

TEAM WCKD

Cook Tips
Software Project Management Plan
Version 01.01

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Software Project Management Plan	Date: 12/12/2022
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Revision History

Date	Version	Description	Author
11/25/2022	01.00	Initial Draft	Team WCKD
12/09/2022	01.01	Revision 1	Team WCKD

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Software Project Management Plan

1 INTRODUCTION

1.1 PURPOSE OF PROJECT MANAGEMENT PLAN

This document will provide all the necessary information for the execution of the project. It will give outlines on how the project will be carried-out, managed, and monitored in order to achieve a successful project outcome. Moreover, deployment and schedule plan, as well as the resources such as the budget and staff needed for this project are being specified to secure a smooth project workflow. Aside from that, risk management which is very critical for the project are also being presented, such that possible actions to mitigate the likelihood of the identified potential risk are being identified. The intended audience of the Cook Tips PMP is all project stakeholders including the project sponsor, senior leadership and the project team.

2 EXECUTIVE SUMMARY OF PROJECT MANAGEMENT PLAN

The Cook Tips software application's primary goal is to provide users with recipes of a certain meal or unique treats. In this document, the overall management strategy while developing the project will be presented. Scope management is also being introduced which includes the work breakdown structure, deployment plan, and change control management which provide guidelines in keeping the specific scopes and limitations of the project. Moreover, time management is also presented wherein the milestones and schedules for the project are being projected in order to effectively complete the specified tasks. Apart from it, human resource management, including the budget and quality management and communication management are also described in this document, where this could be very helpful to maintain a smooth workflow of the project. Additionally, risk and issue management are specified, so that corrective actions will be implemented to lessen the identified risks and issues. Lastly, this document also includes the procurement management and the compliance related planning.

2.1 ASSUMPTIONS/CONSTRAINTS

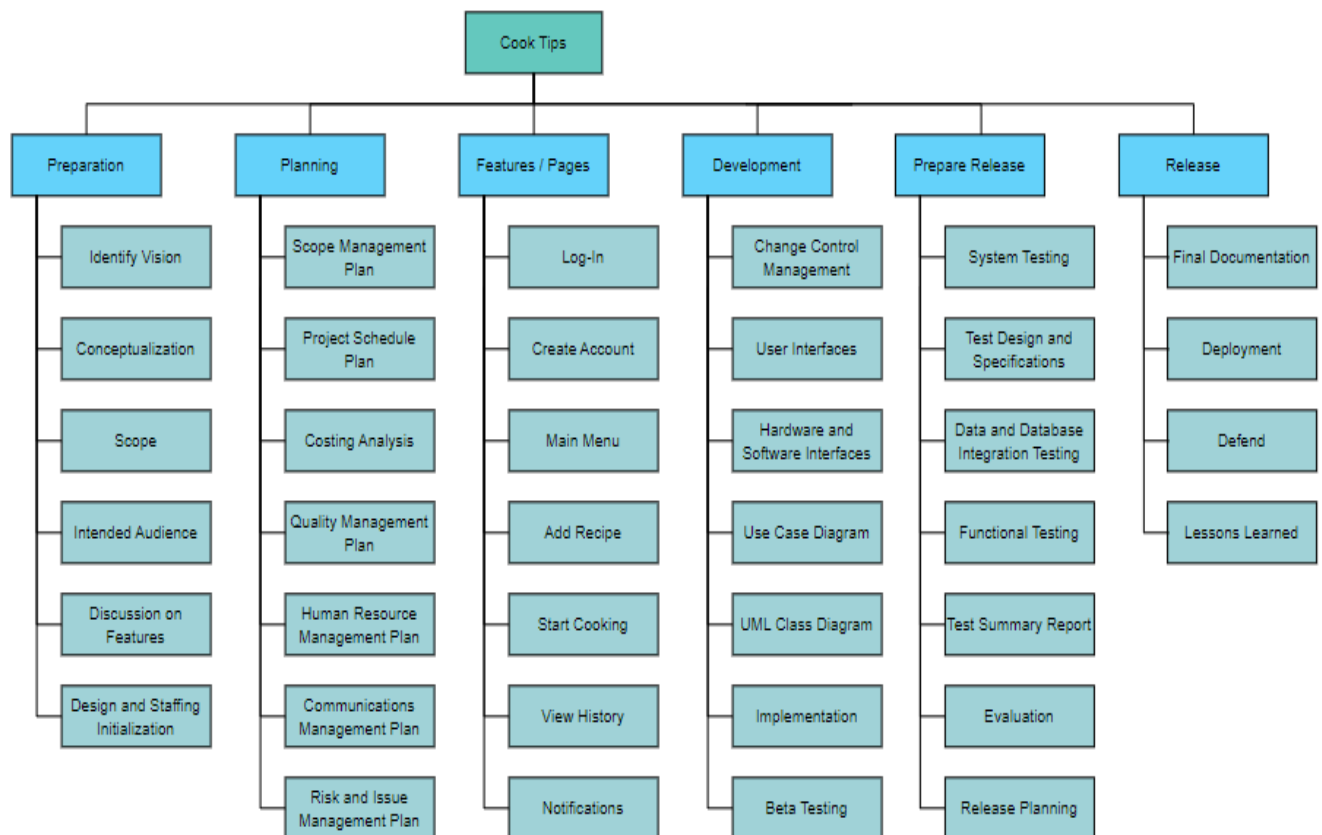
The team came up with some assumptions with regards to the project development processes, so that it will serve as a guideline on how to manage and plan for the proceeding project requirements. Project scheduling assumes that the time allocated will be enough to cater and complete each specified task. Apart from it, the human resources or the team members are also expected to deliver the assigned tasks in the given deadlines. If these assumptions are not satisfied, it will then lead to constraints which can cause significant limitations and setbacks to the project. In addition, assumptions are also subject to change, particularly when the project improves and issues arise during the project's development. Therefore, the team must be able to identify and understand clearly the possible constraints, and be flexible enough to strategize possible solutions.

