Visiting Angels Personal Website

Software Project Management Plan

Prepared for: Rebecca Broadwater

Prepared by: Turhan Kimbrough

Version: 1.3

Preface

Visiting Angels is a business franchise with over 630 locations nation-wide, providing in-home care to senior citizens (Visiting Angels Territory Map). Services include housekeeping, meal preparation, shopping assistance, medical care, and more (Visiting Angels: About Page). Currently, the Visiting Angels office servicing the Baltimore-Towson area is looking to expand its services to reach more customers.

Serving as a consultant to Kathy, who represents client services for Visiting Angels Baltimore, I am motivated to develop a website to help advertise her services. The website will offer information about services available, contact information, and a simplified interface for requesting services from the Visiting Angels office.

Table of Contents

Introduction

Project Description:
The project will take the form of a website which will advertise services offered by Visiting Angels in the Baltimore-Towson area. The website will contain multiple pages including a homepage with popular services, point of contact information, types of care offered, and a page explaining the advantages of using Visiting Angels. The website aims to provide a more personalized experience to potential clients wanting to use services from Visiting Angels.

Project Deliverables:
The development of a website for Kathy which will advertise her role as the point of contact for Visiting Angels in the Baltimore-Towson area.
- ➔ Use Cases (9/26 on Blackboard)
- ➔ Requirements (9/26 on Blackboard)
- ➔ Software Project Management Plan (9/26 on Blackboard)
- ➔ Functioning website (11/24 on Blackboard)
- ➔ System Test Procedure (11/24 on Blackboard)
- ➔ Milestone Review (11/24 on Blackboard)
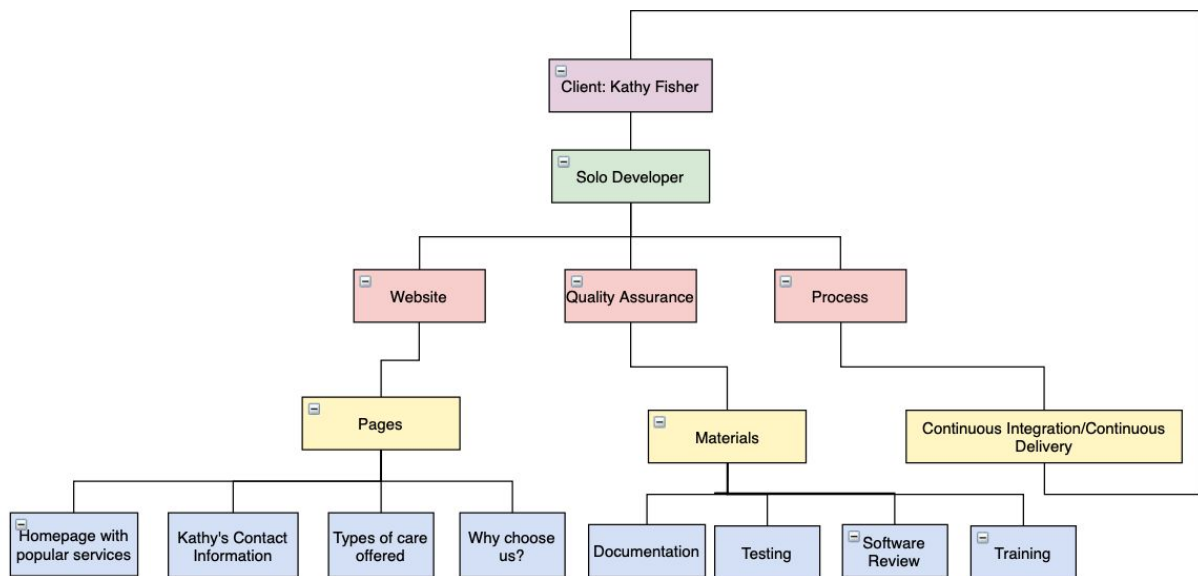- ➔ Project presentation (11/24 on Discord)

Reference Materials:
- ➔ Visiting Angels: About Page. www.visitingangels.com/about-us. Accessed 5 Sept. 2020.
- ➔ Visiting Angels Territory Map. www.livingassistance.com/territory-map. Accessed 5 Sept. 2020.

