



**Instituto Superior Técnico**

**DM4iRetail – 2ª Entrega – 23 de Outubro de 2015**

**Turno: 5ª 17h30 – Prof. Alberto Silva**

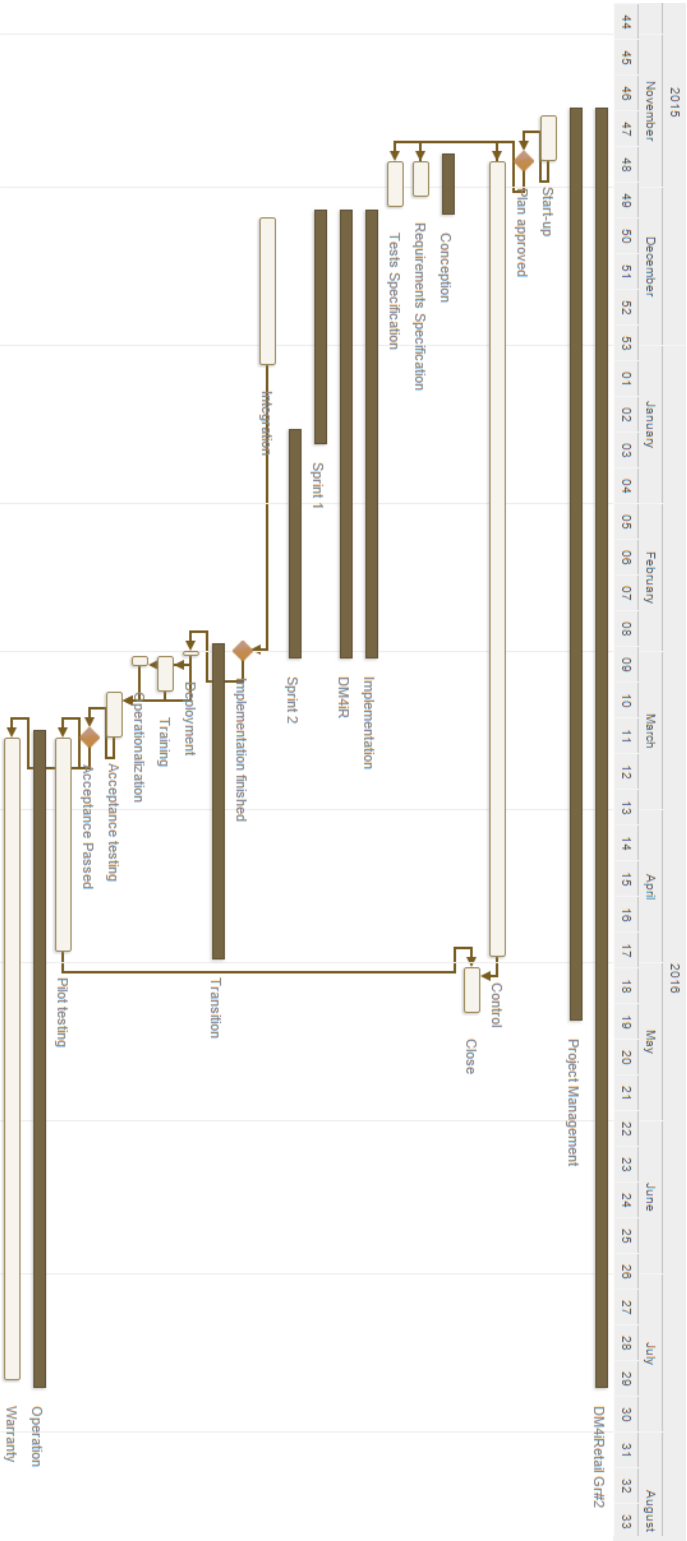
Tiago Nascimento, nº70493

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




Miguel Cruz, nº 76102

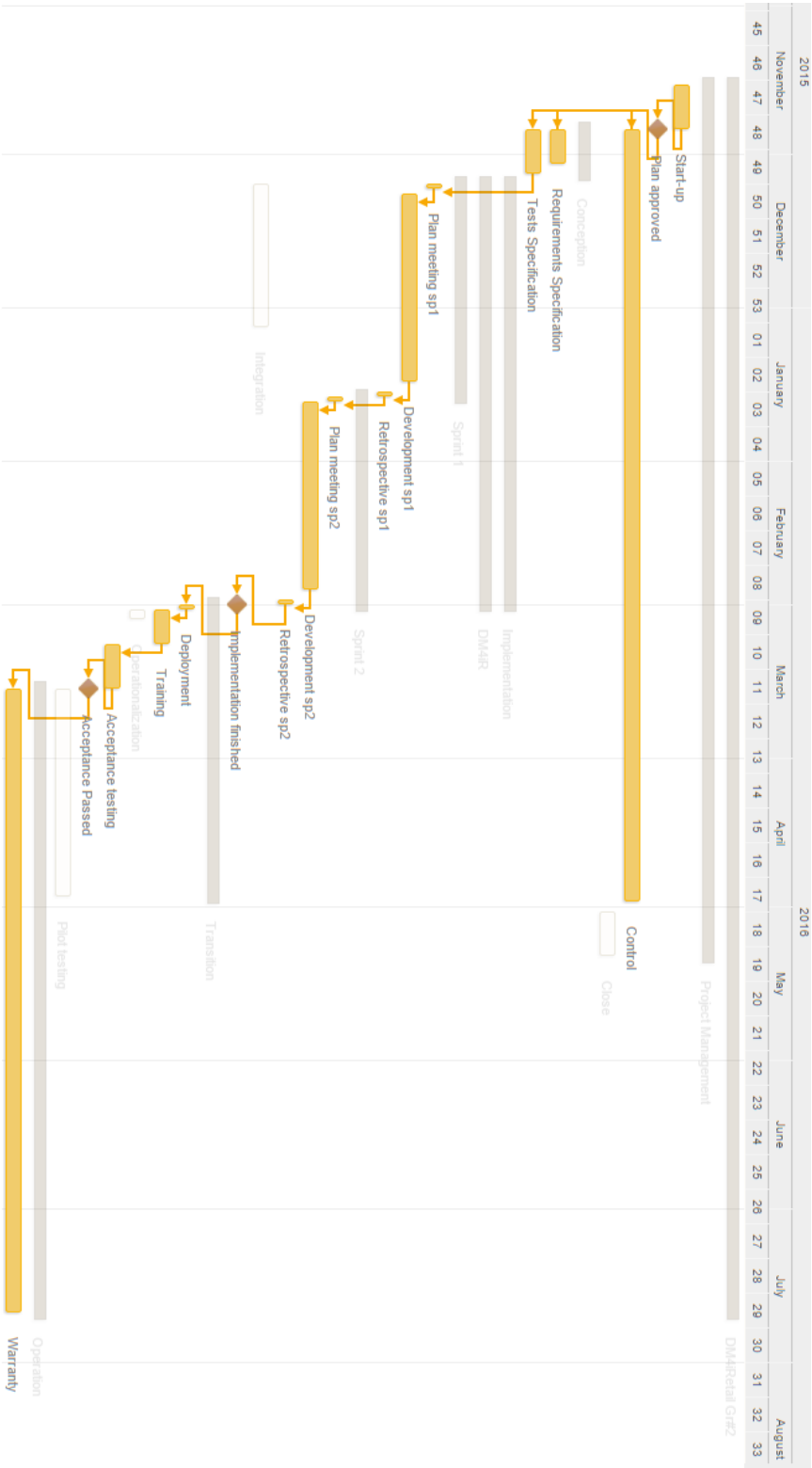
Time plan

Summarized Gantt chart



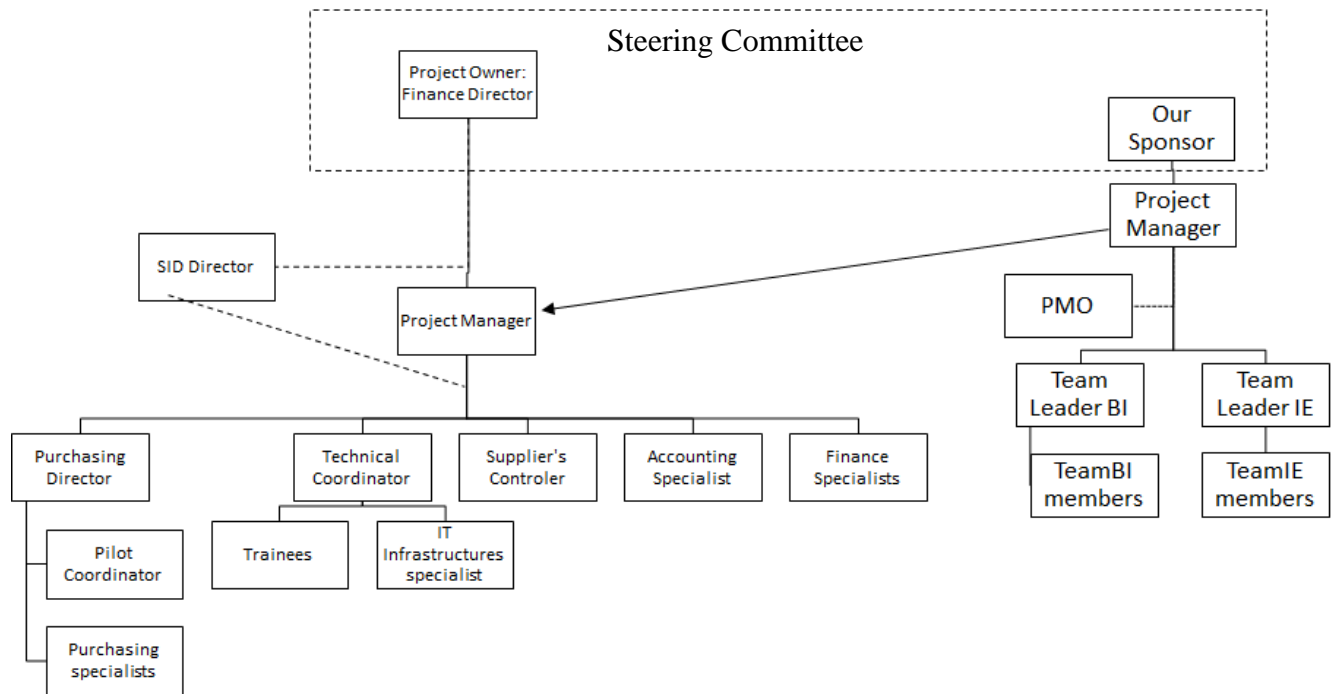
**Complete Gantt chart**

WBS	Name	Start Date	Finish Date	Duration
<b>1</b>	 <b>DM4iRetail Gr#2</b>	<b>17/11/2015</b>	<b>21/07/2016</b>	<b>177 days</b>
<b>1.1</b>	 <b>Project Management</b>	<b>17/11/2015</b>	<b>10/05/2016</b>	<b>125 days</b>
1.1.1	 Start-up	17/11/2015	25/11/2015	7 days
1.1.2	 Plan approved	25/11/2015	25/11/2015	0 days
1.1.3	 Control	26/11/2015	29/04/2016	111 days
