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Project Plan

Travel Advisor Web Application

**Version History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Author** | **Date** | Reason for change | Approved By | Version |
| Nesma Bahgat | 29-4-2019 | Initial draft | Asmaa Hamdy | 1.0 |
|  | 1-5-2019 | Changes after reviewing process | Asmaa Hamdy | 1.1 |
|  | 2-5-2019 | Adding items in project’s scope and constrains | Asmaa Hamdy | 1.2 |
|  | 3-5-2019 | Adding RACI table and CCB |  | 1.3 |

**Contents**

[Introduction](#_Toc7448487) 3

[Purpose of plan](#_Toc7448487) 3

[goals and objectives](#_Toc7448487) 4

[business goals and objectives](#_Toc7448487) 4

[project goals and objectives](#_Toc7448487) 4

[Scope](#_Toc7448487) 5

[scope definition](#_Toc7448487) 5

[items beyond scope](#_Toc7448487) 5

[Assumptions](#_Toc7448487) 5

[project assumptions](#_Toc7448487) 5

[Constarins](#_Toc7448487) 6

[project constraints](#_Toc7448487) 6

[related projects](#_Toc7448487) 6

[critical project barriers](#_Toc7448487) 6

[project approach](#_Toc7448487) 7

[Project management approach](#_Toc7448487) 8

[roles and responsibilities](#_Toc7448487) 8

[rACI Table](#_Toc7448487) 9

[change reuests](#_Toc7448487) 10

[change reguests](#_Toc7448487) 10

[change reguest template](#_Toc7448487) 10

[change control board](#_Toc7448487) 11

**INTRODUCTION**

Purpose of Plan

The Travel Advisor Web Application plan will provide a definition of the project, including the project’s goals and objectives. Additionally the plan will serve as an agreement between the following parties: Project Manager, Product Owner, Project Team, and other personnel associated with and/or affected by the project.

**The Project Plan defines the following:**

* Project purpose.
* Business and project goals and objectives.
* Scope and expectations.
* Roles and responsibilities.
* Assumptions and constraints.
* Project management approach.
* Project budget.

**Goals and objectives**

Business Goals and Objectives

Our business strategy will revolve around the need to provide quality service to our target customers, in the process fully satisfying their needs. This shall be undertaken through choose a professional team to work on Travel Advisor Web App (TAWA),ensure the product quality, and provide our

customers with their favorite places based on their reviews to gain customers loyalty in addition to their trust.

Project Goals and Objectives

TAWA is a web application dedicated for anyone who likes to travel, and/or discovering new and different places.

**The project goals and objectives are:**

* Finish the project before a week from its specified deadline time to apply the buffering process.
* Have a well-documented, managed and organized work products of the project to reuse them in other projects.
* Apply a well-defined process to apply it in other projects.
* Increase the knowledge of the team members in this business domain.

**Scope**

Scope Definition

This project will consist of creating a web application with the main functionalities that help users and guest to choose their targeted countries, flights, and a rating system so users can send their feedback and share their experience.

* Non-functional scope is **Performance** only.
* The project will be completed by 25-5-2019.
* The targeted machines are **PCs** only.
* The targeted platform is **Microsoft Windows** only.
* The targeted browsers are Chrome, Firefox, Safari, Edge

Items beyond Scope

* Other non-functional except **Performance**.
* Other machines except **PCs** (Ex: Mobile, Tablets, etc.).
* Mac OS, IPhone, Android platforms.
* UI responsiveness.

**Assumptions**

Project Assumptions

* A search page which will be used by admin, so he can search for a specific user to do one of his features which is “deletion”.
* The website will have users from type “Guest” who are not registered in the website.

**Constrains**

Project Constraints

* The following represents known project constraints:
  + - Time: The deliverable items are Mandatory on Friday of each week.
    - Scope: The performance of the product is a mandatory need for the customer.
    - Team formation: An obligatory process.
    - Working on specific browsers which are (Chrome, Safari, Edge, Firefox).
    - The team shall deliver the following deliverables by Friday 3-5-2019:
      * Project Plan.
      * Project Schedule.
      * CM Document.
      * Risks Sheet.
      * Issues Sheet.
      * System Requirement Specification (SRS).
      * Requirement Traceability Matrix (RTM).
      * Software Interactive Questionnaire (SIQ).
      * Peer Review Sheet (PR Sheet).