Project Organization

Process Model:

I will be using the principles found in Agile software development to handle any changing requirements for the project.

Organizational Structure:

Organizational Interfaces:
- → Kathy Fisher - Client Services for Visiting Angels in Towson
- → Turhan Kimbrough - Consultant/Web developer

Project Responsibilities:

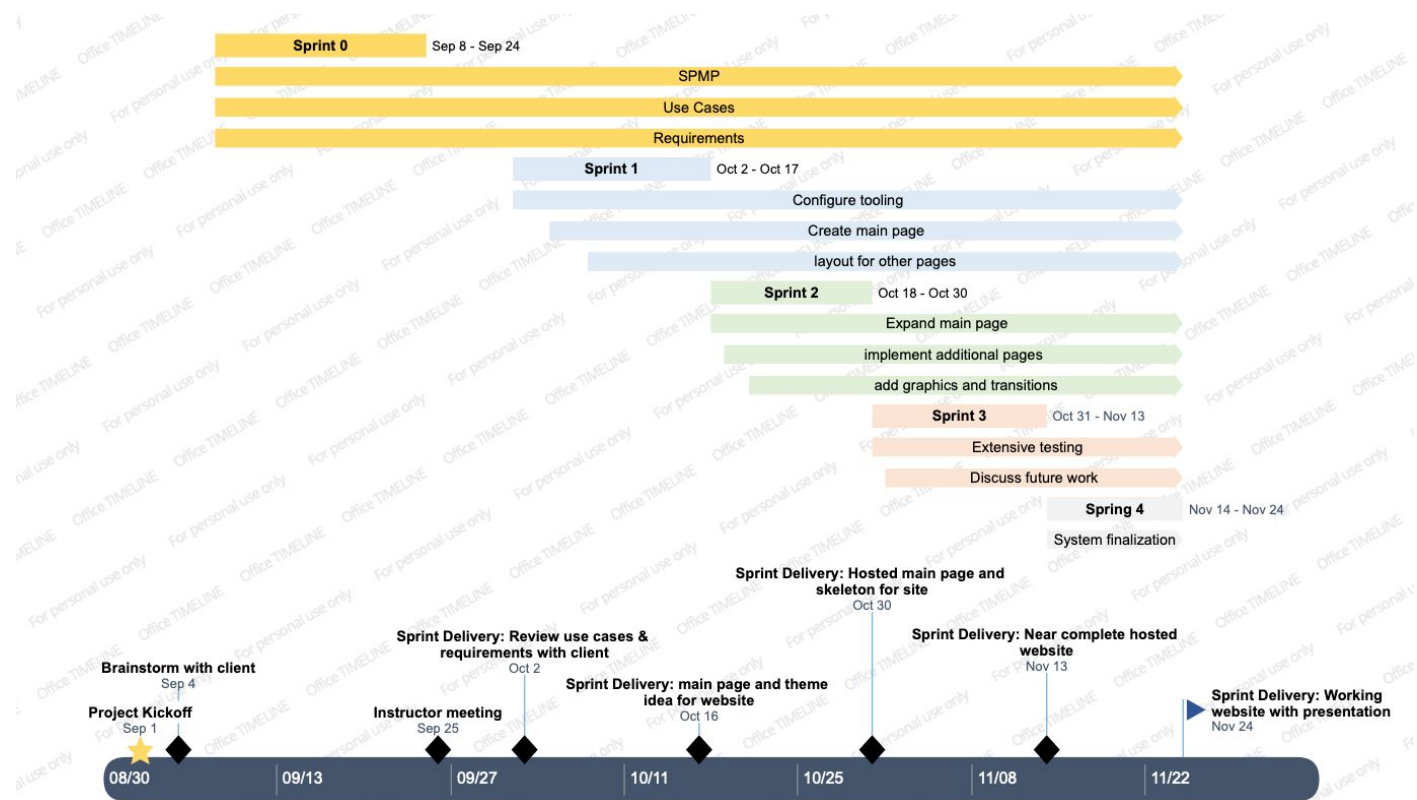| Team Member	Title	Responsibilities
Turhan Kimbrough	Consultant	Point of contact, writing documentation, website suggestions, technological guide for Kathy
Turhan Kimbrough	Web developer	website design, website hosting, manage plugins, maintain platform

