

# Project Initiation Document

## **IN201, Team 5**

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## Review

Reviewed by	Name	Organisation	Date

## Document History

Version	Summary of Changes	Document Status	Date published
1.0	Initial document	First set-up	15-09-2014

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## 1. Current situation

At this moment PlainTech is using dedicated hardware to meet the requirements of their customers. An example of the current situation is shown in Figure 1. The first thing to notice is that there is no use of redundancy, separate storage units and backup systems. This means that when something goes wrong, in case of fire or system failure, there will be no backup or redundancy of the systems. So when something goes offline it really goes offline and someone will need to go to the physical location of the servers/hardware.

Another problem is that when a customer orders an instance of a system, PlainTech has to reconfigure the switches and firewalls. But that isn't all. They also need to buy a new system and place it in the existing infrastructure. So the time between buying an instance and

getting it online is really long.

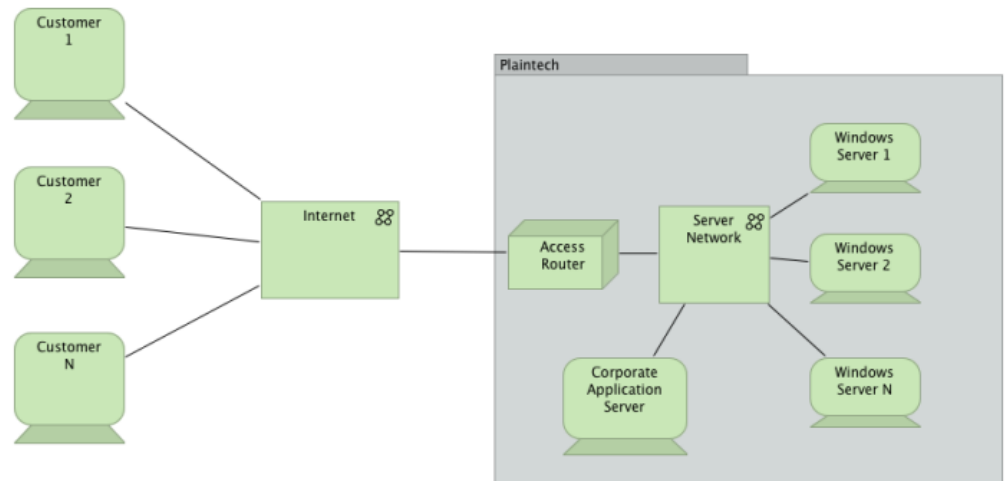


Figure 1

## 2. Desired situations

The desired situation is where we use Virtualization systems that are not using dedicated hardware for the virtualizations but virtual hardware. In this way the company can optimize their servers and make use of the entire servers. The storage need to be allocated by a SAN server, so that the hard drive space is scalable for the costumers. Another advantage is that the hard drives are redundant. Because the hard drives are in a RAID configuration (redundant) there will be no chance of data loss.

Not only the hard drives need to be redundant, but the servers and network devices (such as routers, switches, cables, network cards and IP addresses) as well . In this way there is always a service available to make a virtualization for a costumer.

Windows and different distro's of Linux needs to be supported by the virtualization servers and the customer gets full access to the virtual machine they bought. At last the customer needs to get a management system where they can back-up/restore the virtual machine or reboot it.

For the company there is a report system where they can see an overview of many things like:

- Customers
- Server resources
- Bandwidth of the network
- Virtual machines

Then they has to have a system where they can manage the ports to reduce security issues.

### 3. Moscow

Must Haves	Should Haves	Could haves	Would haves
Virtualization servers	Port management interface	Costumer support system	Extent with SSD
Routers/Switches	Costumer management system	Quota warnings	Mobile App
Cables		Server management system	
VM Management interface			
Order system			
Invoice system			
Management report system			
Different service levels			
Mobile Client			

#### 4. Costs/Benefits/ROI/BEO

We have come to our conclusion that the following server is a good machine to build the virtualization platform on. The machine is a HP ProLiant DL380p Gen8 with E5-2665 processor, 32 GB RAM. The price of a single machine is €4406,85 (tax not included). We have calculated and watched the other business leaders that a single machine could support 8 customers.