Related Projects

* MSN Travel Agency Project

Critical Project Barriers

* Low experience in practical work.
* Lack of knowledge in project managements.

**PROJECT APPROACH**

* In this project we are using agile mindset due to its rapid changes, SCRUM methodology has been used.
* The project consists of five sprints, each sprint will end with a set of work
* products with one week-long for each.
* A daily stand up meeting is held to discuss the team progress, the issues and the work to be done.
* The scrum team will include three main roles which are:
  + Product Owner.
  + Scrum Master.
  + Delivery Team.

The delivery team, which consists of the development and testing teams, will work together using pair-programming technique to cover the lack of programming technicality due to it is not in our scope as testers, so this technique is perfect in our case to deliver a software with high quality.

**Project Management Approach**

Project Roles and Responsibilities

|  |  |  |
| --- | --- | --- |
| **Role** | **Responsibilities** | **Participant(s)** |
| Project Manager | 1. Manages project in accordance to the project plan. 2. Supervises consultants. 3. Provide overall project   direction.   1. Direct/lead team members   toward project objectives.   1. Handle problem resolution. 2. Manages the project budget. 3. Update the plan. 4. Manage Risks. | Nesma Bahgat |
| Scrum Master | 1. Ensure the process is followed. 2. Helps people improved. 3. Remove barriers. 4. Ensure progress is radiating. 5. Facilitate collaboration. 6. Support the team. 7. Build trust. 8. Support the team. 9. Helps runs stand ups, planning and reviews. | Mahmoud Yasser |
| Product Owner | 1. Owns the product backlog. 2. Decides on release dates and content. 3. Prioritize backlog. 4. Can change feature and priority every iteration. | Eng. Marwan |
| Delivery team | 1. Presents working software to customer community. | Mayson Magdy,  Asmaa Hamdy, Sara Sayed, Mahmoud Yasser,  Esraa Salah |

RACI Table

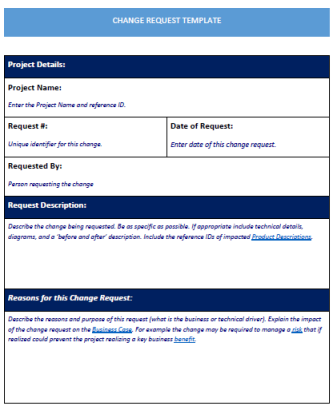
|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Nesma** | **Mahmoud** | **Asmaa** | **Sara** | **Maysoon** | **Esraa** |
| **Project Plan** | R | I | A | I | I | I |
| **Project Schedule** | I | I | I | I | R | A |
| **CM Tool** | I | I | R | A | I | I |
| **Issues Sheet** | A | R | I | I | I | I |
| **Risk Sheet** | I | R | I | I | A | I |
| **SRS** | I | A | I | R | I | I |
| **RTM** | R | I | I | A | I | I |
| **SIQ** | I | I | I | A | I | R |

**Change Requests**

Change Requests

In case of the customer wants to add or update new feature/s to the system, there will be an analysis process to determine the priority of the new feature, then the team will de-scope the feature/s which have the lowest priority to maintain their efforts and milestone dates.

Change Request Template

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Change Control Board:

Purpose

The Change Control Board (CCB) represents the interests of program and project management by ensuring that a structured process is used to consider proposed changed and incorporate them into a specific release of a product. The CCB shall request that impact analysis of proposed changes be performed, review change requests, make decisions, and communicate decisions made to affect groups and individuals.

Scope of Authority

The CCB has the authority to make any decisions regarding to this project ONLY, and their decisions is final.

Membership

The CCB representatives are from different departments who are “Nesma Bahgat“ from Project Management, “Asmaa Hamdy“ from Testing department and “Sara Sayed” from development department.

Operating Procedures

The CCB will gather for a meeting in any time the customer requests a change/s. The three representatives have been mentioned in “Membership” are required to attend the meeting, the other team member can also attend the meeting as they will be affected with changed.

Decision-Making Process

The CCB representatives shall make their decisions through voting after discussing the requested change/s.

Communicating Status

As CCB includes representative from testing and development departments, so each representative shall communicate with his team regarding the requested change/s.