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3 SCOPE MANAGEMENT

The scope management for Cook Tips will define the limitations of the project as well as ensure that all the necessary tasks are within the scope of the project. This will also serve as an outline for the processes involved in project execution. Presented below are the contents of the sub-topics under scope management.

3.1 WORK BREAKDOWN STRUCTURE

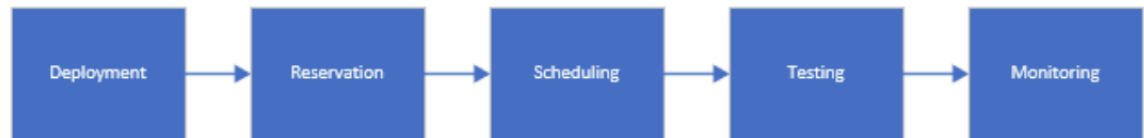


3.2 DEPLOYMENT PLAN

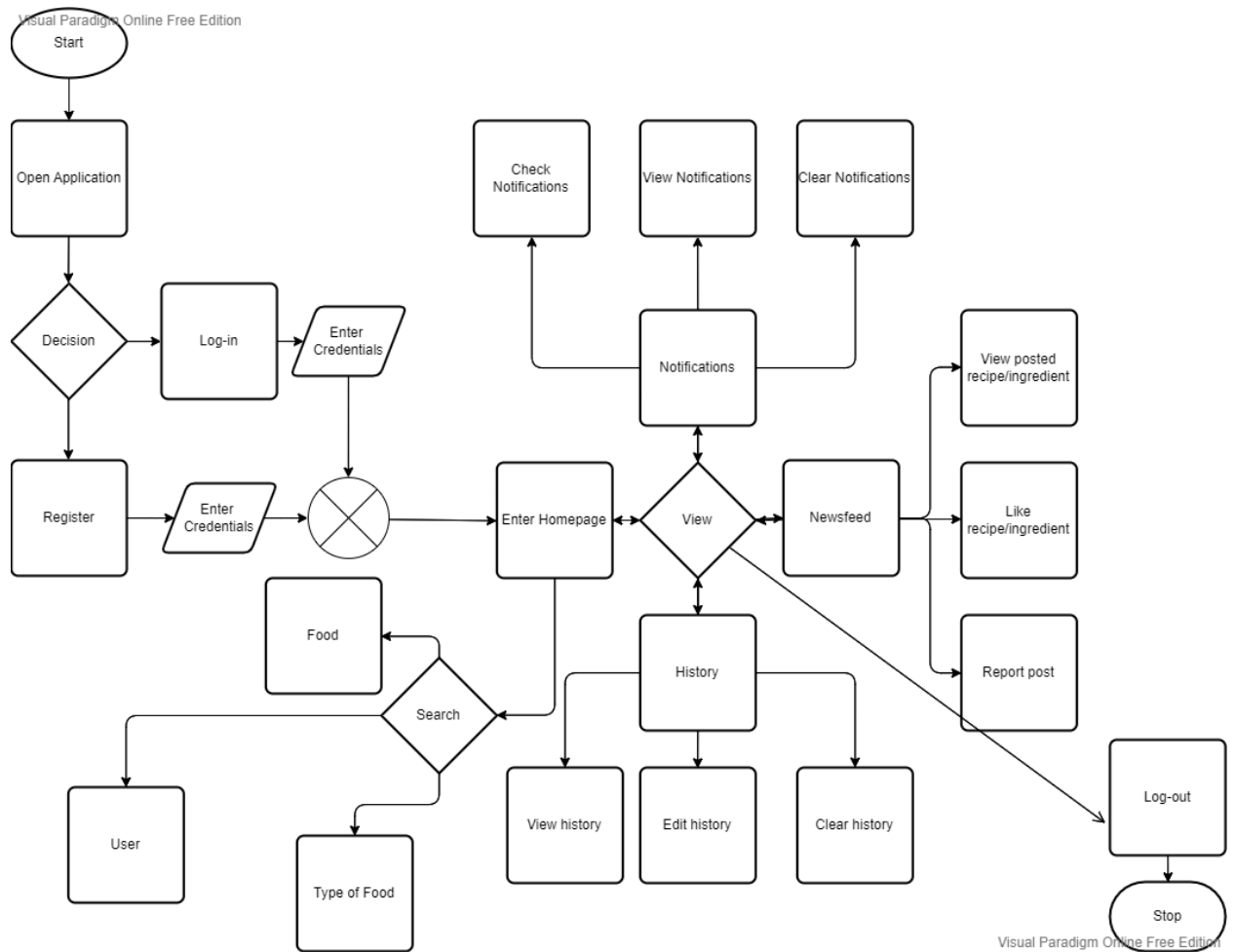
This project will be done through the deployment of the application through android smartphones. The application will be published through the Android Play Store. This will be done by filling up the requirements of the Google Play Console. All guidelines will be strictly followed and the application will be voided from any illegal actions. The application will be advertised for people who are into cooking. A guideline will also be handed out with the application to provide the users with a better understanding of what the application is and how to use it. For the installation of the application, there will be a reminder that the application is only intended for Android Smartphones.

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3.2.1 Deployment Process



3.2.2 Application Flow



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3.3 CHANGE CONTROL MANAGEMENT

3.3.1 Change Control Board

ROLE	Name
Team Leader	Romeo Kristian Reforma
Project Manager	Josiah Hinghing

The project to be done would have some changes. In this document, the different changes on the project would be discussed and known. Each version will be listed and different changes will be discovered. There are four elements that would be affected by these changes and these are:

- **Scope** - Cook Tips is created to help food lovers who want to make and share their food creations. It will be implemented on Android Studio with Java as the language, as it was planned to be on Android Smartphones.
- **Cost** - There are different resources assigned to each task that would affect the system. The resources given would be finite and each member must be aware of the costs of each task to be completed. The cost would be discussed by the executives and the project manager to create a project management plan and each member will be informed.
- **Schedule** - There would be tasks assigned for each member and each member should know the timetable for each of their given tasks to be completed. The milestones would be in the hands of the project manager and he/she would be responsible for letting his members know what the stakeholders want.

