OTP for Android

**Project Code: OTP**

**Document Code: OTP \_Communication Plan\_v1.0**

**Ha Noi, March 25**

Record of change

\*A - Added M - Modified D - Deleted

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Effective Date | Changed Items | A\* M, D | Change Description | New Version |
| 03-March-2015 | Create new | A |  | 1.0 |
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SIGNATURE PAGE

ORIGINATOR: Nguyen Son Ha 25 March, 2015

Project Manager

FPT Software

REVIEWERS:

APPROVAL:

# Project Overview

## Project Description

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| --- | --- | --- | --- |
| Customer: | FPT University | | |
| Customer Location: | Khu CNC Hoa Lac | | |
| Department: | IT | | |
| Project Name: | OTP | | |
| Project Type | New Development | Enhancement | Other |
| Project Level: | Company | CN | Department |
| Project Start Date: | 28 Jan 2015 | Planned End Date: | 25 Feb 2015 |
| Project Purpose and Scope | OTP is a method used to authenticate after users enter their password or doing some transaction. Customer want to extend their system to mobile and need a OTP packet for their mobile system. | | |

## Project Objectives

OTP is a method used to authenticate after users enter their password or doing some transaction. Customer want to extend their system to mobile and need a OTP packet for their mobile system.

# Communication plan

## Project Organization

### Project Structure

**FPT Software**

Project Leader

FPT University

Dev Team

Test Team

Tester 1

Dev 1

Dev 2

Sponsor

Project team

Note:

### FPT University

Table: FPT University

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Name | Position | Responsibilities | Tel, Fax, Email |
| 1 | Nguyen Tat Trung | Sponsor | Contract | trungnt@fpt.edu.vn |
|  |  |  |  |  |

### Project Team

Table: Project Team

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Name | Position | Responsibilities | Telephone, Fax, Email |
| 1 | Nguyen Son Ha | Project Manager | Project management | Hansse02618@fpt.edu.vn |
| 2 | Hoang Minh Duc | Developer, Tester | Development, Testing | Duchmse02551@fpt.edu.vn |
| 3 | Kieu Minh Tam | Developer, Tester | Development,  Testing | Tamkmse02882@fpt.edu.vn |

## Project Communication

All project communication, documents and status reports will be kept under internal server directory of Project Team.

### Methods and Technologies

Here are some methods and technologies will be used during Project and its frequency.

|  |  |
| --- | --- |
| Methods | Frequency |
| E-mail | Main method will be used to communicate between team members and with customer. |
| Online meeting | This method will be used weekly to track process and discuss about issues. |
| Offline Meeting | This method will be used when an important issue occurs. |

### Escalation Paths

FPT University

Project Team

Team Member

Nguyen Son Ha

Nguyen Tat Trung

### Communication Matrix

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Type | Objective | Method | Frequency | Attendance | Holder | Deliverable |
| Kick-off Meeting | Introduce team and project, review objective and requirement | Offline Meeting | Once | PM,  Sposor,  Team Member | PM | Agenda, Meeting minutes |
| Dayly meeting | Review status with team member and baseline | Offline Meeting | Dayly | PM,  Team member | PM | Meeting Minutes,  Project Schedule Updated |
| Weekly Meeting | Report and baseline status with stakeholder | Online Meeting | Weekly | PM, Stakeholder,  Team leader (if needed) | PM | Meeting Minutes,  Project Report |
| Issues Report | Report issues and take feedback from stakeholder | Email, Online Meeting | As needed | PM, Stakeholder | PM | Meeting Minutes,  Issues Management Plan |
| Daily Report | Report work after every workday | Report | Daily | Team Member, PM | PM | Daily Report |
| Requirement Transfer Meeting | Explain new or changes in requirement for all team | Offline Meeting | As needed | PM, Team member | PM | Meeting Minutes, Requirement |

### Delivery Methods

Deliverables from Team to FU, and vice versa, will via email. In the case that deliverables is so heavy we will upload it into the FTP server. The detail of server will be informed later when we use it.

The final deliverable will be burn into CD and send to FU. On the delivery date, we will delivery the soft copy via email as normal and send CD one or two day later.