PM |

# CONFIGURATION MANAGEMENT

The detail configuration management is available in file <CRW_CMPlan_v1.0_EN.docx>.