Radius College

Group 1

Client: H.C.M. van Bueren  
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Date: 15-9-15  
City: Breda

PLAN OF ACTION

Barroc IT

**Index**

1. Background 2
2. Purposes 2
3. Project assignment 2
4. Project activities 4
5. Project limits 5
6. Products 5
7. Quality 6
8. Project organisation 6
9. Planning 7
10. Cotst and benefits 7
11. Risks 8
12. Attachments 9

**1. Background**

Baroc-IT is a software company that has three independent departments. The departments are: finance, sales and development. Each department keeps an own administration, so they don’t know how far it is with a client or a project of each other. The boss mr. van Bueren wants a system where all administration happens, so that every department knows it.

Attachment: The written assignement of mr van Bueren

**2. Purposes**

We do this project for Baroc-IT to improve the communication within the company Baroc-IT.

We do this by building a system that’s wel-organized for everybody.

The milestones are:

* Renewed assignment
* Plan of action
* Database
* Working web application
* An accept test
* Presentation

The last purpose is a working webapplication where the departments can work with.

We have started this project on 7th of September.

We shall finish this project on 13th of November.

**3. Project assignment**

The name of this project is Baroc-IT group 1 MED. The client is Baroc-IT. We are group 1 Media, because several groups are doing this project.

Every department keeps other customer data.

Every department has to do other things.

There have to build a systeem in which all three departments can log in.

In this system have to be kept customer data.

The customer data are:

* Number
* Company name
* Address
* Number of the house/company
* Zip code
* Place
* Address 2
* Number of the house/company 2
* Zip code 2
* Place 2
* Contact person
* Initials
* Phone number 1
* Phone number 2
* Fax number
* Email address

The department Finance has to read a customer and has to update finance information. They can make an invoice and they can send an invoice. They must be able to indicate if the project can start after the credit check so they never make a project without payment.

The department Sales create, read, update and archive a customer and can create new project.

The department Development has to read customer.

The department Finance needs more data.

Other data, also

* Bank account number
* Credit balance
* Number of invoices
* Gross revenue
* Limit
* Ledger account number
* Tax code

The department Sales needs more and other data.

Other data, also

* Quotation number sales
* Quotation status sales
* Potential customers sales
* Appointment day sales
* Last contactday sales
* Sales percentage sales
* Solvent sales

The department Development needs other data.

The customer data are:

* Company name
* Address
* Housenumber
* Postcode (Zip code)
* Residence
* Contact person
* Telephone number
* Fax number
* e-mail
* Maintenance contract Y/N
* Open projects
* Applications
* Hardware
* Operating system
* Appointments
* internal contact person

**4. Project activities**

This is a activitylist.

The project activities are:

* Keep logbook up to date
* Hold an interview
* Write a renewed assignment
* Make a prototype
* Make a quotation
* Write a plan of action
* Make a planning
* Make an allocation of the Functional Design in MS-project
* Make an usecase diagram
* Make usecase templates
* Make activitydiagrams
* Make a detailed allocation of the technical design in MS-project
* Make a class diagram
* Design a datadictionary
* Make a sequence diagrams
* Make a tabel joballocation of the development surroundings
* Make a tabel of the used hard- and software of the equipped development surroundings
* Make a normalised database design
* Make a definitive data dictionary
* Build a database
* Make a working web application
* Make a dataset
* Make a technical test
* Carry out a technical test
* Make a functional test
* Carry out a functional test
* Make an accept test
* Carry out an accept test
* Write instructions for use
* Write a project report
* Write a team report
* Make a presentation
* Presentation

**5. Project limits**

* There has to come one system where three departments of the company can log in.

Each departement has one account where they can log in.There also comes an admin account.So there are no five inlog accounts.

* Only Sales can put in customerdata. The other departments cannot do this.

Sales can read, update and archive.

* Finance can read customerdata and can update financedata.

Finance can put in a project.

Only Finance can report if a project can start or has to be stopped.