There are also other elements that are subjects to change and these are:

- System Requirements
- System Functionalities
- Resources
- Risks

4 SCHEDULE/TIME MANAGEMENT

The team will work on the project for 2 to 3 months and observe proper punctuality and conduct. This is to ensure that most of the deliverables done will be delivered not more than three days. The Project Manager will be responsible for the project schedule and always remind the team on updates and what is to be finished for the given time. A timetable or range for each deliverable will be estimated not more than a week. The team and the project will be guided by the instructor with directions on how the tasks are done.

4.1 MILESTONES

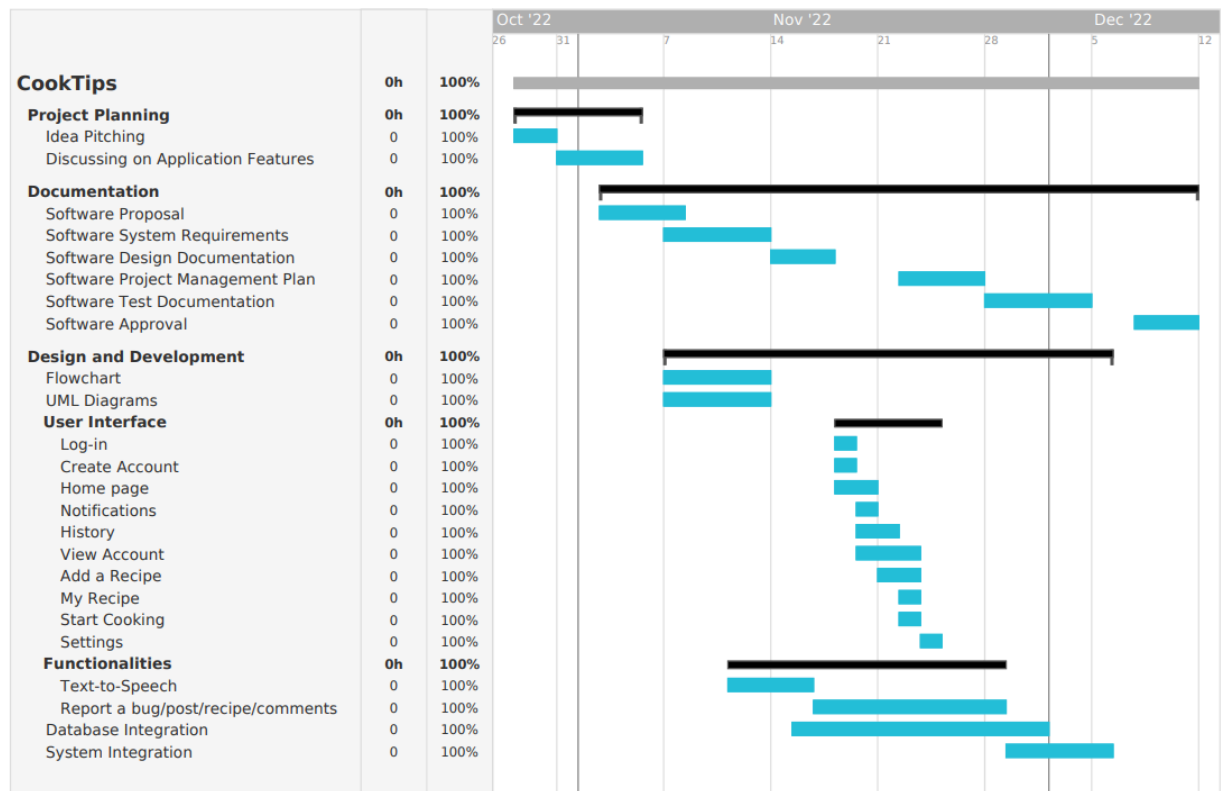
The table below lists the milestones for this project, along with their estimated completion timeframe.

