

Project Description

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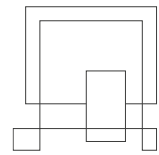
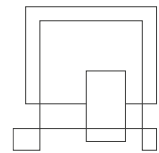


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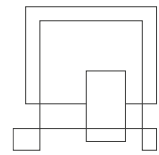
1. Background Description

The internal workings of a company or an organization is largely based on the distribution of employees and how those employees are enabled to work on tasks and projects. In modern IT companies it is not uncommon to have “home” offices, which make office spaces rather obsolete. [1] This prompts for the development of internal communication and project management systems that are more efficient and reliable than a simple phone call and are not restricted by the usage of third-party applications such as Facebook and WhatsApp, among others. For example, the company called “Niebuhr Gears”, uses Facebook groups to communicate with each other, both between different and local departments. In case issues arise, people have to walk to other departments, look for specific people around the company sometimes even leave post-it notes. Another example would be the company “Circle K”, owned by “Alimentation Couche-Tard”, which uses Skype for Business, Microsoft Teams, among others, for internal between all departments (located in Europe and North America). In case of issues // ill finish this later (after 1pm) //.

The implementation of such systems is not uncommon and is in place since the 20th century. The rise of the internet, however, has made instant communication platforms and live updates on project development prevalent, compared to physical interactions and phone calls. Subsequently, modern large or medium sized companies implement similar technologies to provide their employees with the means necessary for remote productivity and synchronization of labour.

Nevertheless, most system such as the widely popular “Gusto” are labelled as “employee management solutions” and include payment trackers, time tracker tools, HR Concierge plans and employee team tools among others. [2] That is enough for most businesses, oriented in trade, marketing or not dealing with technical solutions in general. Furthermore, they do not include live employee or team communication platforms such as chats or internal email systems, forcing the company to rely on multiple third-party software which can confuse and frustrate non-technologically savvy employees. There is also the question of pricing which is mainly based on a static price plus a fee for each employee using the system. [3]

When the discussion shifts towards a small to medium software development or tech-support company or usage of freelance engineers in the business, certain features might be expected for ample communication, work synchronization or actualization of methodologies. As previously mentioned, this can be handled with the implementation of various live communication features or some indication of what role a certain employee plays in an active methodology such as Scrum. Further functionality can be tailored based on client's criteria, which is rarely offered in the case of existing software solutions.



2. Problem Statement

What information do we need about the employees, inventory?

What are the negatives of not having a communication system?

How can we make a company's workflow more fluid and dynamic?

What has to be done to attract employees into using the system instead of third-party applications?

The sub-problems are the following:

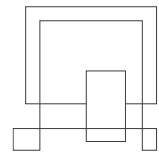
- How do employees usually communicate?
- What information do employees require?
- What tools do employees and companies require for remote productivity?
- How long does it take to instruct employees to use a system?
-

3. Definition of purpose

The purpose is to create a system which would ease the communication between employees in a company by creating a communication platform, such as a chat, alongside management functionality to ease workflow.

4. Delimitations

- Internal system – no external usage
- Dedicated Client/Server - no login
- No external security – closed, local system for employees



5. Methodology

The method that the group chose to use for this project is the UP method. UP is an risk-focused, architecture-centric software development framework

The UP Phases are:

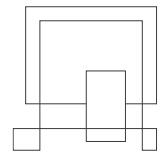
- Inception ()
- Elaboration ()
- Construction ()
- Transition ()

The SCRUM events are:

- The Sprint (sprints are usually 2-4 weeks long)
- Sprint Planning (planning team meetings)
- The Daily Stand-up (short communication meeting)
- The Sprint Review (present the work completed during the sprint)
- The Retrospective (final team meeting)

The benefits received from SCRUM methodology are:

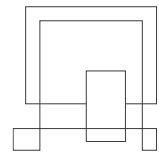
- Higher productivity
- Better-quality products
- Better team dynamics



6. Time schedule

The chosen approach to the given project is SCRUM, so as to be efficient during the project development. The load of work hours for this project is 280h per person and 10 ECTS points and the deadline for the project is June 4th.

Task Name	Start (week)	Finish (week)
Groups, Project Proposals	7	8
Project Description work hand in deadline	9	10
Project Description review and adjustments	11	12
Presentation Scrum	12	12
Product backlog, SCRUM roles, sprint schedule	13	<To be updated>
Feedback Product backlog	14	<To be updated>
Sprint 1	10	<To be updated>
Sprint 1 Review	12	<To be updated>
Sprint 2	15	<To be updated>
Sprint 2 Review	17	<To be updated>
Sprint 3		
Sprint 3 Review		



7. Risk assessment

Risks	Likelihood Scale 1-5 5 = high risk	Severity Scale 1-5 5 = high risk	Product of likelihood and severity	Risk mitigation e.g. Preventive & Responsive actions	Identifiers	Responsible
Conflict between team members	2	3	6	Communicating every step of the project	Different points of view	Ioana
Overcomplicating the project	5	5	25	Keeping all the ideas on the right path	Problems at something unimportant	Steffen
Misunderstanding regarding the purpose of the project	3	5	15	Discussing everything in the group and not individually	Fights over different ideas	Steffen
Project Implementation failure	1	5	5	Sticking to the timetable, finishing required work on time	Time shortage, poor quality implementation	Levente
Losing Interest in the project	2	4	8	Talking about why we are making the project	Not finishing work on time, not coming to lessons	Gustaw, Audrius

8. Sources of Information

[1] Buffer.com State of remote work. [online] Available at: <https://buffer.com/state-of-remote-work-2019> />.

[2] Enlyft.com Companies using Gusto. [online] Available at: <https://enlyft.com/tech/products/gusto> />.

[3] Gusto.com 2020 Software management system. [online] Available at: <https://gusto.com/product> />.