1.1.4	 Close	02/05/2016	10/05/2016	7 days
<b>1.2</b>	 <b>Conception</b>	<b>26/11/2015</b>	<b>04/12/2015</b>	<b>7 days</b>
1.2.1	 Requirements Specificat...	26/11/2015	02/12/2015	5 days
1.2.2	 Tests Specification	26/11/2015	04/12/2015	7 days
<b>1.3</b>	 <b>Implementation</b>	<b>07/12/2015</b>	<b>29/02/2016</b>	<b>60 days</b>
<b>1.3.1</b>	 <b>DM4iR</b>	<b>07/12/2015</b>	<b>29/02/2016</b>	<b>60 days</b>
<b>1.3....</b>	 <b>Sprint 1</b>	<b>07/12/2015</b>	<b>18/01/2016</b>	<b>30 days</b>
1.3....	 Plan meeting sp1	07/12/2015	07/12/2015	1 day
1.3....	 Development sp1	09/12/2015	15/01/2016	28 days
1.3....	 Retrospective sp1	18/01/2016	18/01/2016	1 day
<b>1.3....</b>	 <b>Sprint 2</b>	<b>19/01/2016</b>	<b>29/02/2016</b>	<b>30 days</b>
1.3....	 Plan meeting sp2	19/01/2016	19/01/2016	1 day
1.3....	 Development sp2	20/01/2016	26/02/2016	28 days
1.3....	 Retrospective sp2	29/02/2016	29/02/2016	1 day
1.3.2	 Integration	07/12/2015	04/01/2016	20 days
1.3.3	 Implementation finished	29/02/2016	29/02/2016	0 days
<b>1.4</b>	 <b>Transition</b>	<b>01/03/2016</b>	<b>28/04/2016</b>	<b>43 days</b>
1.4.1	 Deployment	01/03/2016	01/03/2016	1 day
1.4.2	 Training	02/03/2016	08/03/2016	5 days
1.4.3	 Operationalization	02/03/2016	03/03/2016	2 days
1.4.4	 Acceptance testing	09/03/2016	17/03/2016	7 days
1.4.5	 Acceptance Passed	17/03/2016	17/03/2016	0 days
1.4.6	 Pilot testing	18/03/2016	28/04/2016	30 days
<b>1.5</b>	 <b>Operation</b>	<b>18/03/2016</b>	<b>21/07/2016</b>	<b>90 days</b>
1.5.1	 Warranty	18/03/2016	21/07/2016	90 days