In a situation where PlainTech UK has 50,000 customers a total of 6250 machines need to be placed and installed. Total cost of the machines comes around at €27.542.820,24. This does not include network hardware, placing costs and daily maintenance. When a situation occurs that PlainTech UK needs additional capacity to support their customer's needs we offer to place extra hardware to support an additional 5,000 customers. This means that 625 machines need to be placed of a total cost off €2.754.280,-

All servers will be written off in five years, after these five years a server is still worth around €661,03 out going from a 15% share of the new price. In five years a server costs €3745,82 if the server is sold after five years. The return on investment is 14 months.

We suggest that prices (tax not included) will be build modular.

Per 1 core €3,-

Per 1 GB RAM €5,-

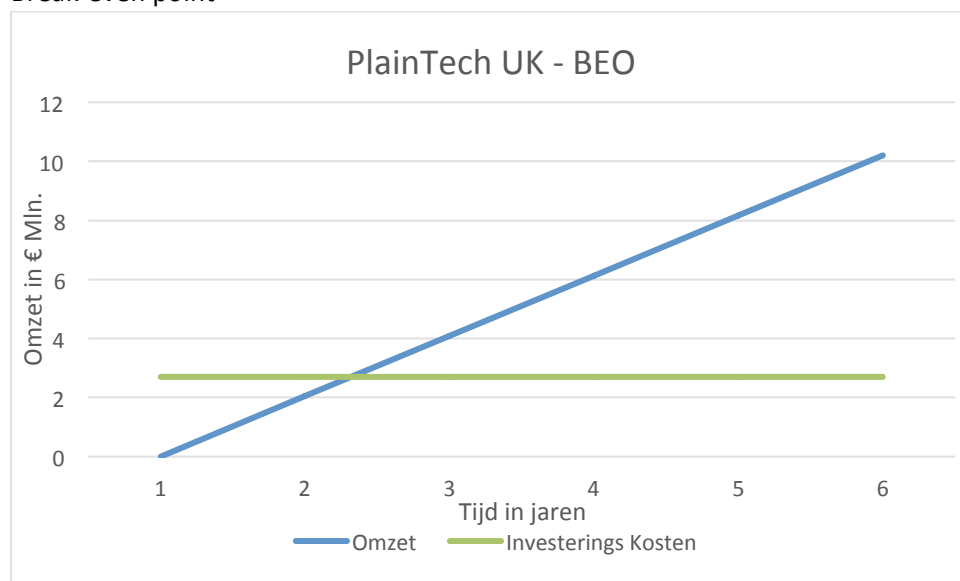
Per 25GB disk space €2,-

When suggested prices are maintained a single server should create a profit of €272,-. Outgoing from a situation where 50,000 servers are running this would mean €1.700.000 is generated every month.

