Bakery Store

Report #1 – Project Plan

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| --- | --- | --- |
| **Bakery Store** | | |
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| **Project code** | BS | |

Hà Nội, 09/2017

# SIGNATURE PAGE

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Project Manager

REVIEWERS: Cao Anh Tuấn 16/09/2017

Team member

APPROVAL: Nguyễn Văn Sang --/--/--17

Supervisor

Record of change

\*A - Added M - Modified D – Deleted

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| --- | --- | --- | --- | --- | --- |
| Effective Date | Changed Item | A\* M, D | Change Description | Reason for Change | Revision Number |
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Definitions and Acronyms

| Acronym | Definition | Note |
| --- | --- | --- |
| CC | Infrastructure Configuration Controller |  |
| CCB | Change Control Board |  |
| CI | Configuration Item |  |
| CM | Configuration Management |  |
| CSCI | Computer Software Configuration Items |  |
| DEV | Developer |  |
| PIC | Person in charge |  |
| PM | Project Manager |  |
| PTL | Project Technical Leader |  |
| QA | Quality Assurance Officer |  |
| SRS | Software Requirement Specification |  |
| TP | Test Plan |  |
| TC | Test Case |  |
|  |  |  |

# Project Overview

## Project Description

|  |  |  |  |
| --- | --- | --- | --- |
| Project Code | BS | Contract Type | None |
| Customer | FPT University | 2nd Customer | None |
| Project Level | Group | Project Rank | None |
| Application Type | Website | Project Manager | Pham Thi Minh Phuong |
| Project Category | Development | Business Domain | E-commerce |

## Scope and Purpose

### Purpose of Project

The need to enjoy delicious cakes is the constant need of every person, now we make our work become art, the more stimulated the demand is increasing. Society is growing thanks to the internet, we do not have to run out to buy bread.

Bakery Store - is an online website that sells cakes. With a friendly interface and easy to use, anyone can buy the cake they need (for example, birthday cake, biscuits, diabetic cake ...). In addition, the site shares some simple recipes that people can reference and perform at home.

### Scope of Project

The scope of this project contains: Requirement Analysis, Design, Coding and Testing (Unit Test, Integration Test, and System Test).

### The function of Project

##### 1.2.3.1 Client Module

* Register: User can register an account and login to use all features of BS.
* Login/Logout: Users login/logout an account to use or exit system BS.
* Search: User can search with name of cake and system will display all of cake relate to keywords.
* Filter: User can filter with category (Introduce, Product, News, Service, Blog, Contact). And system will display projects relate to these selected options.
* Cake:
  + Shopping cart: after choose the cake and order, the cake will be in the cart.
  + View order history: after order success, user can review all the cake odered.
* Profile:
  + Change password: User can change password to keep security.
  + Update profile: User can change or update information.

##### Admin Module

* Login/Logout: Amin login/logout an account to use or exit system BS.
* Manage customer:
  + Search customer: Admin can search with name of customer and system will display simple information about that customer(name, email, phone number…)
  + Active/Deactivate user: admin can set customer’s account to active or deactivate.
* Manage staff:
  + Search staff: Admin can search with name of staff and system will display simple information about that staff(name, email, phone number…)
  + Active/Deactivate staff: admin can set staff’s account to active or deactivate.
* Manage cake:
  + Search cake: Admin can search with name of cake and system will display information about cake (name, size, cost,…)
  + Update cake: admin can change information about cake (name, size, number,…)
  + Add cake: admin can add new cake
  + Block cake: admin can block cake when it will not sale
  + Unblock cake: admin can unblock cake when it will sale
* Manage blog:
  + Search blog: Admin can search with title of blog and system will display blog
  + Add blog: admin can add new post
  + Block blog: admin can block blog
  + Update blog: admin can update blog
* Manage event:
  + Search event: Admin can search with title of event and system will display event
  + Add event: admin can add new event
  + Block event: admin can block event
  + Update event: admin can update event
* Manage category:
  + Search category: Admin can search with title of category and system will display category
  + Add category: admin can add new category
  + Block category: admin can block category
  + Update category: admin can update category
* Manage benefit:
  + Search by date: admin can search benefit by date of BS
  + Search by from date to date: admin can search benefit by from date to date of BS
  + View benefit: admin can view detail benefit of BS

