**M02 Project Plan**

**Introduction**

The objective of this project is to develop a user-friendly mobile application for managing personal finances. The app will allow users to track their expenses, create budgets, and generate financial reports. Constraints include a limited budget, a tight timeline of six months, and the need to ensure compatibility with both iOS and Android platforms.

**Project Organization**

1. Joey
2. Nolan
3. Thomas Woolum
4. Tristan

**Risk Analysis**

1. **Risk Identification:**

* Technical Risks: Possibility of technical issues, like software bugs, hardware failures, or integration problems.
* Project Management Risks: Potential for miscommunication, scheduling conflicts, or resource allocation issues.
* External Risks: Factors outside the project, such as regulatory changes, economic shifts, or supplier issues.

2. **Risk Assessment:**

* Probability and Impact: Rate each risk by its likelihood of occurring (low, medium, high) and its potential impact on the project (low, medium, high).

3. **Risk Mitigation Strategies:**

* Technical Risks: Implement automated testing, conduct regular code reviews, and ensure redundant systems are in place.
* Project Management Risks: Use effective project management tools, schedule regular team meetings, and have a clear communication plan.
* External Risks: Monitor external factors regularly, have contingency plans, and diversify suppliers where possible.

4. **Risk Monitoring:**

* Tracking: Regularly review and update risk status during project meetings.
* Responsibility: Assign specific team members to monitor and manage each identified risk.

**Hardware and Software Requirements**

**Hardware Requirements:**

**Servers:**

* High-performance servers with at least 64GB RAM, 2TB SSD storage, and multi-core processors.

**Workstations:**

* Developer workstations with a minimum of 16GB RAM, 512GB SSD, and dual monitors.

**Network Equipment:**

* High-speed routers and switches to ensure fast and reliable network connectivity.

**Backup Devices:**

* External hard drives or cloud storage solutions for regular data backups.

**Software Requirements:**

**Operating Systems:**

* Windows 10 or later, MacOS 11 or later, etc.

**Work Breakdown**

**Software Development Project**

* Project Management: Planning, defining scope, scheduling, risk management.
* Analysis: Requirements gathering, feasibility study.
* Design: System architecture, UI/UX design.
* Development: Coding, unit testing.
* Testing: Integration testing, user acceptance testing.
* Deployment: Implementation, training, support.

**Construction Project**

* Initiation: Site selection, project charter.
* Planning: Budgeting, scheduling, resource allocation.
* Execution: Site preparation, foundation work, structural work.
* Monitoring: Quality control, progress tracking.
* Closure: Final inspection, handover, documentation.

**Event Planning**

* Concept Development: Theme selection, budget planning.
* Logistics: Venue booking, catering arrangements.
* Marketing: Promotion, ticket sales.
* Execution: Event setup, coordination.
* Post-Event: Feedback collection, financial reconciliation.

**Process Flow Diagrams**

A large collection of infographics

Description automatically generatedA diagram of a flowchart

Description automatically generatedA large collection of colorful icons

Description automatically generated with medium confidenceA diagram of various types of information

Description automatically generated with medium confidence

**Project Schedule**

**Gantt Chart Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Start Date** | **End Date** | **Duration** | **Dependencies** |
| **Requirements** | 01/01/2024 | 01/15/2024 | 15 days | - |
| **Design** | 01/16/2024 | 01/31/2024 | 15 days | Requirements |
| **Development** | 02/01/2024 | 03/15/2024 | 45 days | Design |
| **Testing** | 03/16/2024 | 03/31/2024 | 15 days | Development |
| **Deployment** | 04/01/2024 | 04/05/2024 | 5 days | Testing |

**Critical Path Method (CPM) Schedule**

|  |  |  |
| --- | --- | --- |
| **Task** | **Duration** | **Dependencies** |
| **Site Preparation** | 10 days | - |
| **Foundation Work** | 15 days | Site Preparation |
| **Structural Work** | 20 days | Foundation Work |
| **Electrical & Plumbing** | 15 days | Structural Work |
| **Finishing** | 10 days | Electrical & Plumbing |

**Agile Sprint Schedule**

|  |  |  |
| --- | --- | --- |
| **Sprint** | **Duration** | **Tasks** |
| **Sprint 1** | 2 weeks | User story 1, User story 2, Bug fixes |
| **Sprint 2** | 2 weeks | User story 3, User story 4, Code review |
| **Sprint 3** | 2 weeks | User story 5, User story 6, Integration testing |

**Milestone Schedule**

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| **Venue Booking** | 01/10/2024 |
| **Catering Confirmation** | 02/01/2024 |
| **Invitations Sent** | 02/15/2024 |
| **Event Day** | 03/01/2024 |

**Monitoring and Reporting Mechanisms**

**Monitoring Mechanisms**

**Regular Status Meetings:**

Schedule weekly or bi-weekly meetings to discuss project progress, address issues, and update the team on any changes.

**Progress Reports:**

Generate comprehensive progress reports at regular intervals (e.g., weekly, bi-weekly) to provide stakeholders with a clear overview of the project status, achievements, challenges, and upcoming milestones.

**Milestone Tracking:**

Use project management software to track key milestones and deliverables, ensuring that the project stays on schedule.

**Performance Metrics:**

Develop performance metric reports to monitor the project’s performance against goals, objectives, and key performance indicators (KPIs).

**Quality Control Assessments:**

Conduct regular quality control assessments and reviews to ensure that the project meets the required standards.

**Reporting Mechanisms**

**Project Dashboards:**

Utilize project management tools like Trello, Asana, or Microsoft Project to create dashboards that provide real-time updates on project progress.

**Issue Logs:**

Maintain an issue log to document and track any problems that arise during the project.

**Risk Management Plans:**

Develop and update risk management plans to identify potential risks and outline strategies to mitigate them.

**Site Inspections:**

For projects involving physical sites, conduct regular site inspections to assess progress, quality, and compliance with design specifications.

**Appendix**

**Summarize the activities identified in the project plan. Include:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity Number** | **Description** | **Estimated Time** | **Dependencies** |
| **1** | Requirements Gathering | 10 days | - |
| **2** | Feasibility Study | 5 days | Requirements Gathering |
| **3** | System Design | 15 days | Feasibility Study |
| **4** | UI/UX Design | 10 days | System Design |
| **5** | Database Design | 7 days | System Design |
| **6** | Development - Module 1 | 20 days | System Design, Database Design |
| **7** | Development - Module 2 | 20 days | System Design, Database Design |
| **8** | Integration Testing | 10 days | Development - Module 1, Development - Module 2 |
| **9** | User Acceptance Testing (UAT) | 7 days | Integration Testing |
| **10** | Deployment | 5 days | User Acceptance Testing |
| **11** | Training | 3 days | Deployment |
| **12** | Project Closure | 2 days | Training |