Improve PROJECT PLAN

1. Formal Client
   1. Needs to be a fictitious person (a persona)
   2. We come up with a description (blue hair, likes ponies)
2. The company
   1. This is our group!
   2. Not students, but Software Engineers
   3. More professional
3. Current situation
   1. What does the client currently do
   2. What kind of tools/software does he currently use
   3. What are the problems he is facing
   4. What does he want to improve
4. Project justification/ Expected products
   1. What is the company’s solution for that
   2. Why is it a good solution
   3. Which problems does it address
5. Project deliverables and non-deliverables
   1. Nothing changes here
6. Project risks
   1. Any problems we might be facing during the work
      1. Lack of knowledge
      2. Lack of technology
      3. Lack of time
      4. Lack of communication
      5. Big knowledge gap between people
   2. How big is the chance to occur
      1. Low
      2. Medium
      3. High
   3. How to prevent it from occurring
   4. What to do if it already happened
   5. What is the impact if already happened
      1. Low
      2. Medium
      3. High
7. Project phasing and timing
   1. Might be a good idea to list by deliverable?????
   2. For each deliverable
      1. Date
      2. What is included
8. Quality
   1. What do we do to keep the good quality
   2. How do we measure quality
      1. Code?
      2. Technology?
      3. Product?
   3. Do we guarantee any quality
9. Skills
   1. What are the programming languages we are going to use
   2. What is the level of expertise we need
   3. Do we all possess those skills
   4. How do we exchange skills
   5. How do we make sure that everyone benefits from the project
      1. Pair-programming sessions (skilled with not so much skilled)
10. Approach to reaching the end goal
    1. Maybe not agile description, but mentioning incremental is enough
11. Organization
    1. Our structure with a chart
    2. Bridge between the client and the company – chart
    3. Depict all
    4. How do we communicate with the client
       1. How
       2. When
       3. Via?
12. Communication
    * 1. Within the team
      2. How do we keep the good level of communication
      3. How do we keep the good atmosphere
      4. How do we keep the spirit up

This is the structure which I have followed during my internship. It seemed to be very successful, so I would like to suggest trying it out. I have thought about some questions, which you are already seeing above. Try to follow them, if there is any doubt or something, everything is open for a discussion. Feel free to change anything you would like, provide good arguments, be realistic. Try to keep the good level of English, no time for spelling errors fixing.

On GitHub, next to this document, there is also an example Project Plan, feel free to steal ideas from there!

Please do not forget that everything has to be sent on Friday, this would mean that we have to be ready with our project plan by tomorrow night. Friday morning is only about final touches.

Please pick up whatever you can from Asana, make sure that you keep the board up to date. I will do my best to fill it in, together with stories and tasks. I will make sure that deadlines and meetings are also present there.

For the first topics of the Project Plan, I would suggest working together with Nikola/Coen, since they have a good vision and understanding on this specific topic. Try to collaborate as much as possible. Ask questions, write good answers.

Let’s roll!

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Regards,

Bilger.