##### Staff Module

* Login/Logout: Staff login/logout an account to use or exit system BS.
* Forgot pasword: when staff forgot their password to login the system, this function will receiving their password to email.
* Manage order:
  + Search order: staff can search order of staff
  + Confirm order: staff can confirm order transaction successful
  + Unconfirm order: staff can confirm order transaction unsuccessful
  + Cancel order: staff can cancel order of customer
* Update profile: staff can edit profile

## Assumptions and Constraints

| No | Description | Note |
| --- | --- | --- |
| Constraints | | |
| 1 | This project must be completed and delivered before 25/12/2017 | Schedule |
| 2 | In doing project processing, PM must submit report (include 6 reports) on certain date. | Schedule |
| 3 | Software Requirement Specification Document and Project Plan must be completedwithin12dayssince10/09/2017  **Deadline**: 28/09/2017 | Schedule |
| 4 | Design Document (include Architecture Design, Screen Design, Database Design) must be completed within 18 days since 25/09/2017  Deadline:20/10/2017 | Schedule |
| 5 | Integration TestPlan (include test plan and test case…) must be completed within15dayssince22/10/2017  **Deadline**: 16/11/2017 | Schedule |
| 6 | Completed coding activity and have unit test result within 20 days since 03/11/2017  **Deadline**: 30/11/2017 | Schedule |
| 7 | Deliver report about User manual, software package and installation guide on 5 days since 13/11/2017  **Deadline**: 16/12/2017 | Schedule |
| 8 | Complete all of document and application before finishingtheprojecton23/12/2017 | Schedule |
| 9 | Project contains 5 members | Resource |

## Project Objectives

### Standard Objectives

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Metrics | Unit | Committed | Re-committed | Note |
| Start Date |  |  |  |  |
| End Date |  |  |  |  |
| Duration | Day | 81 |  |  |
| Maximum Team Size | Person | 5 |  |  |
| Calendar effort | Person-day | 405 |  | 1 Person-day = 5 hours |
| Effort Usage | Person-day | 100 |  | 1 Person-day = 5 hours |

| Metrics | | Unit | | Basic for setting Goals |
| --- | --- | --- | --- | --- |
|  |  | |  | |
| Customer Satisfaction | Point | | 9.5 | |
| Leakage | def/mm | | 5 | |
| Effort Efficiency | % | | 80 | |
| Timeliness | % | | 100 | |

### Specific Objectives

|  |  |  |  |
| --- | --- | --- | --- |
| Metrics | Unit | Basic for setting Goals | |
| Plan | Actual |
| Training technology: MVC, Bootstrap, Mongod, Node.js | Person-day | 15 | 15 |
| Execute group review | Person-day | 8 | 5 |
| Training requirements, process before coding | Person-day | 8 | 5 |

## Critical Dependencies

| No | Dependency | Expected delivery date | Note |
| --- | --- | --- | --- |
| 1 | This project must be completed and delivered to FPT University. | 25/12/2017 |  |
| 2 | Project Plan and SRS must be completed and delivered to Supervisor. | 28/09/2017 |  |
| 3 | User manual, Software Package and Installation Guide must be completed and delivered to Supervisor and FPT University. | 18/12/2017 |  |
| 4 | Beside Capstone Project, Team members have to joining in Japanese class and Japanese Fundamental Exam class. | 07/09/2017 |  |

## Project Risk

PM identifies risks in the Risk Management Plan. The document is updated to trigger each milestone, each event also. The document is updated weekly by the PM, Risk Management Plan will be notified to all of the stakeholders affected. Status of risk is reported to supervisor at Project Milestones Report.

