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**Educycle Website Software Project Management Plan**

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**Revision Sheet**

**Update 1:**

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**Preface: Scope and Purpose**

Develop a website for Baltimore County Schools faculty and staff, teachers, parents, and students. This will create an easy way for people to learn more about the EduCycle Program and a better way to sign up for reconditioning sessions, receive recondition computers (at no charge), and a faster way to reach one of the managers in charge for further assistance. This website will consist of informative pages that will give the user more knowledge about the entire program as a whole, as well as learning more to take part.

**Table of Contents**

1. Introduction…………………………………………………………………………………… 5  
 1.1 Project Overview …………………………………………………………………. 5  
 1.2 Project Deliverables …………………………………………………………….... 5  
 1.3 Evolution of the SPMP …………………………………………………………... 5  
 1.4 Reference Materials …………………………………………………………….... 5  
 1.5 Definitions and Acronyms………………………………………………………... 6

2. Project Organization……………………………………………………………………...  
 2.1 Process Model …………………………………………………………………..  
 2.2 Organizational Structure ………………………………………………………..  
 2.3 Organizational Interfaces ……………………………………………………….  
 2.4 Project Responsibilities …………………………………………………………

3. Managerial Process ……………………………………………………………………….  
 3.1 Management Objective and Priorities …………………………………………..  
 3.2 Assumptions, Dependencies, and Constraints ………………………………….  
 3.3 Risk Management ………………………………………………………………  
 3.4 Staffing Plan …………………………………………………………………....  
 3.5 Monitoring and Controlling Mechanisms ……………………………………...

# **Part I: Introduction**

## 1.1 Project Overview

Develop a website that allows Baltimore County Schools staff to apply for Reconditioning sessions and receive donated computers, monitors, and A/V components. The website will provide the user with pages that offer each of the categories above. This site will possibility help create a better environment for schools to learn more about the program and create an easier way for TU’s OTS to manage and promote their program.

1.2 Project Deliverables

Create an website that incorporates:

1. Forms for client to fill out
   1. Volunteering to help recondition computers
   2. Apply for a reconditioning session (Non-TU use)
   3. Request for technology (Non-TU use)
2. An overview of the program as a whole
   1. What program has to offer with reconditioning computers
   2. The purpose of reconditioning sessions
   3. How could Baltimore County Schools could benefit from the program

We will add to the timeline as changes arise. We anticipate there will be several changes to our project as we go along. We will be sure to work on the project in advance prior to due dates to prepare for any unanticipated changes.

1.3 Reference Materials

Towson University originally has a website that explains the functionality of the program for Towson’s Facility and staff.

https://www.towson.edu/technology/facultystaff/hardwaresoftware/buying/reconditioning.html?utm\_source=redirect&utm\_content=educcycle

1.4 Definitions and Acronyms

EduCycle – name of program, hosted by Towson University

OTS – Office of Technology Services

TU – Towson University

Recondition – restoring to good condition (by replacing parts)

# **Part II: Project Organization**

## 2.1 Process Model

Users will be able to create an account on the website. Users can have their processes saved and can pick up where they left off on their game.

## 2.2 Organizational Structure

## 2.3 Organizational Interface

## 2.4 Project Responsibilities

|  |  |  |
| --- | --- | --- |
| Role | Description | Person |
| Project Manager | * Find new tasks to add to agenda | ALEXANDER DAO |
| Planning Manager | * Organize schedule for project * Declare deadlines for tasks to be completed | ALEXANDER DAO |
| Website Development Manager | * Research and implement website features | ALEXANDER DAO |
| QA/Process Manager | * Create quality assurance plan * Write down quality problems * Establish quality development standards * Act as inspector and recorder of project specifications | ALEXANDER DAO |
| Documentation Lead | * Monitor and record all resources used * Record budget of the product | ALEXANDER DAO |

NOTE: There should be continued documentation throughout each phase. Continue to update the SPMP and fill out any required paperwork needed

# **Part III: Management Process**

The management of the software project includes four focus areas. The first area is where we define our objectives and priorities. The second area focuses on the assumptions, dependencies, and constraints of the project itself. The third area will focus on the risk management of the process. Lastly, the final area will focus on monitoring and controlling for reporting.