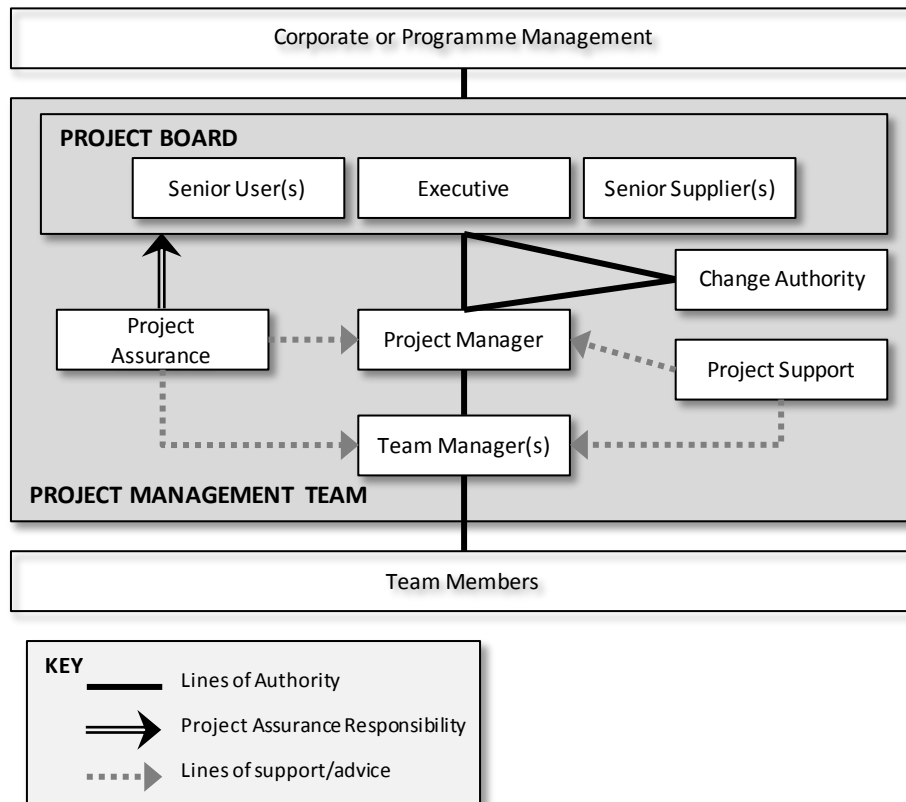
The total profit over five years with 50,000 customers is €61.200.000,-. Total profit could be lower when network hardware (cables/switches), labor costs and daily maintenance is included.

ROI (of the servers with 50,000 customers over 5 years):  $61.200.000 / 27.542.820 = 2,22$

Break-even point



## 5. Project Organization



During this project we will be working with Prince2. Prince2 knows several roles to steer the project to a good ending. In the picture above you can see it is split up into 2 groups. The project board and the project management team.

### Project board

The project board is appointed by the corporate or programme management. They are responsible for signing off each stage. Once they signed off the stage they have to authorize the start of the next stage.

the Project Board is responsible for the assurance of the project, that it remains on course to deliver the desired outcome of the required quality to meet the Business Case defined in the project contract.

### Project management team

Organizing and controlling a project means that we need to have someone responsible for doing the organizing and controlling. This person is called the Project Manager.

The Project Manager will select people to do the work on the project and will be responsible for making sure the work is done properly and on time.

The Project Manager draws up the project plans that describe what the project team will actually be doing and when they expect to finish.



## 6. Team rolls and responsibilities

### Senior User

The Senior User is responsible for specifying the needs of those who will use the project's products, for user liaison with the project management team, and for monitoring that the solution will meet those needs within the constraints of the Business Case in terms of quality, functionality and ease of use. There can be more than one Senior User.

### Executive

The executive has ultimate responsibility for the success of the project; that it gives ROI and that the demands of the business, user and supplier are balanced. They will appoint people to the roles of Senior User, Senior Supplier and Product Manager, will chair meetings and conduct briefings throughout. The Executive will closely monitor ongoing progress and changes to the project plan; and will eventually approve the notification of project closure once satisfied that it is completed within agreed budget and scheduling tolerances. The executive during this project is Arjen Jansen, of Plaintech NL.

### Senior Supplier

The Senior Supplier advises on the technicalities of the project; including method, design and strategy. They are the product specialists - they approve the product descriptions and represent those who are designing the product, developing it, operating and maintaining it. The Senior Supplier has the authority to utilize any resource needed to achieve the final product. They exercise quality control and must ensure that any operating standards are defined and achieved. They will need to be able to brief other management staff on the technical aspects of the projects.

### Project manager

The Project Manager has the authority to run the project on a day-to-day basis on behalf of the Project Board within the constraints laid down by them. The Project Manager's main responsibility is to ensure that the project produces the required products within the specified tolerances of time, cost, quality, scope, risk and benefits. The Project Manager is also responsible for the project producing a result capable of achieving the benefits defined in the Business Case.