Reference to BS\_Risk Management Plan\_v1.0\_EN.xlsx

# Project Development Approach

## Requirement Change Management

|  |  |
| --- | --- |
| Who logs the change request? | Any team members |
| Who reviews the change request? | PM or who is PM assign |
| Who approves the change request? | PM by default. PTL if:   * Changes to project scope * Changes in delivery plan of project deliverable * Changes to assignment for key roles (PM, PTL) |

## Quality Management

### Defect Prevention Strategy

|  |  |  |
| --- | --- | --- |
| Item (Process/Product) | Strategy | Expected Benefits |
| Requirement missing | List up all of requirement into SRS document. | 10–20% reduction in defect injection rate and about 2% improvement in productivity |
| Careless mistake in Design Document Format/Template wrong | After designing, QA will review Document Format base on checklist review design | Improvement in quality as overall defect removal efficiency will improve; some benefits in productivity as defects will be detected early |
| Use wrong template | Have a meeting to disseminate all template that is used in this project for all member | All member will use right template when do document |
| Coding application does not match with User Requirement. | Develop Team must study about Requirement/Design within 1 weeks since project is assigned.  PM and PTL has responsibility to review task results and explain User Requirement for Develop Team | Coding Application match with User Requirement. |

### Review Strategy

| Review Item | Reviewer | Review Type | Review Method | Completion Criteria |
| --- | --- | --- | --- | --- |
| Project plan  Project schedule  CM Plan | PM, QA, Supervisor | Group review  Group review  One-person review | Use checklist and Self-review |  |
| Business analysis and requirements specification document, Use Case catalog | PM, QA, Supervisor | Group review | Use checklist |  |
| Design document, object model | Self-review, PM, QA, Supervisor | Group review | Use checklist |  |
| Stage plans | PM, QA, Supervisor | One-person review | Use checklist |  |
| Complex/first time generated program specs incl. test cases, interactive diagrams |  | Group review |  |  |
| Code | Self-review or Team Lead review or Peer review | Group review | Self-review and use checklist |  |

### Integration Testing

| Item to be Integration Tested | Integration Test Type | Integration Test Technique | Tool Used | Completion Criteria |
| --- | --- | --- | --- | --- |
| Do test by flow of functions and items which have concern each other | Black-Box Test |  | Checklist, Boundary | -Number of UTC/KLOC: 20  -Number of defects/KLOC: 2-3 |

### System Testing

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item to be System Tested | System Test Type | System Test Technique | Tool Used | Completion Criteria |
| Test whole system | Black-Box Test |  | None | -Number of UTC/KLOC: 60  -Number of defects/KLOC: 4-6 |

### Estimates of Defects to be detected

| Review/Testing Stage | Targeted No. of Defects to be detected | % of Defects to be detected | Basic for Estimation |
| --- | --- | --- | --- |
| Requirements review | 10 | 12% | Referenced to similar project estimations |
| Design review | 15 | 18% | Referenced to similar project estimations |
| Code review | 30 | 35% | Referenced to similar project estimations |
| Integration Test | 15 | 18% | Referenced to similar project estimations |
| System Test | 10 | 12% | Referenced to similar project estimations |
| User Acceptance Test | 5 | 6% | Referenced to similar project estimations |
| Total | 85 | 100% |  |

### Measurements Program

|  |  |  |  |
| --- | --- | --- | --- |
| Data to be collected | Purpose | PIC | When |
| Size: No. of KLOC | Achieve target | PM | At the end of stages |
| Effort: No. person-day | Monitor and controlling team member to keep plan. | Team members | Daily |
| Quality: No. defects detected | Managing product’s quality. | Reviewer  Tester | Right after the review/test |
| Schedule | Monitor and controlling software developing processing keep plan. | PM | Weekly and at the end of stages |

# Estimate

## Size

This project is performed and must complete all requirements from teacher and FPT University. So size of our project is in Capstone Project limit.

