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. *Preliminary Project Plan*   9/8/2019
2. *Phase I Final Submission*   10/13/2019
3. *Phase I Presentation*   Second week of October
4. *Phase II Final Submission*   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

WRS: World, Requirement, Specification document. Current document.

Functional Requirement: Defines a function of the system, where a function is described as an output for a given set of inputs.

Non-Functional Requirement: Specifies criteria that can be used to gauge the performance of the system.

Domain: Describes the users that will interact with the application in some way.

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. Team regularly communicates internally via instant messaging and social media. Team regularly communicates with client via Skype and email. All team members will meet a few hours each day for a few days before final due dates to complete documents together as a team.

2.4 Project Responsibilities

All team members will be involved in all phases of the project life cycle. The team constantly communicates with each other about the project, both inside and outside team meetings.

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

We plan to explore the possibilities of integration with Google Indoor Maps API. This software provides internal maps of buildings and icons depicting important points of interests such as stairwells, elevators, and ATMs. This may prove very helpful during the implantation of the project.

Project Assumptions:

See *World Assumptions Masterlist v1.0.docx* on Blackboard for general list of 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

Current risks include time management and personnel management. Our top priority is completing project items on time and according to client and project needs. We will ask many questions of the client and document to his expectations to ensure risk mitigation and consistency.

3.4 Monitoring and Controlling Mechanisms

1. *Regular team meetings*
2. *Regular meetings with client*
3. *Regular checking Blackboard for new content*
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 to Phase II, this will become clear.

4.2 Software Documentation

Several documents will be required as deliverables for Phase I. This includes the Preliminary Project Plan, the WRS (World, Requirements, System) document, a simple mock-up concept drawing, a simple user manual, and a PowerPoint presentation depicting the fundamental scenarios the app will attempt to solve.

Other deliverables for Phase II are to be announced at a later time.

4.3 Project Support Functions

All project support documents will be completed in applicable phases.

5. Work elements, schedule, and budget

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

1. *Preliminary Project Plan*   9/8/2019
2. *Phase I Final Submission*   10/13/2019
    a. *WRS document*
    b. *Revised Preliminary Project Plan*
    c. *Meeting records*
    d. *Phase I Presentation slides*
3. *Phase I Presentation*   10/17/2019
4. *Phase II Final Submission*   12/8/2019