### Team manager

The Team Manager's prime responsibility is to ensure production of those products defined by the Project Manager to an appropriate quality, in a set timescale and at a cost acceptable to the Project Board. The Team Manager role reports to, and takes direction from, the Project Manager.

### Project Assurance

Project Assurance covers the primary stakeholder interests (business, user and supplier). Project Assurance has to be independent of the Project Manager; therefore the Project Board cannot delegate any of its assurance activities to the Project Manager.

### Project team member

These are the staff who work on the project during the lifetime of the project.

We have several project members these are:

Arie Breevaart  
Dylan Prins  
Jasper van Oeffel  
Izaak Peters  
Tom Westenberg

## 7. Project costs

We have calculated that the project will take +/- 2000 labor hours. There are 5 people in our project team. Each person will work around 400 hours on the project. Each person will be working 40 hours a week on this project, than this project will be done in 10 weeks. The average salary of a system and network engineer is around 3250 euro per month. That makes a paycheck of €20,3 per hour. Which makes the labor costs per person around €8120,-, this excludes overhead off 20%.

## 8. Project schedule

Week	Block	Project activities	Remarks
		<b>Iteration 2 (week 3-4; 15/9-26/9)</b>	
3	1	First version PID presented to Plaintech.	
3	1	First version TD presented to Plaintech.	
		<b>Iteration 3 (week 5-7; 29/9-17/8)</b>	
5	1	Updated version PID presented to Plaintech.	
5	1	Updated version TD presented to Plaintech.	
5	1	First version FD presented to Plaintech.	
7	1	No lecturer support	
		<b>Iteration 4 (week 8-9; 20/8-31/8)</b>	
8	1	Updated version PID presented to Plaintech.	
8	1	Updated version TD presented to Plaintech.	
8	1	Updated version FD presented to Plaintech.	
8	1	First version Product presented to Plaintech.	
9	1	Individual presentation portfolio.	
		<b>Iteration 5 (week 10-11; 3/11-14/11)</b>	
10	1	Updated version PID presented to Plaintech.	
10	1	Updated version TD presented to Plaintech.	
10	1	Updated version FD presented to Plaintech.	
10	1	Updated version Product presented to Plaintech.	
		<b>Iteration 6 (week 12-13; 17/11-28/11)</b>	
2	2	Workshop Security	Obligatory for all
2	2	Updated version PID presented to Plaintech.	
2	2	Updated version TD presented to Plaintech.	
2	2	Updated version FD presented to Plaintech.	
2	2	Updated version Product presented to Plaintech.	
2	2	First version Implementation plan presented to Plaintech.	
		<b>Iteration 7 (week 14-15; 1/12-12/12)</b>	
4	2	Individual presentation portfolio.	

4	2	Updated version PID presented to Plaintech.	
4	2	Updated version TD presented to Plaintech.	
4	2	Updated version FD presented to Plaintech.	
4	2	Updated version Product presented to Plaintech.	
4	2	Updated version Implementation plan presented to Plaintech.	
		Iteration 8 (week 16-20)	
Week	Block	Project activities	Remarks
6	2	Updated version PID presented to Plaintech.	
6	2	Updated version TD presented to Plaintech.	
6	2	Updated version FD presented to Plaintech.	
6	2	Updated version Product presented to Plaintech.	
6	2	Updated version Implementation plan presented to Plaintech.	
Christmas holidays			
Christmas holidays			
8	2	Individual presentation portfolio.	
8	2	Final version PID presented to Plaintech.	
8	2	Final version TD presented to Plaintech.	
8	2	Final version FD presented to Plaintech.	
8	2	Final version Product presented to Plaintech.	
8	2	Final version Implementation plan presented to Plaintech.	

## Attachment 1

# Cooperation contract

*Project: VIRT*

*HvA school year 2013-2014 program informatics*



### Project members of Group 5

**Dylan Prins**

**Izaak Peeters**

**Arie Breevaart**

**Jasper van Oeffel**

**Tom Westenberg**

Classification: **Confidential**

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## Function in a team

### Reachability

#### Reaching of each other by means of:

- Social Networks for example: Skype and E-mail.
- Through telecommunications together, whatsapp (mobile application) and via text messaging.
- Personally or in class or after class.

