

The Software Project Management Plan summarizes the project management models. This document is created before the project kick-off and updated throughout the project as tasks are completed and procedures are refined. The audience of the SPMP includes the management and the developers. The SPMP documents all issues related to client requirements (such as deliverables and acceptance criteria), the project goals, the project organization, the division of labor into tasks, and the allocation of resources and responsibilities.

Preliminary Project Plan

Description of CptS 484 project
from a project management
point of view.

Sophia Schuur
Jackson Schuur
Austin Ryf
Katherine Freund

PRELIMINARY PROJECT PLAN

1. Introduction

This introduction provides background information for the rest of the document. It briefly describes the project, the client deliverables, the project milestones, and expected document changes.

1.1 Project overview

This project is to create an app to aid in the navigation among the blind and otherwise visually impaired inside buildings. The user enters where he desires to go. This mostly includes room numbers. The app will speak aloud directions to the user for which the user follows.

1.2 Project deliverables

- | | |
|-------------------------------------|------------------------|
| 1. <i>Preliminary Project Plan</i> | 9/8/2019 |
| 2. <i>Phase I Final Submission</i> | 10/13/2019 |
| 3. <i>Phase I Presentation</i> | Second week of October |
| 4. <i>Phase II Final Submission</i> | 12/8/2019 |

1.3 Evolution of this document

This document will be updated as the project progresses. Updates should be expected in the following sections:

1. *References*: updated as necessary
2. *Definitions, Acronyms, and Abbreviations*: updated as necessary
3. *Assumptions, Dependencies, and Constraints*: revised appropriately as the requirements and design decisions become clearer
4. *Technical Process*: revised appropriately as the requirements and design decisions become clearer

1.4 References

1. *Project Plan Template: Software Project Management Plan Template*. 1999-2007, <https://personal.utdallas.edu/~chung/SP/SoftwareProjectManagementPlanTemplate.htm>.
2. *Textbook*: K.E. Wiegers and J. Beatty, *Software Requirements*, 3rd ed., Microsoft Press, 2013. ISBN-13: 978-0735679665.
3. *Team GitLab*: <https://gitlab.eecs.wsu.edu/cpts484-fall19/484teamrssf>

1.5 Definitions, Acronyms, Abbreviations

List will update as project is developed.

2. Project Organization

2.1 Process Model

The development of the project will be completed by “Team RSSF”. During the initial phase of the project, the team gets together to formulate the entire project plan. We will use the V-Model process for this project, allowing us to update the project plan and other deliverables for missing areas or correctness as we develop the project. Feedback mechanisms between the pre-development and post-development phases of the lifecycle are important.

2.2 Organizational Structure

The members involved in developing this project are:

- *Sophia Schuur*
- *Jackson Schuur*
- *Austin Ryf*
- *Katherine Freund*

Sophia Schuur will serve as the team liaison throughout the project for communication needs between the client and team.

2.3 Organizational boundaries and interfaces

All team members will be involved in the planning, organizing and communication among members and client.

2.4 Project responsibilities

All team members will be involved in all phases of the project life cycle.

3. Managerial Process

3.1 Management Objectives and Priorities

The main objective of the management position is to organize the meetings for discussions, check the status of the project, and submit the project on time. All members of the team will contribute to this position.

3.2 Assumptions, Dependencies, and Constraints

Project Assumptions:

1. *Software availability:* There exists a mechanism to access a building map.

Project Dependencies:

1. *Time*
2. *Man hours*

These lists are heavily subject to change as we progress through the project and discover what we can and cannot do.

3.3 Risk Management

Currently, there is no intention of releasing the final product to anyone except the team and the single client. Therefore, risks include grading and time.

3.4 Monitoring and controlling mechanisms

1. *Regular team meetings*
2. *Regular meetings with client*
3. *Regular checking Blackboard for grades, new content, etc.*
4. *Thoroughly reading and understanding directions and preliminary definition*
5. *Understanding deadlines*
6. *Shared project repository*
7. *Regular discussing of project among team via instant messaging and other social media*
8. *Asking client questions*

4. Technical Process

4.1 Methods, Tools, and Techniques

We will use GitLab for sharing the project repository. We will use email and Skype for communication with client. We will use instant messaging and in-person meetings for team communication.

Because the preliminary project specification describes using an app, currently the languages and development tools of choice are unspecified as the team has very little experience with Android app development. As we progress through Phase I, this will become clear.

4.2 Software Documentation

Several documents will be required as deliverables. This includes the Preliminary Project Plan, the WRS (World, Requirements, System) document, a simple mock-up concept drawing, a simple user manual, a PowerPoint presentation based on Phase I, and other deliverables to be announced later with Phase II.

4.3 Project Support Functions

All project support documents will be completed in applicable phases.

5. Work elements, schedule, and budget

Budget is negligible for this project. The final project submission is scheduled to be completed by December 8th, 2019. The deadlines are as follows:

- | | |
|-------------------------------------|------------------------|
| 1. <i>Preliminary Project Plan</i> | 9/8/2019 |
| 2. <i>Phase I Final Submission</i> | 10/13/2019 |
| 3. <i>Phase I Presentation</i> | Second week of October |
| 4. <i>Phase II Final Submission</i> | 12/8/2019 |