* Development can only read a customer.
* We don’t make back ups of the data of the client.
* We don’t enter data of existing clients
* We put the site online.
* We make a security.
* Maintenance contract is one year after delivery of the system

**6. Products**

The different products are:

* Report of the interview
* Prototype
* Quotation
* Renewed assignment
* Notules of the weekly meetings
* Plan of action
* Database
* Working web application
* Carry out accept-,functional- and technical tests
* Instructions for use
* Presentation of the new system

**7. Quality**

Before the weekly meetings or after the agreed time we controll the work of the other colleags inside and outside the working group. Weekly we check if the working speed is in order.

The intermediate products are signed off, whereby the quality increased.

The intermediate products are in phase signed.

There is at the end the delivery and feedback of the end product with the company.

Used tools are:

* Sublime tekst 2
* Wamp / Mamp
* Office Pakket
* MS-Project
* Photoshop
* Visio

**8. Project organisation**

Group members:

Teun Aarts:

Function: Project Leader

Address: Kloosterstraat 48A, Bavel

Telephone number: 0641774751

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Jorrit Meeuwissen:

Function: secretary, Git-Master

Address: Hesseling 5, Prinsenbeek

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E-mail: jorrit-meeuwissen@hotmail.com

Evelien Rookmaker:

Function: group member

Address: Voorstraat 39a, Nunansdorp

Telephone number: 0623176222

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Every member has to be in class 330 from Monday till Friday.

Monday, Wednesday and Friday from 08:40 till 12:40.

Tuesday from 09:40 till 12:40.

And Thursday from 9:40 till 12:20.

When you are at the Project lesson you only work on the project not for other lessons.

You have to come on time.

You have to hold on to the conventions.

With the meeting you have to make agreements what a group member is going to do and when he is done with it. And every group member should hold on to the planning. And you are done with a part of the project if you have a signature of the teacher.

The communication with the client is going trough the head of Finance: Mr. Vosselaar over mail.

We communicate with the group members over Skype and Whatsapp.

We have to have a meeting once a week. In the meeting are all our group members and most of the time a teacher. There is one secretary and one chairman. In the meeting we discuss if there are any problems and what every group member has done the last week and what they are planning to do the next week. After the meeting there has to be a report of what has been said at the meeting.

After every workday we registrate the work hours. Every friday everyone writes a weekreport and sends it to the projectleader and he sends them to the client.

**9. Planning**

Our planning is made in MS Project.

You can find it in our documentation.

**10. Cotst and benefits**

We think these are the costs of the project. We took the average of some original prices so these prices are acceptable.

Costs:

Hourly p.p : +/- € 25,-

Server for website : +/- € 500,-

Implementation : +/- € 20,-

Travel costs : +/- € 50,-

Unforeseen costs:

No internet connection : +/- € 100,-

Benefits:

Better communication

No money loss

They spent less time on trying to communicate between the departments.

Easier to see all the information

**11. Risks**

The interne risks are:

* Too tight planning
* Problems in the collaboration
* Fail
* Absence
* Too little knowledge
* Too little time

The externe risks are:

* Decelleration of important information
* None-payment
* No internet
* No good communication with Baroc-IT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description risk** | **Scale chance** | **Scale Consequence** | **Risk**  **(chance x consequence)** | **Priority** |
| Too tight planning | 5 | 10 | 50 | 5th |
| Problems in the collaboration | 4 | 9 | 36 | 7th |
| Not keep to your appointments | 8 | 9 | 72 | Second |
| Adsence | 9 | 5 | 45 | 6th |
| Too little knowledge | 7 | 10 | 70 | Third |
| Too little time | 3 | 10 | 30 | 9th |
| Decelleration of important information | 10 | 8 | 80 | First |
| None-payment | 4 | 8 | 32 | 8th |
| No internet | 1 | 8 | 8 | 10th |
| No good communication with Baroc-IT | 7 | 9 | 63 | 4th |

Top 3 of the risks:

Risks consequences prevent

|  |  |  |
| --- | --- | --- |
| Decelleration of important information | Decelleration of the project | Good and frequent communication with the client. We send reminders. |
| Not keep to your appointments | Not reach the planning | Good and frequent commucation with the working group. |
| Too little knowledge | Need more time to end the project. | More working experience. |

**12. Attachments**

The attachments are:

* The written assignement of mr van Bueren
* Planning