|  |  |
| --- | --- |
| Project Plan | |
| ICT Media Sector Research | |
| Teenage Mutant Media Turtles Our group is called… | Fontys University of Applied Sciences We study at… |
| October 7, 2022 We have created this research on: | Our group |
|  |  |

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# Introduction

This semester we work for the benefit of our university Fontys Hoogeschool. The goal is to build a branding product ~~(website, posters, videos, etc.)~~ for the course-based Media Design profile of FHICT so that it becomes more attractive to the new international students. Since this section is relatively new in Fontys (about 3 years), it is very important to focus on all the question marks and cover them with clear answers so that the student can get a comprehensive view of this study, its specializations and content, and even the future of its graduates and holders of this certificate. This should be designed as professionally as possible and attractive to attract the largest possible number of international students. Through this project plan, we can be accurate in completing this task by setting time plans, goals and adhering to them. It also keeps us informed of the latest updates, facilitates communication and discusses the stages of work development.

# Scope of the Project

By the end of the current semester, the project must be complete in its final version. During the semester we will develop the website step by step in conjunction with the experiences and opinion of stakeholders from the university. Where in the beginning we will draw a blueprint for the site and then make a light copy or a prototype and present it to the stakeholders and then record his opinion, observations and comments and modify based on them to reach the final model of the design. Then we write the final code for the site after modifying the notes and completing the final design. We will write home page, about us, contact page, terms of reference, student experiences all using HTML, CSS, and JS without any back-end or database.

# User requirements

## UCD Presentation Information

### Project details

The goal is: Build a branding product (website, posters, videos, etc.) for the course-based Media Design profile of FHICT so that it becomes more attractive to the new international students. Since this section is relatively new in Fontys (about 3 years), it is very important to focus on all the question marks and cover them with clear answers so that the student can get a comprehensive view of this study, its specializations and content, and even the future of its graduates and holders of this certificate. This should be designed as professionally as possible and attractive to attract the largest possible number of international students.

### User requirements

* Contact information
* Admission arrangements
* Opening hours of the university
* School program
* Information about future jobs/careers
* Financial information (college fee)
* School projects from students

### Functional Requirements

Since we are making a website for the Media Design course of Fontys, there will mainly just be text as information and some visuals such as video’s/photos to make it easier for the user to understand. We have come up with 3 functional requirements:

1. The user shall be able to view the website on any device (responsive).
2. The user shall be able to click on links which lead to other pages for information or content.
3. The user shall be able to view video’s regarding information about the school or content from Media Design students.

# Moscow table

Graphical user interface, diagram

Description automatically generated with medium confidence

# Deliverables

# Objectives

We need to identify our objectives before we start in order to create the best possible outcomes with respect to all the different factors. The objectives are going to give us a path to complete this project.

# Identifying stakeholder

[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

**Owner/ employees:**

* **Internal stakeholders**
* **Create the idea, strategy, and the plan for the project**
* **Work on the project**
* **Project leader: spokesman, responsible for the groups work and deadlines**
* **Secretary: schedule the meetings, keep everything in order**

[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

**Customer:**

* **External stakeholder**
* **The main impact on the project and its quality**
* **Affect the status of our group and work, the long term of success**
* **Expects the best quality of the project**
* **Involved in the process**

[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

**Advisor:**

* **Connected stakeholder**
* **Provides feedback for the product and its quality to help the group**
* **Invest time in the process and the workflow**
* **Make sure that the group is in the correct way of work**
* **Provides help or materials (information)**

**Competitors:**

* **External stakeholder**
* **Provides information to the owners how far are they with the project**
* **Give ideas to the owners to improve the product and make it better than the rest**

[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

**Others:**

* **Media: Promote the product**
* **Society: make an impact on them; give feedback**

# Timeline/Milestones

We must create a timeline to know what we should accomplish in each step of the process of the completion of the project. Each section represents a different phase in the project and what is written in bullets what we should accomplish in each phase.

