**Instituto Superior Técnico**

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

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

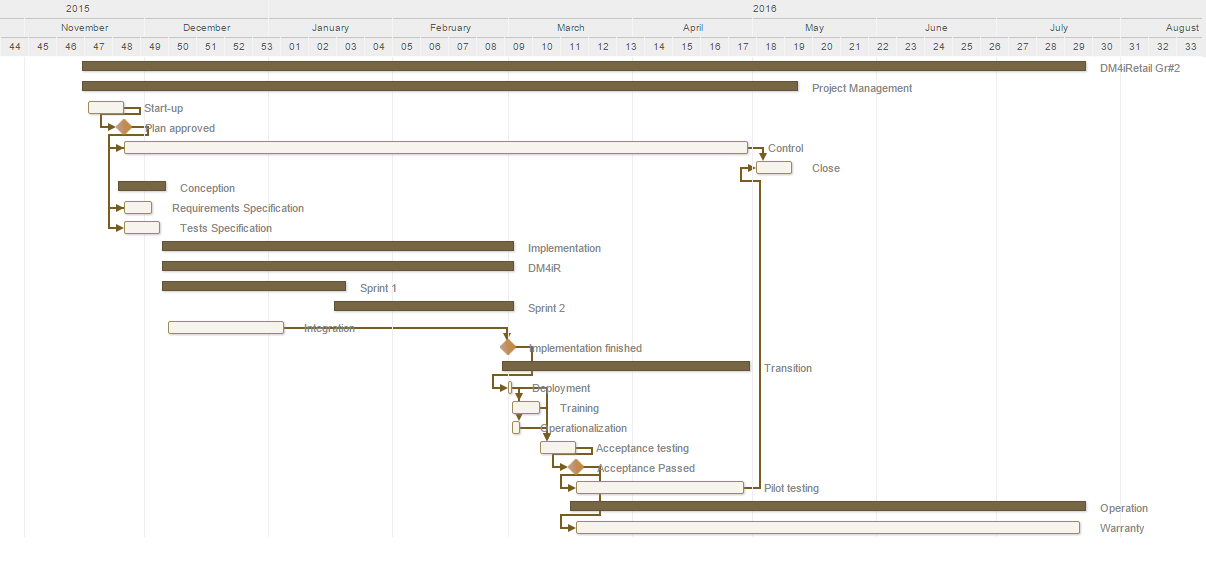
Tiago Nascimento, nº70493

Artur Fonseca, nº 75456

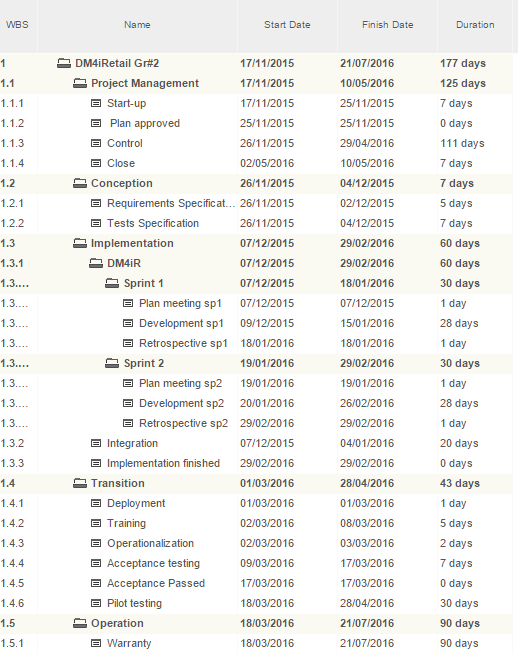
Miguel Cruz, nº 76102

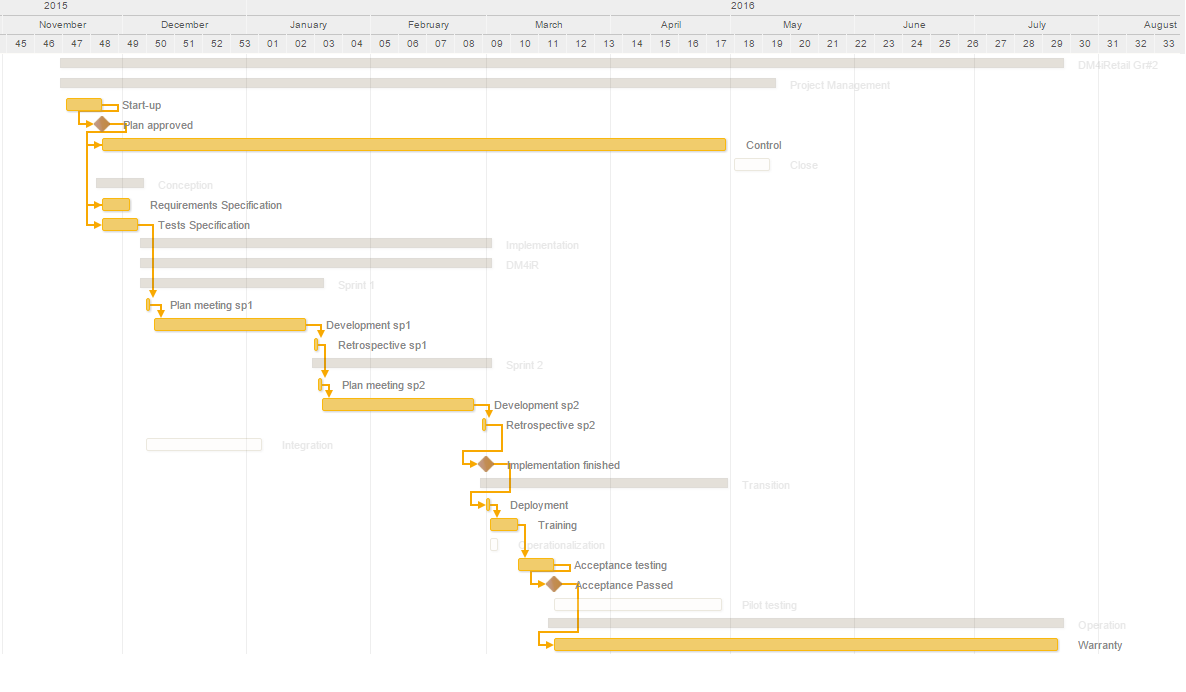
**Time plan**

**Summarized Gantt chart**



**Complete Gantt chart**

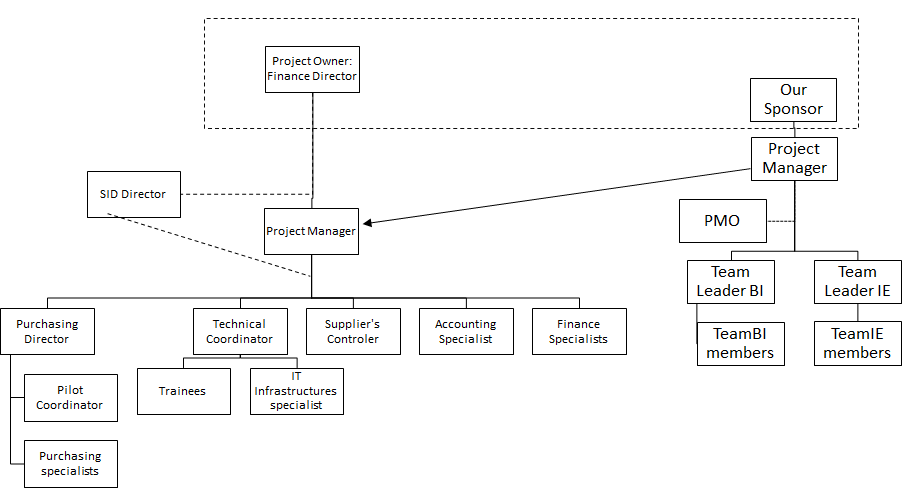
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**Organization plan**

**Organization Breakdown Structure**

Steering Committee



**Responsibility Assignment Matrix**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | iRetail | | | | | | | | | | | | Supplier | | | |
|  | Finance Director | SID Director | Purchasing Director | Project manager | Pilot Coordinator | Purchasing specialists | Technical Coordinator | Trainees | IT Infrastructures specialist | Suppliers Controler | 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 |  |  |  |  |  |  |  |
| 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 (supplier)  Finance Director (PO) | Training Materials | After acceptance tests | Collaborative Tool |
| 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 |