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Milestones	Start	Estimated Completion Timeframe
I. Project Planning	10/26/2022	11/07/2022
Idea Pitching	10/26/2022	10/31/2022
Discussion on Application Features	10/31/2022	11/07/2022
II. Documentation	11/08/2022	12/12/2022
SRS (Software Requirement Specification)	11/08/2022	11/11/2022
SDD (Software Design Document)	11/13/2022	11/16/2022
SPMP (Software Project Management Plan)	11/22/2022	11/28/2022
STD (Software Test Documentation)	11/28/2022	12/05/2022
Software Approval	12/06/2022	12/12/2022
III. Design and Development	11/07/2022	11/23/2022
Flowchart	11/07/2022	11/14/2022
UML Diagrams	11/07/2022	11/14/2022
User Interface	11/17/2022	11/27/2022
1 Log-in	11/17/2022	11/17/2022
2 Create Account	11/17/2022	11/17/2022
3 Home page	11/17/2022	11/18/2022
4 Notifications	11/18/2022	11/18/2022
5 History	11/18/2022	11/19/2022
6 View Account	11/19/2022	11/20/2022
7 Add a Recipe	11/21/2022	11/22/2022
8 My Recipe	11/22/2022	11/22/2022
9 Start Cooking	11/22/2022	11/22/2022
10 Settings	11/23/2022	11/23/2022
Functionalities	11/10/2022	11/27/2022
1 Text-to-speech	11/10/2022	11/15/2022
2 Report a bug/post	11/16/2022	11/27/2022
Database Integration	11/15/2022	11/30/2022
System Integration	11/29/2022	12/06/2022

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4.2 PROJECT SCHEDULE



4.2.1 Dependencies

4.2.1.1 Internal

1. The software must integrate with Firebase Realtime Database to store data, such as multimedia.
2. Java SE Development Kit 19
3. API (Application Programming Interface)

4.2.1.2 External

1. The software requires internet connection.
2. The software needs camera permission.
3. The software requires 50MB internal storage available space.
4. The software uses the Android operating system environment.

5 COST/BUDGET MANAGEMENT

The team has agreed that budget cost for this project is not necessary, each staff has pointed out that their responsibilities do not require any purchases.

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6 QUALITY MANAGEMENT

The Quality Assurance manager will be responsible for quality management. Which, controlling the user interface and functionality of the system, making sure that they match the standards.

7 HUMAN RESOURCE MANAGEMENT

Role	Responsibilities
Team Lead	<ul style="list-style-type: none"> • Software project planning and monitoring • Milestone and schedule planning and monitoring • Set and communicate the team meeting agendas. • Risk Management. • Maintain Project log book.
Project Manager	<ul style="list-style-type: none"> • Process definition • Set and implement development standards. • Ensure compliance with the processes outlined according to the MSE studio curriculum. • Conduct process reviews to ensure compliance.
Scrum Master	<ul style="list-style-type: none"> • Software requirement planning and acquisition • Ensure the SRS has completely covered all user's requirements • Responsible to track user's requirements through entire project • Ensure compliance with the processes outlined according documentation. • Risk and error management
Quality Assurance	<ul style="list-style-type: none"> • Deliverable planning • Manage deliverable expectations to ensure that they are in sync with the team's delivery potential. • Consolidates the individual plans into the team plan

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Senior Programmer	<ul style="list-style-type: none"> Leads the team in producing, assessing, updating, and reporting on the plan Provides the planning assumptions Consolidates the individual plans into the team plan Provides the planning assumptions
UI/UX Designer	<ul style="list-style-type: none"> User Interface Design Responsible for the design of the software

Role	Person Responsible
Team Lead	Romeo Reforma
Project Manager	Josiah Hinghing
Scrum Master	Jeff Kline Licayan
Quality Assurance	Carl Amadeo
Senior Programmer	Jerryvel Cabañero
UI/UX Designer	Ma. Leahlyn Fernandez