### Rules of presence and absence

- Present in the lessons and the agreed contact hours.
- In case of absence is deemed that you get this on time, but no later than 24 hours before the start let us know. The absence must be reported to the participants of the project, even in normal workshops.
- When it is properly reported to the participants and a meeting place by accident after the workshop. The participant will be sent the records. Also, this will always be available through Google Drive.
- Should the chairman or secretary is not available, it will be replaced by the assigned candidate who touted the next week as chairman or secretary.

### Repeated absence leads to

#### (Procedure too often absent / not do enough)

- By being repeatedly absent (not reported or without a valid reason) the group is the one that tells the person about his behavior.
- If there is no improvement, the group will give even 1 to 2 warnings more.
- If there is still no improvement, the mentor will be informed.
- If there is still no improvement, we will have to say goodbye to our colleague. Farewell

### Rules within the Project

- Every week there will be a new chairman and secretary are appointed; this division is made in week one.
- The discussion about the time and location of the consultation with the group will go through Social Networks or personally notified in class.
- Consultations with the group will take place every week. This must be at least one hour in the week without a guide.
- It is expected that use is made of hours, and that quality is delivered optimally.
- Each must make a backup copy of the documents that he makes for the project. We do this through Google Drive, but you are as a group member responsible for your documents. Even if Google Drive goes down

## Division of tasks

- The division of tasks will be discussed in the meetings.
- The tasks are always divided between two people, so if someone is sick, the other can still take over and / or further going on to work.

## Culture

We want to have a culture where we can speak without the person feels attacked. We respect each other's work and we have the openness to talk to each other. Collaboration is also a part of our culture, there should be no islands formed. We make use of everyone's quality, so we hit bridges that we use each other's qualities and therefore can produce something beautiful.

## Conflicts

- If someone stops his studies, it is important that the tasks are distributed. The tasks will be divided among the participants. Through an urgent meeting
- If there quarreled arises we will pass this to the mentor and sought a solution as soon as possible. Furthermore, an emergency meeting organized so that the conflict does not take place again.
- If a computer / laptop crashes where someone stands up data of our project, we need to determine what is missing and we will be there as a group to ensure that the files are created with a division of labor among themselves again.
- With long-term illness of a fellow group member, the tasks that will be distributed to the other group members to avoid on this person take to avoid a lag.

## Expectations

The expectations of the supervisor (s) and the client:

- We expect to receive sufficient guidance and support.
- When a problem arises, we can solve it together.

What the supervisor (s) and the client can expect from us:

- We deliver a product with a good quality.
- Communicate well with each other.
- Hold each other well informed of assignments and tasks.

## Goals and information

### Goals

- Our goal is to strive for a good product and good cooperation with each other.



- The product must be delivered so that it meets all the requirements.
- The idea is that we learn from the project. We will do our best to make it look and feel like a real practice. With that in mind we will share all the information with each other so everybody in the team can learn from it.

## **Documentation**

We document the following:

- Agendas and minutes associated
- Cooperation contract
- Project Initiation Document
- Reflection report
- Project report

The project members are free to use their own preferences in programs. The files are processed as PDF files. Documents can't be delivered hand written, we only accept documents that are digital editable/viewable in Google Drive.

## **Communication and Progress**

### **Communication**

When there is uncertainty about something, the participant will first have to go to the project leader in the group. If the project leader can't provide the right information, the participant has to go to the mentor/Project leader from school.

Ideally we want the ambiguities do not individually addressed, but in a group or a meeting where the mentoring is so we can all work on the relevant problem / confusion

### **Progress**

There will be a mandatory meeting weekly. Here the progress of everyone will be reported verbally.

# Project members

This document was prepared in duplicate and signed on 16-09-2014 in Amsterdam

## Member 1

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\_\_\_\_\_

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