Managerial Process

Objectives:
- ➔ Create a responsive website which can be accessed via desktop, mobile, or tablet.
- ➔ Use a visually appealing layout with an emphasis on simplicity
- ➔ Advertise services offered by the company to gain more customers for Kathy Fisher

Priorities:
- ➔ Construct a website theme and ensure it can support mobile, tablet, and desktop views
- ➔ Create a 'contact' page displaying Kathy's contact information
- ➔ Write descriptions for the different services offered

Tentative Schedule:

Anticipated Budget:
- ➔ $250 upfront costs
- ➔ $10/year for website domain
- ➔ $100+ extra per year for content management/integration

Project Anticipations:

Assumptions:
- ➔ I can choose my own hosting for the product
- ➔ I can choose which software components power the product
- ➔ Client/users access the website with a modern web browser

Dependencies:
- ➔ Company-related information from Kathy
- ➔ Responsive web design

Constraints:
- ➔ Less than 15 weeks time for project submission
- ➔ Pure virtual collaboration
- ➔ Solo project development

Risk Management (problem-solution):
- ➔ *Problem:* What if the client doesn't know what she wants?
  Solution: Incorporate continuous delivery and constant communication. The client will discover what she doesn't want, to which I can offer suggestions.
- ➔ *Problem:* What if I can't get in the main site's domain name system?
  Solution: Develop the website in a separate domain for now, and look into incorporating it into the main website for future work.
- ➔ *Problem:* What if the website is too expensive?
  Solution: Find alternative hosting strategies which can maintain data processing requirements.

I will specifically use tools and/or resources which will facilitate Agile software development. They will allow flexibility in changing requirements and account for any possible risks.

Monitoring Mechanism:
I will have biweekly status meetings with the client. During these meetings I will get feedback on Kathy and discuss any updates which were made to the product.

Technical Process

Approach:

    Methodology:

        The system is anticipated to incorporate a single tier architecture. The user will enter the site via web address, which contains a home page with top-level access to all other pages. All information on the site will be delivered using HTML pages, and use a modification of the design template provided by WordPress. Pages will include descriptions, pictures, and graphics.

    Tools:

- ➔ www.wordpress.org
- ➔ www.namecheap.com
- ➔ GitHub
- ➔ GitHub Student Developer Pack

Documentation Plan:

Modifications to this project plan will be reflected in the Software Project Management Plan. Any revisions made will result in a version change to this document. Supporting documents will be up-to-date, and revisions will be pushed to GitHub.

Project Support Functions:

    Quality Assurance:

- ➔ Ensure software is up-to-date
- ➔ Ensure software bugs are caught early
- ➔ Ensure appropriate software testing is in-place
- ➔ Ensure quality software tools are used
- ➔ Ensure proper communication with client Kathy

    Configuration Management Plan:

- ➔ Keep old copies of documentation and version each revision
- ➔ Maintain separation of stable software from unstable software
- ➔ Name major software deployments according to their new feature(s)
- ➔ Note any updates made to tools being used

    Verification & Validation Plan:

- ➔ Ensure testing begins early
- ➔ Ensure proper tests are made
- ➔ Ensure the passage of tests
- ➔ Ensure Kathy is satisfied with any revisions or updates

Work Breakdown Structure