8 COMMUNICATIONS MANAGEMENT

COMMUNICATIONS	FREQUENCY	GOAL	OWNER
PROJECT PROPOSAL	After concept discussion	To instigate ideas applicable to the project and verifying the objectives and necessities needed.	Project Manager / Team Lead
PROJECT REPORT STATUS	Daily/After Synchronous Classes	To discuss the progress made by the team, ensuring the project will maintain on the designated schedule.	Project Manager

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PROJECT TEAM MEETINGS	Daily/After Synchronous Classes	To keep track with the progress made while brainstorming for new ideas.	Project Manager / Team Lead
UI DESIGN REVIEW	When the UI design is completed	Finalizing a suitable interface that meets the users expectations and polishing it before proceeding to the back-end development of the application.	Project Manager
INITIAL APPLICATION TESTING	Once in Midterms	Testing of the Initial Application.	Project Manager
FINAL APPLICATION TESTING / DEMONSTRATION	Once in Finals	Demonstrating/Testing of the Final Application.	Project Manager

8.1 COMMUNICATION MATRIX

Stakeholder	Messages	Vehicles	Frequency	Communicators	Feedback Mechanism
Engr. Rex A Sediño Jr.	Introduction of the project ideas and scope	MS Teams	Start of the Project.	All Members	Assignment form from MS Teams
Engr. Rex A Sediño Jr.	Daily project report	MS Teams	Daily	All Members	On meeting evaluation
Cook Tips	Daily progress report	MS Teams / Messenger	Daily	All Members	Meeting feedback and suggestions
Cook Tips	UI design review	MS Teams / Messenger	Once UI design is ready.	Romeo Reforma, Josiah Hinghing	Meeting feedback
Engr. Rex A Sediño Jr.	Initial Application Demonstration	MS Teams	Once at Midterms	All Members	Meeting feedback
Engr. Rex A Sediño Jr.	Final Application Demonstration	MS Teams	Once at Finals	All Members	Meeting feedback

9 RISK MANAGEMENT

In every meeting, the project manager will identify risks to every task. The rest of the members will contribute an idea of what are some undisclosed risks that may affect the task to be done in a certain week. This can be done by brainstorming and sharing about the problems of each task. The risks will be based on the problems encountered by every team member in creating the given task. From the problems reported by each member, the project manager will make a list of the priority risks. Then the team will determine the possible actions to solve those prioritized risks. All the risks listed will be assigned to each

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member. The project manager will monitor the said prioritized risks from time to time.

9.1 RISK LOG

As the project continues and the application develops, there would be risks that would arise, and as such the risks will be maintained on the risk log below.

Risk#	Risk Type	Risk	Risk Description	Probability	Effects
1	Estimation	Schedule Underestimation	The time required to finish a requirement is underestimated	Moderate	Catastrophic
2	Estimation	Defects Underestimation	The time required to fix defects is underestimated.	Moderate	Catastrophic
3	Estimation	Testing Underestimation	The time required to test the system is underestimated.	Moderate	Catastrophic
4	Estimation	Integration Underestimation	The time required for system integration with the target domain environment is underestimated.	Moderate	Serious
5	Estimation	Scope Overestimation	The time required to finish a specified function takes less time than expected.	Low	Tolerable
6	Process	Changes in Domain Process	Changes in the institutional process and policies to which the system will be deployed will impact the system.	Low	Catastrophic
7	People	Staff Insufficiency	Human resources are	Moderate	Serious

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			insufficient to fulfill project tasks.		
8	People	Staff Unavailability	Sudden termination, illness, or unavailability of key staff in critical times.	Moderate	Serious
9	People	Miscommunication	Conflicts and miscommunication between stakeholders.	Moderate	Serious
10	People	Staff Incompetence	Unavailability of competent staff.	High	Serious
11	Requirements	Requirements Change	Changes in the system requirements that will demand redesign to the system.	Low	Catastrophic
12	Requirements	Scope Change	Changes in the scope that will impact the project timelines and deadlines.	Moderate	Serious
13	Technology	Database Underperformance	The database system cannot process target transactions as expected.	Low	Serious
14	Tools	CASE Tools Underperformance	CASE tools are performing poorly as developers use it.	Moderate	Tolerable
15	Tools	Tools Inefficiency	Staff cannot efficiently work with the provided tools .	Moderate	Tolerable
16	Tools	Tools Complexity	Tools need further configuration to be properly	Moderate	Tolerable

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			integrated per additional units.		
17	Budget	Project Budget Reduction	Reduction of budget impacts the overall project resources, process, and quality.	Low	Catastrophic

10 ISSUE MANAGEMENT

10.1 ISSUE LOG

All Issue management processes and resources are stored in the dedicated repository. The Issue log below is the current log maintained by the team with limited view.

