**Team D- Phoenix**

**PROJECT MANAGEMENT PLAN**

**Project Name: Slack/hipchat collaboration tool**

**Team Name: Phoenix Prepared date: 26/06/2017**

**Project Overview:**

Collaboration tool is an integration of variety of software’s and online services used by people to work on together. There are several components like messaging, file sharing, shared calendar, integration of GitHub which allows users to work simultaneously regardless of their physical location.

**Project Deliverables:**

We need to deliver a working web based application/ a standalone application meeting the requirements specifications and functionality of the client.

**Client Name:** Dr. Michael Oudshoorn

**Project Organization:**

**Organizational Structure:** Functional structure is being used. There is no hierarchy in this project and all are at similar level. In daily stand-up meetings, we report to one another.

**Organizational boundaries and interfaces:** Each member of the team was assigned a task supervision as their responsibility to keep them active and contribute towards the completion of the project.

**Project responsibilities:**

* Deliverables of the project should be developed by managing the triple constraints like time, scope and cost constraints along with the standards and procedures of the organization.
* All the members in the team should always be supportive, engaging and work with the team by providing the required resources in the correct time.
* All the members should make team effort to finish the project on time and within budget. Attend meetings and be interactive with all the team members.

**Managerial process:**

* It is vital to think about the management objectives like objective of the top administration, needs of the project and think about the assumptions.
* The project should be monitored and keep track of all the changes, the project should be reviewed at regular intervals and the deliverables should be discussed with the client and formally accepted by the sponsor.

**Technical Processes:**

* The tools and techniques required for the project comes under technical processes. We should carefully choose the tools and techniques for the project as they vary from project to project and organization to organization. Determining them early could be helpful because we can work on it as project progresses forward.
* We will decide on them

**Budget Allocation:**

The most crucial resource for the project here is time, it is the ultimate budget we have. Each person will spend about 5 hours a day in weekdays and 7 hours in weekends. we will have team meeting of duration 2 hours per week and client meeting of 1 hour in a week which adds up to the total and makes 39 hours.

For each person

Weekdays: 5 X 5 = 25

Weekend: 2 X 7 = 14

Team meetings: 1 X 2 = 2

Client meeting: 1 X 1 = 1

**Total: 42 hrs. per week**

Therefore, we are spending **42 hours per person** **per week** which makes a total of 42X7 = 294 hours per week per team. So, the total budget of the project as of now is 294X6 = 1,764 (6 weeks in GDP 1)

Time Estimation for GDP 1:

Per week per person: 42 X 1 = 39

Per week per team: 42 X 7 = 294

Total hours per team: 294 X 6 = **1,764 hours.**

Here, 6 is the total number of weeks the project is going to take in GDP 1.

In GDP 2, we are going to spend 15 hours per person per week i.e. 15X7 = 105 hours per week per team. Therefore, the total budget in GDP 2 is 105X12 = 1,260 (12 weeks in GDP 2)

Time Estimation for GDP 2:

Per week per person: 15 X 1 = 15

Per week per team: 15 X 7 = 105

Total hours per team: 105 X 12 = **1,260 hours.**

12 number of weeks for completing the project in GDP 2.

**Schedule:**

The project started on 06/12/17 and it will be completed by 15/12/17 and detailed information of the schedule will be in schedule management plan.

**Roles and Responsibilities of each member in the team:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Team Member | Role | Email | Contact No. | Responsibilities |
| Sanjay Bedudoori | Primary Contact | [S528106@nwmissouri.edu](mailto:S528106@nwmissouri.edu) | +1 660-528-0163 | Represents the entire team and primary contact to the client. Communicates project progress, issues, and changes with the client. |
| Venkata Bhardwaj Avasarala | Client Management | [S528103@nwmissouri.edu](mailto:S528103@nwmissouri.edu) | +1 660-528-0954 | Responsible for meeting with a client, give updates to the client and get requirements from client. |
| Sudharshan Reddy Kankara | Requirements management | [S528138@nwmissouri.edu](mailto:S528138@nwmissouri.edu) | +1 660-528-0849 | Responsible for requirements gathering, maintaining and updating them as per client. Also, makes sure that these requirements are met. |
| Shravani Alampalli | Issues management | [S528100@nwmissouri.edu](mailto:S528100@nwmissouri.edu) | +1 484-644-8469 | Responsible for tracking all the issues and ensures that they are resolved on time. |
| Hemanth Sai Kishore Nersu | Data Management | [S528158@nwmissouri.edu](mailto:S528158@nwmissouri.edu) | +1 660-528-0191 | Responsible for collecting, storing, managing the data in the database and connect data with the system. Manages all the data of the project including the database. |
| Anudeep Reddy Mallidi | Quality and testing management | [S528146@nwmissouri.edu](mailto:S528146@nwmissouri.edu) | +1 660-541-3937 | Responsible for handling quality and testing throughout the SDLC process. Manages test cases and provides appropriate deliverables for the test modules. |
| Vineeth Gajula | Communications and documentation management | [S528124@nwmissouri.edu](mailto:S528124@nwmissouri.edu) | +1 660-528-0509 | Manages all the documentation and communication for the project. Tracks all the changes and maintain them. |

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| List of proposed requirements | Assigned to | Percentage Completed |
| Shared document | ore Hemath Sai Kishore Nersu | 102 10 % |
| Shared Calendar | Vineeth Gajula | 15 % |
| Chat tool | Sudharshan Reddy Kankara | 10 % |
| Task creation | Sanjay Bedudoori | 25 % |
| Task Assigning | Sravani Alampalli | 25 % |
| Roles to team members | Anudeep Reddy Mallidi | 100 % |
| Google drive integration | Venkata Bhardwaj Avasarala | 20 % |
| System overview | Sanjay Bedudoori | 50 % |