## Effort

The Effort estimation is documented in the table below.

|  | Initiation | Solution | Construction | Termination | Total |
| --- | --- | --- | --- | --- | --- |
| Effort (person/day) | 72 | 168 | 186 | 54 | 480 |
| Total % budgeted Effort Usage (%) | 100 | 100 | 100 | 100 |  |

## Schedule

### Project Milestone & Deliverable

| No | Stage | Committed Delivery date | Description of Deliverable | Delivery media |
| --- | --- | --- | --- | --- |
| Initiation | |  | Requirements agreed, Report 1 reviewed | |
| 1 | Develop project idea | 08-09-2017 | Project goals and scope defined, milestone description defined, resource committed | SmartGit |
| 2 | Q&A Management Sheet | 14-09-2017 | Criteria: Documentation reviewed | SmartGit |
| 3 | Submit report no.1 final | 22-09-2017 | Completed report no.1 | SmartGit |
| 4 | Project Plan | 21-09-2017 | Criteria: Documentation reviewed | SmartGit |
| 5 | Submit report no.2 final | 19-10-2017 | Completed report no.2 | SmartGit |
| Solution | | dd-mmm-yy | Design reviewed and stable | |
| 1 | Screen Prototype | 05-10-2017 | Criteria: Documentation reviewed | SmartGit |
| 2 | Architecture Design | 08-10-2017 | Criteria: Documentation reviewed | SmartGit |
| 3 | Screen Design | 09-10-2017 | Criteria: Documentation reviewed | SmartGit |
| 4 | Class Design | 16-10-2017 | Criteria: Documentation reviewed | SmartGit |
| 5 | Detail Data Design | 05-10-2017 | Criteria: Documentation reviewed | SmartGit |
| 6 | SRS | 28-09-2017 | Criteria: Documentation reviewed | SmartGit |
| 7 | Submit Report no.3 Final | 28-10-2017 | Completed report no.3 | SmartGit |
| 8 | Submit Test Plan Final | 28-10-2017 | Criteria: Documentation reviewed | SmartGit |
| 9 | Create Test Case | 12-11-2017 | Criteria: Documentation reviewed | SmartGit |
| 10 | Submit Report no.4 Final | 25-11-2017 | Completed report no.4 | SmartGit |
| Construction | | dd-mmm-yy | Product developed & tested and released to customer, documentation reviewed. | |
| 1 | Review Test Document | 12-11-2017 | Criteria: Documentation reviewed | SmartGit |
| 2 | Submit report no.5 Final | 10-12-2017 | Completed report no.5 | SmartGit |
| 3 | Complete Coding and Unit Test | 24-11-2017 | Source code  Acceptance criteria: Product unit tested | SmartGit |
| 4 | Complete Testing | 04-12-2017 | Completed Test | SmartGit |
| 5 | Submit report no.6 Final | 14-12-2017 | Completed report no.6 | SmartGit |
| 6 | Submit the last document and CD source code | 15-12-2017 | Final Documents and Source Code | SmartGit |
| Termination | | dd-mmm-yy | Project post-mortem is conducted, Project assets archived and released to Organizational repository | |
| 1 | Lesson learned | 11-12-2017 | Criteria: Completed | SmartGit |
| 2 | Complete Presentation Slide | 14-12-2017 | Criteria: Completed | SmartGit |
| 3 | Represent capstone project | 23-12-2017 | Criteria: Completed | SmartGit |
| 4 | Project Complete | 24-12-2017 | Criteria: Completed | SmartGit |

### Project Schedule

The detail project schedule is available in <…>. The Project Schedule is weekly updated by the Project Manager.