# Risks and Setbacks

Risks are things that could happen that can delay our project. To deal with this, we will have to come with a way to mitigate it.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Risk no.* | *Risks* | *Likelihood* | *Mitigations* | *Impact* |
| *1.* | *Lack of Information.* | *Medium.* | *Ask her for more Information.* | *High.* |
| *2.* | *Lack of Software knowledge.* | *Low.* | *Discuss group skills and divide tasks properly.* | *High.* |
| *3.* | *Insufficient skill level.* | *Low.* | *Research and ask for assistance from professionals.* | *High.* |
| *4.* | *Lack of communication and members.* | *Medium.* | *More group meetings and keep the group updated with completed tasks.* | *High.* |
| *5.* | *Low website resources.* | *Low/medium.* | *Ask the client for more content to add to the website.* | *Low.* |
| *6.* | *Dislike of design ideas.* | *Low.* | *More iterations and ask for feedback.* | *High.* |
| *8.* | *No specific target Audience.* | *High.* | *Doing more research. For ex. (surveys, interviews, Field)* | *High.* |

This will delay the processes we put in our sprints. Such as going back on the decisions and evaluating our ideas. This would delay our process for finishing them. The way to mitigate these risks is to plan a feedback session every week with our stakeholders and ask for their opinion. This will keep us on the right track and help us make better decisions based on the feedback we received. Another way is to decrease the scope of our project. Maybe to not include all the deliverables that are planned for that specific week. These are risks that are included in the project.

# Gant Chart

(It can be found in the git repository)

# Team Charter

1. **Team Members**

|  |  |  |  |
| --- | --- | --- | --- |
| **Team Members** | **Roles** | **Strength** | **Weakness** |
| Adib Domlog | Secretary | * I have really good communication skills and confident * I have experience with front-end development and worked during the summer. * Motivated and commited * Creative | * I’m stubborn to my opinions and would always like to see my ideas implemented (poor teamwork skills) * I have issues with git and always mess it up. |
| Mohamad Alkateb | Group Leader | * Quick learner * Hard working | * Time management * Gets distracted easily |
| Rashid Gadimov | Project Maintainer | * If I am motivated enough, I can finish long tasks in a short time | * Mostly unmotivated * I am not good at git |
| Stefanas Waakzaam | Lead Developer | * I follow all my Orders to a T. | * I struggle with time management. * I don’t do more than that which is asked of me. |
| Tihomira Miteva | Lead Maintainer | * Good at planning and following it * Good at creativity and design | * Struggle to be on time for classes and meetings |
| Amar Trnjanin | Lead Designer | * Good at designing and like to learn more about it. * Pretty creative and likes to work on a project as a group. | * Communication must be improved. * Sometimes I don’t ask for help when I need it. |

1. **Core Values**

To help our team being more determined and organized we believe that the following fundamentals values should be considered:

**We should:**

* **Value teamworking.**
* **have a good communication.**
* **Embrace respect and recognition.**
* **Have responsibility.**
* **Be open to criticism, feedback, and suggestions.**

1. **Group Norms**

We as group, should follow some norms and patterns that can lead us to a successful achievement, which will allow us to also find a better way to communicate and work in our respective tasks as well as collaborate more smoothly and organized. Those norms are:

* All the project documents will be update to our GitLab repository
* Our main communication tool will be the WhatsApp group
* Inform the team of any new ideas or changes in the project plan
* We should respect the submission and task’s deadline, be on time for group work and plan everything ahead
* Avoid plagiarism and nonsense arguments,
* Divide task if necessary
* Discuss to find solution and accept others’ ideas and suggestions

1. **Metrics of Success**

We as group, believe strongly that a good collaboration can lead us to successful project achievement, providing an excellent performance and demonstrate a high level of output.

To reach such as success it is highlight recommended to:

* Involve in each task
* Read the project requirement and fulfil it accordingly
* Think out of the box to bring bright ideas
* Bring your personal talent and skills to the table

1. **Standards of Quality**

In order to have a quality end product we need to respect this charter, help and support the team, figuring out issues together, solving bugs and communicating in the best way while considering the weakness of each member. Last but not least, we should motivate, inspire and give honest feedback that could develop and drive us to the best project.