## 3.1 The Management Objectives

The main objective of working on this software project is that everyone does their jobs on time and everyone puts in the same amount of effort as the other individual.

The project schedule below presents a listing of tasks, activities, and deliverables associated with the planning and requirements gathering stages for this project. In developing this software, it is difficult to have detailed tasks and activities at this stage of development. As of 2/24, out current schedule is laid out as follows:

(Insert schedule of all the due dates. Deliverable dates, goal dates, w/e)

|  |  |  |
| --- | --- | --- |
| Phase | Project Deliverables | Due |
| Initial Structuring | * Brainstorm ideas for website * Create schedule | 2/30/2020 |
|  | * Create Use Case * Continue filling out SPMP * Fill-out Requirements   + Work with Julie Leary to see requirements needed for her | 3/25/2020 –  Meeting with Broadwater (Design Review Mtg) |
| Paste 1- Software Development | * Make edits from the meeting with Broadwater * Look into cost for websites and plug-ins * Begin creating website * Understand what the core functionalities are that are necessary. * Go over Requirements #1-6   + Get the three forms created and implemented |  |
| Phase 1- Testing | * Testing the website for possible bugs * Check the following:   + Surveys can be filled out   + Survey is loaded up to a database and stored   + All links load   + Videos are clickable and viewable * Make sure the website complies with all of the guidelines/requirements covered | 4/1/2020 -Personal Deadline |
| Phase 2- Software Development | * Update coding for bugs found in Testing * Go over Requirements 7-15 * Update SPMP,Gantt Chart * Update with Julie Leary with website | 4/10/2020 |
| Paste 2- Testing | * Testing the website for possible bugs * Check the following:   + Data from the database can be loaded and seen on the website   + Check all pages on different web browsers, phones, tablets   + Calendar   + Videos are clickable and viewable * Make sure the website complies with all of the guidelines/requirements covered | 4/15/2020 -Meeting with Broadwater |
| Phase 3 Final | * Make final edits to website * Final Software Project Management Plan * Prototype Presentation | 5/1/2020 |

NOTE: There should be continued documentation throughout each phase. Continue to update the SPMP and fill out any required paperwork needed

## 3.2 Assumptions, Dependencies, and constraints

The constraints the development is under currently is the delivery date of the project is only three months away from the first request date.

During the weekly virtual meetings, the main goal of each is to discuss upcoming deliverables, plans, and the weekly assignments that will be split amongst each member.

Unfortunately, because this is a software development project for a course, we currently have no funding. Other than purchasing licenses on our own, the budget for Group 3 is currently $0.00.

## 3.3 Risk Management

Contingency planning

1. If the client wants to add another game to the site OR if the client doesn’t approve of the educational level of the game.
   1. (Option 1) Create a Jeopardy game style system that will test the user with other players
   2. (Option 2) re-design the flash card game to make it more interactive
2. Client believes that the flash card game is too easy or difficult for the target audience of high school
   1. Redesign the game/course to better suit the “player”
3. If the client doesn't like the design of the website
   1. If there is time before the release date, as client for what their website would like to look like. Look for templates that will match what the client feels fits their vision.

## 3.4 Monitoring and Controlling for Reporting

# **Part IV: Technical Process**

## 4.1 Methods, Tools and Techniques

Methods:

Tools:

1. Wordpress.org

Techniques:

1. Testing all components of the game through all stages of development from initial coding to implementation
2. Continued documentation of the project to include team meeting notes, deadlines, expected time of delivery, and level of effort (LOE)
3. Modify our deliverables as new requirements and unanticipated problems occur through the developmental process
4. Continued maintenance after initial implementation to ensure all bugs are patched

## 4.2 Software Documentation

## 4.3 Project Support Functions’

Plans for the project’s support functions. The website will need all of the following in order to create a fun and interactive game for youth that educates them about healthy lifestyle decisions.

Quality Assurance:

Configuration Management Plan:

Verification and Validation Plan:

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# **Part V: Description of Work Packages**