Project Plan

<Project Name>

s5291506 – Jamil Deris  
s5287914 – Tanish Dhir  
s5295636 – Arjan Dangol

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# Introduction

## Background

## Scope

## Document contents

*Include some background information about the problem, the scope and what this document will contain.*

# Work Breakdown Structure

*This section should include the work breakdown structure for the whole project. The elements from the WBS should be used to generate your activity definition and those activities should then be scheduled in the Gantt Chart. Remember to consider ALL project activities – anything you do or will need to do should be included in the WBS*

*WBS’s are usually presented as some kind of hierarchical diagram/chart etc. The details what is involved each work unit should be provided in section 3:* ***Activity Definition***

*You do NOT need to do a WBS Dictionary for this project – the activity definition (whilst slightly different) will suffice. The WBS is focussed on SCOPE. The Activity definition is focussed on TIME.*

# Activity Definition & Estimation

**Data Analysis Tool Project**

**Step 1 – Gathering Requirements:**

* Conduct interviews and surveys, with stakeholders for a duration of two weeks.
* Document and review the gathered requirements within two weeks.
* Validate the requirements by seeking feedback from stakeholders, which should take one week.
* **Defining Objectives of the Tool:**
* Spend one week defining the goals and objectives of the project.
* Align these objectives with the needs expressed by stakeholders within (1 week)
* **Creating a Project Plan:**
* Develop a project plan over a span of three weeks.
* Refine this plan in collaboration with the team (1 week)
* **Allocating Resources:**
* Identify and allocate resources required for the project (2 weeks)
* Ensure that these resources are readily available and prepared to be utilized (1 week)
* **Setting Deadlines and Milestones:**
* Define project milestones and deadlines (2 weeks)
* Establish a timeline, for the project taking around one week to complete.

**Step 2 – Design and Development:**

* **Designing a Sample User Interface:**
* Creating wireframes and mock-ups (2 weeks)
* Reviewing and finalizing the UI design (1 week)
* **Developers Write Source Code, for the Program:**
* Writing code for the core functionality (4 weeks)
* Conducting code review and optimization (2 weeks)
* **Adding Modules to the Code;**
* Developing and integrating modules (3 weeks)
* Testing module integrations (2 weeks)
* **Integration Testing:**
* Planning integration testing strategy (1 week)
* Executing integration tests (2 weeks)
* Addressing and resolving integration issues (1 week)

**Step 3 – Testing:**

* **Test Planning:**
* Developing a test plan (2 weeks)
* Reviewing and approving the test plan (1 week)
* **Test Execution:**
* Performing test cases execution (4 weeks)
* Recording and reporting test results (2 weeks)
* **Test Reporting and Defect Management:**
* Documenting and prioritizing defects (2 weeks)
* Coordinating with developers to resolve defects (2weeks)
* **Test Closure:**
* Verifying the execution of all test cases (1 week)
* Preparing a test closure report (1week)

**Step 4 – Deployment and Maintenance:**

* **Software Release Process:**
* Get the software ready, for release (2 weeks)
* Perform a review (1 week)
* **Software Deployment:**
* Implement the software in production (2 weeks)
* Monitor its performance (1 week)
* **Software Maintenance:**
* Develop a plan, for ongoing maintenance (3 weeks)

Continuously monitor, update and provide support as needed.

# Gantt Chart

Gantt chart is separately created and submitted.