## Organization plan

### Organization Breakdown Structure



**Responsibility Assignment Matrix**

	iRetail												Supplier			
	Finance Director	SID Director	Purchasing Director	Project manager	Pilot Coordinator	Purchasing specialists	Technical Coordinator	Trainees	IT Infrastructures specialist	Suppliers Controller	Accounting Specialist	Finance Specialists	Sponsor	Project Manager	Team Leader BE	Team Leader IE
Start-up	d	C	C	I						A	A		d	X	C	C
Control				I						A	A			X		
Close	d			I						A	A		d	X		
Requirement Spec.	d			I									d	P	X	
Test Spec.		C	C	I	A									P	X	
Sprint 1				I										I	XP	
Sprint 2				I										I	XP	
Integration		A										T		I		XP
Deployment				I										P	X	
Training							P	X	X						T	
Operationalization							X		X					P		
Acceptance	D			I										P	d	d
Pilot				I	P	X						X		I		
Warranty	X												I			

## Communication Plan

### Communication flow

From	To	What	When	How
Project Manager	Finance Director (PO) Sponsor (Supplier)	Status Report	Every Month Weekly (test phase)	Email
Team Leaders (BE and IE)	Project Manager (Supplier)	Progress Report	Weekly	Collaborative Tool
Team Leaders (BE and IE)	Project Manager(Supplier)	Estimative Report	Weekly	Collaborative Tool
Project Manager (Supplier)	Team Leader BE Scrum Master	Tasks Specification	Every 2 Weeks	In person
Project Manager (Supplier)	Team Leaders	Planning Documents	Beginning of project	Collaborative Tool
Project Manager (Supplier)	Finance Director (PO)	Functional Specification document	After requisites revision	Collaborative Tool
Project Manager (Supplier)	Finance Director (PO)	Technical documentation for each module	After system specification	Collaborative Tool
Team Leader BE	Project Manager (Supplier)	Test Specification Document	After approval of tests specification	Collaborative Tool
Team Leader BE	Team BE members	Tasks Distribution	Weekly	In Person
Team Leader IE Two Finance Specialists	Project Manager (Supplier)	Integration Report	After System Integration	Email
Team Leader BE	Project Manager (Supplier)	Acceptance tests report	After acceptance tests	Collaborative Tool
Pilot Coordinator	Project Manager (Supplier)	Pilot Report	After doing Pilot	Email
Team Leader BE	Project Manager (supplier) Finance Director (PO)	User Manual	After acceptance tests	Collaborative Tool
Team Leader BE	Project Manager (supplier) Finance Director (PO)	Installation Manual	After acceptance tests	Collaborative Tool
Team Leader BE	Project Manager (supplier) Finance Director (PO)	Configuration Manual	After acceptance tests	Collaborative Tool
Team Leader BE	Project Manager	Training Materials	After acceptance	Collaborative Tool

	(supplier) Finance Director (PO)		tests	
Project Manager (Supplier)	Finance Director (PO)	DM4iRetail	After acceptance tests	Collaborative Tool
Sponsor	Finance Director (PO)	Warranty	After acceptance tests	Email

## Meetings plan

Meeting type	Who	When
Steering	Finance Director (PO) Our Sponsor	Monthly
Progress	Project Manager (Supplier) Team Leaders BI and IE	Weekly
Kick-off	Finance Director (PO) Our Sponsor	Beginning of the project
Requisites specification approval	Finance Director (PO) Our Sponsor Both PM	After requirements gathering
Tests specification approval	Project Manager (Supplier) Finance Specialists Team Leaders BI and IE	After tests specification
Plan specification and tasks attribution	Project Manager (Supplier) Team Leaders BI and IE	In the start of the dev phase
Planning	Team BI Team BI members	Daily (in every sprint)
Revision	Project Manager (Supplier) Team BI Team BI members	Weekly (in every sprint)
Retrospective	Team BI Team BI members	By the end of every sprint
Dev progress	Project Manager (Supplier) Team Leaders BI and IE	During dev phase (every 15days)
Acceptance tests approval	Finance Director (PO) Project Manager (Supplier) Finance Specialists Team Leaders IE	After doing acceptance tests
Pilot meeting	Finance Director (PO) Both PM Finance Specialists	Before the go live of the system
Project closing	Finance Director (PO) Project Manager (Supplier)	After pilot test