| No. | Activity | Start date | Responsible | Note |
| --- | --- | --- | --- | --- |
| Defect Prevention | | | | |
| 1 | Training coding convention Node.js | 24-09-2017 | 24-09-2017 | Cao Anh Tuan |
| 2 | Training for Q&A and tester to use checklist | 15-10-2017 | 16-10-2017 | Pham Thi Minh Phuong |
| Quality Control | | | | |
| 1 | Group review requirement | 14-10-2017 | 16-10-2017 | Pham Thi Minh Phuong |
| 2 | Group review design | 07-10-2017 | 09-10-2017 | Ngo Trung Kien |
| 3 | Group review coding | 22-11-2017 | 24-11-2017 | Nguyen Xuan Ha |
| Project Tracking | | | | |
| 1 | Solution: Milestone review meeting | 27-10-2017 | 28-10-2017 | Pham Thi Minh Phuong |
| 2 | Construction: Milestone review meeting | 06-12-2017 | 08-12-2017 | Pham Thi Minh Phuong |
| 3 | Transition: Milestone review meeting | 14-12-2017 | 15-12-2017 | Pham Thi Minh Phuong |
| Configuration Management | | | | |
| 1 | Baseline code | 17-10-2017 | 20-10-2017 | Nguyen Xuan Ha |
| 2 | Base line test report, test case and test plan | 22-10-2017 | 29-10-2017 | Pham Thi Minh Phuong |
| QA | | | | |
| 1 | Final Inspection: Report 1 | 07-09-2017 | 22-09-2017 | Pham Thi Minh Phuong |
| 2 | Final Inspection: Report 2 | 22-09-2017 | 19-10-2017 | Pham Thi Minh Phuong |
| 3 | Final Inspection: Report 3 | 20-10-2017 | 28-10-2017 | Pham Thi Minh Phuong |
| 4 | Final Inspection: Report 4 | 29-10-2017 | 25-11-2017 | Pham Thi Minh Phuong |
| 5 | Final Inspection: Report 5 | 26-11-2017 | 10-12-2017 | Pham Thi Minh Phuong |
| 6 | Final Inspection: Report 6 | 11-12-2017 | 14-12-2017 | Pham Thi Minh Phuong |

## Resource

Specified as in the section [Project Team](#_Project_team)

## Infrastructure

| Item | Description | Expected Availability by | Note |
| --- | --- | --- | --- |
| Development Environment | | | |
| Operating System | Window 8.1 (32 bit, 64 bit) |  |  |
| Browser | Chrome (40 or above), Firefox (30 or above) |  |  |
| Development language | Node.js |  |  |
| Technology | | | |
| Development language | JavaScript |  |  |
| Database | Mongo Database |  |  |
| Hardware Requirement | | | |
| Hardware Configuration | 2GB space on server |  |  |
| Design | Rational Rose |  |  |
| Equipments & Tools | | | |
| Source Version Control | SmartGit | Definition stage |  |
| Task Tracking | MS Project Professional 2013 | Initiation stage |  |
| SRS | Microsoft Office Word 2013, Microsoft Office Excel 2013, Microsoft Office Visio 2013 | Initiation stage |  |

## Training Plan

| Training Area | Participants | When, Duration | Waiver Criteria |
| --- | --- | --- | --- |
| Technical | | | |
| MVC5 | TuanCA,  HaNX | 1 week | Mandatory |
| NodeJS, jQuery | TuanCA,  HaNX | 1 week | Mandatory |
| Bootstrap | KienNT,  PhuongHA | 1 week |  |
| Process | | | |
| Quality system |  | 3 hours | If already trained |
| Configuration management |  | 2 hours | If already trained for CC. For others, on-the-job training |
| Group review |  | 2 hours | If already trained |
| Defect prevention |  | 2 hours | Mandatory |

## Finance

Because this project is non-business, it is a Capstone Project at FPT University. So we do not estimate about finance.

