

**Contents**

[Version](#h.gjdgxs)

[Project Dates](#h.30j0zll)

[Project Commencement Date](#h.1fob9te)

[Project End Date](#h.djwi3xn66gxy)

[Project Justification](#h.2et92p0)

[Project Scope](#h.tyjcwt)

[Project Deliverables](#h.3dy6vkm)

[Project Completion Criteria](#h.1t3h5sf)

[Project Success](#h.4d34og8)

[Project Objectives](#h.2s8eyo1)

[Constraints](#h.17dp8vu)

[Milestones](#h.26in1rg)

[Project Approach](#h.lnxbz9)

[Primary Plans](#h.35nkun2)

[Issue Management](#h.kuhetmotyz55)

[Change Management](#h.44sinio)

[Communication Management](#h.2jxsxqh)

[Stakeholders](#h.z337ya)

[Client – City of Gosnells](#h.3j2qqm3)

[Project Sponsor – Central Institute of Technology](#h.1y810tw)

[Project Team – Central Institute of Technology](#h.4i7ojhp)

[Sign Off](#h.2xcytpi)

* The application will save the users data locally so the user can have their progress saved without needing to login.

# Version

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Issue** | **Description** | **Author** |
| 24/02/2015 | 0.1 | Initial Draft | James McNeil, Gustavo Dias, Josh Polimeno,  Thomas Kramer |
| 04/03/2015 | 0.2 | Updated After Meeting | James McNeil,  Josh Polimeno |

# Project Dates

## Project Commencement Date

9th February 2015

## Project End Date

4th July 2015

# Project Justification

City of Gosnells is looking to provide a platform for small local businesses to assess if their current security is adequate. The platform will provide an interactive way for employee’s and business owners to improve the security of the business to discourage crime and minimise the effects of any potential crime on the business. The deployment of an Android application and supporting website will provide business owners and employees with an interactive checklist and the necessary information to check the security of their business

# Project Scope

* The design, development, testing and successful deployment of an Android application for the City of Gosnells D.I.Y Business security list checklist within the allocated timeframe.
* The application will provide an interactive checklist that allows users to check if the requirement is met.
* The application will provide feedback to the user after completing the checklist.
* The City of Gosnells D.I.Y Business security checklist application will be compatible with multiple Android devices to ensure a large user base.
* The application will read the data feed provided and use this data to provide the content of the checklist and information.
* A Supporting website for the application for the City of Gosnells D.I.Y Business security list checklist within the allocated timeframe.
* The website will promote the android app.
* The website will provide an interactive checklist that allows users to check if the requirement is met.
* The website will follow the current theme of the City of Gosnells website.
* The website will provide feedback to the user after completing the checklist.
* The website will email the users data so the user can have their progress.

# Project Deliverables

|  |  |
| --- | --- |
| *Scope Document* | The document outlining the scope of the project including the initial plan and management of issues, changes and communication. |
| *Requirements Document* | The document outlining the requirements of the project including risks and functional requirements. |
| *Coding Standards Document* | The document outlining the coding standards to be adhered to during the development phase of the project. |
| *Design Wireframes / Concepts* | Visual concepts demonstrating ideas of layouts and visual elements of the project. |
| *Application Prototype* | Small Wireframe application that demonstrates basic functionality . |
| *Final Application* | The final tested, evaluated and deployed application. |

# Project Completion Criteria

## Project Success

The applications must meet all written specifications, be thoroughly tested, and be completed within the allocated timeframe.

The project will be considered successful upon the completion and deployment of the DIY Business Security checklist application.

# Project Objectives

Create the DIY business security checklist application and supporting website for the City of Gosnells. The D.I.Y Business Security Checklist will be accessible by small businesses who wish to access the checklist without having to register. The application and website will be accessible by owners of small business owners and staff who are the main target for the DIY Business Security Checklist.

## Constraints

* No budget
* Communication with City of Gosnells staff may be inconsistent, may take some time to answer emails.
* The primary and only development will be Android, other platforms are considered out of the scope.
* Team resource availability may be inconsistent outside of TAFE hours
* The project will be completed no later than week 17, Semester 1, 2015.

## **Assumptions**

The City of Gosnells will provide technical information required on a case by case basis.

The checklist items will be provided by the City of Gosnells.

The project team and Central Institute of Technology will provide the testing devices.

Required Data will be provided by the City of Gosnells.

# Milestones

* *Analysis/Design phase of the project will be completed on or prior to 24th February 2015*
* *Development/Build phase of the project will be completed on or prior to 29th May 2015*
* *Testing Phase of the project will be completed on or prior to 11th June 2015*
* *Deployment Phase of the project will be completed on or prior to 4th July 2015*

Due to the nature of the project, the above stated dates are only an initial estimate. Any changes to these milestones will be forwarded to the Lecturer and Client at least 7 days in advance and updated accordingly on the Project Schedule upon approval.

# Project Approach

* Analysis of the project
* Design of the project by way of prototyping and wireframes.
* Using existing database infrastructure to retrieve information for the applications using Json Script.
* Development of the application.
* Testing and implementation.
* Deployment of the final application.

# Primary Plans

The primary plan will be maintained through the Project Schedule which will be updated and changed as required by the Project Manager. Dates in the schedule are subject to change depending on the needs of the project and such changes will be logged and categorized in the Change Request Log as required.

# Scheduled Meetings

Team meeting to be held on Tuesdays mornings to starting work on the project to establish objectives for the coming week.

Team meeting to be held on Thursdays afternoons to establish what was achieved that week.

Client meetings to be arranged at regular intervals (3-4 weeks) or when necessary subject to availability of the client.

# Issue Management

Issues will be monitored through the use of an Issues Log describing the issue, status, creator and resolution.

Issues logged throughout the project will be communicated with the Lecturer during the weekly status report.

# Change Management

Changes to the project after the preliminary sign off will be logged in a Change Request Log in which the changes will be noted and categorized.

Changes logged throughout the project will be communicated with the Lecturer during the weekly status report.

Changes to the Project Scope will be logged and upon approval by all stakeholders, implementation of the changes will take place.

# Communication Management

Team communication will be face to face during TAFE hours. Outside of TAFE hours, team communication relating to the project will be through Trello and Email.

Questions for the client will be forwarded to the Project Manager to be reviewed by the Project Manager and Lecturer prior to being forwarded to the Client.  
  
The Project Team will have daily status meetings to review completed tasks, determine current objectives and bring to light any minor issues to be resolved.  
Project documents to be maintained on the shared Google Drive folder with specific documentation in the appropriate folder.

# Stakeholders

## Client – City of Gosnells

* Sue Spiegl - Safe City Community Safety Coordinator
* Maxine - Safe City Community Safety
* Carmen Barraza - Safe City Community Safety
* Chris Farrell - Web Services Officer

## Project Sponsor – Central Institute of Technology

* Nichola Kerr - Lecturer

## Project Team – Central Institute of Technology

* Thomas Kramer - Developer
* Gustavo Dias - Developer
* James McNeil - Developer
* Josh Polimeno - Web Developer

# Sign Off