# Project Organization

## Project Team

| Role | Responsibility | Full name | % Effort | Start date | End date |
| --- | --- | --- | --- | --- | --- |
| PM | Have overall responsibility of the project:  - Project planning and scheduling  - Task assignment and tracking processing  - Review documents  - Reporting to supervisor | Pham Thi Minh Phuong | 50 | 07-09-2017 | 25-12-2017 |
| PTL | PTL is responsible for the technical project execution | Nguyen Xuan Ha | 50 | 07-09-2017 | 25-12-2017 |
| Programmer #1 | - Study technique (MVC, Node.js, etc.)  - Coding functions and modules of system.  - Peer-review source code of others members | Cao Anh Tuan, Nguyen Xuan Ha, | 100 | 07-09-2017 | 25-12-2017 |
| Programmer #2 | - Support coding functions and modules of system. | KienNT | 50 | 07-09-2017 | 25-12-2017 |
| Programmer #3 | - Support coding functions and modules of system. | PhuongHA | 100 | 07-09-2017 | 30-10-2017 |
| Test Leader | - Create test plan, test case, test report, quality report  - Execute test. | Pham Thi Minh Phuong | 100 | 30-10-2017 | 25-12-2017 |
| Tester | - Support creating test plan, test case, test report, quality report  Execute test. | Hoang Anh Phuong | 100 | 30-10-2017 | 25-12-2017 |
| Design | - Create screen design, prototype  - Review design of others member | Ngo Trung Kien | 100 | 07-09-2017 | 25-12-2017 |

## External Interfaces

### FPT University Interfaces

| Function | Contact Person  (name, position) | Contact address  (email, telephone) | Responsibility |
| --- | --- | --- | --- |
| Teacher | Nguyen Van Sang | [SangNV@fpt.edu.vn](mailto:SangNV@fpt.edu.vn) | - Review and accept documents during project  - Review and accept products of the project.  - Resolve escalated issues and receive project reports. |
| Training Department |  | [acad.hn@fpt.edu.vn](mailto:acad.hn@fpt.edu.vn) | Management course of student |

# Communication & Reporting

| Communication Type | Method / Tool | When | Information | Participants / Responsible |
| --- | --- | --- | --- | --- |
| Project Task Tracking | | | | |
| Task scheduling | MS Project Professional 2013 | At the beginning of every stage, and weekly  Refinement and rescheduling as necessary |  | PM |
| Task assignment | MS Project Professional 2013 | Weekly |  | PTL |
| Task status reporting | Daily Report | Daily |  | Project Team members |
| Project Meeting | | | | |
| Kick-off Meeting | Face to face | Initiation stage | Project introduction; Project plan review; Risk identification; stakeholders identify. | PM, Project Team Members |
| Project Progress Review Meetings | Face to face | Weekly and on event | Communicate project status  Communicate and resolve any open issue, risks, and changes  Discuss any suggested improvement | PM, Project Team Members |
| Milestone Meetings | Face to face | 5 days after the completion of stages: Definition, Solution & Construction | Project objective review, evaluate project performance (quality, schedule, effort), Causal analysis, update project plan for next stage | PM, Project Team Members, QA, Supervisor |
| Transfer/Sharing of project documentation/information | TortoiseGit | When available | All project documentation and information | PM, Project Team Members, QA |
| Customer Communication and Reporting: | | | | |
| Project Report | Agreed FPT Software and FU standard format | 5pm Monday, Weekly | Project status report, Issue requiring clarifications, escalation, if any | PM |
| Project Meetings with supervisor | Face to face | 12h30 Wednesday, Weekly | As above | PM |
| Requirement gathering/clarification | Face to face meeting | During requirement analysis phase | As in Q&A list | PM |
| Communication with Senior Management | | | | |
| Review Project Plan & Project schedule | By attend project meeting | Significant changes to WO, PP and Project schedule (scope, objectives Organization, HR, major milestone, deliverables ) |  | PM |
| Project Progress Review | By email and/or via Operation meeting at Group/Division level | Weekly | Project status report, Issue requiring clarifications, escalation, if any | PM |
| Project Milestone Review | By email and via project milestone review meeting | End of every stage | Project objective review, evaluate project performance (quality, schedule, effort), Causal analysis, update project plan for next stage | PM |
| Other Communication and Reporting: | | | | |
| Raise issue or request service/support of BA groups (IT, Admin, QA, HR, Training, Recruitment, etc) | Call log; email; phone | Upon request | Request content, expected completion date | PM |

# Configuration Management

The detail configuration management is available in file: **BS\_CMPlan\_v1.0\_EN.docx**.