Issue#	Category	Issue	Description	Status	Priority
1	Documentation	Document fields	Documents Templates are not properly set	Closed	Low
2	Documentation	Draft inconsistencies	Draft inconsistencies in UI prototype	Closed	Moderate
3	Meetings	Meeting platform	Online meeting platforms and recording assembly	Closed	Low
4	Documentation	Document formatting	Formatting is not properly established and issue with document deliverables	Closed	Low.

11 PROCUREMENT MANAGEMENT

11.1 DEFINE ROLES AND RESPONSIBILITIES

Roles	Responsibilities	Participants
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Team Lead	Is responsible for ensuring that all tasks are completed on time, they have authority to view, edit and order the tasks of each team member, working with the project manager to provide updates on project status.	Romeo Reforma
Project Manager	They supervise tasks, communicate effectively with stakeholders, and ensure that every aspect of the project is completed on time.	Josiah Hinghing
Scrum Master	Assists in supporting assembly for the broader team. He or she is dedicated to the lineout principles, but should also be adaptable and receptive to chances for the team to simplify its operations.	Jeff Kline Licayan
Quality Assurance	Responsible for product testing and quality control for the application. Assigned in documentation of Test Plan and other system features requirements.	Carl Amadeo
Senior Programmer	is in charge of creating, developing, and putting into use programs that meet the needs of the project.	Jerryvel Cabañero
UI/UX Designer	Responsible for Designing the Software Application from the product logo to the concept of the program. User Interface & User Experience Designs to the concept of the program.	Ma. Leahlyn Fernandez

11.2 CREATING A SCHEDULE

The team utilized the use of Visual Paradigm Online as the project management software for the Cook Tips Software Application. For the Project Schedule, see section 4.2.

11.3 IDENTIFY AND MITIGATE RISK

Risk Management log is maintained in Risk Log


- Risk associated with System Requirements
- System Security
- Time Span Estimation Risk
- Unseen System Error
- Expert Judgment

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12 COMPLIANCE RELATED PLANNING

Appendix A: Project Management Plan Approval

The undersigned acknowledge they have reviewed the Cook Tips **Project Management Plan** and agree with the approach it presents. Changes to this **Project Management Plan** will be coordinated with and approved by the undersigned or their designated representatives.

Signature:  Date: 11/25/22

Print Name: Romeo Reforma

Title: Cook Tips


Role: Team Lead

Signature: _____ Date: 11/25/22

Print Name: Josiah Hinghing

Title: Cook Tips

Role: Project Manager

Signature:  Date: 11/25/22


Print Name: Jerryvel Cabañero

Title: Cook Tips

Role: Senior Programmer

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Signature: _____ Date: 11/25/22
 Print Name: Jeff Kline Licayan
 Title: Cook Tips
 Role: Scrum Master




 Signature: _____ Date: 11/25/22
 Print Name: Ma. Leahlyn Fernandez
 Title: Cook Tips
 Role: UI/UX Designer

Signature: _____ Date: 11/25/22
 Print Name: Carl Amadeo
 Title: Cook Tips
 Role: Quality Assurance

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APPENDIX B: REFERENCES

The following table summarizes the documents referenced in this document.

Document Name and Version	Description	Location
<i>Software Requirements Specification (SRS)</i> <i>Version 1.1</i>	The specific requirements, or essential parts, for creating the application are listed in this document.	 SRS - Cook Tips.docx https://docs.google.com/document/d/1HHGinma2xwnRrAiBGCGf-6PN57gZ5xKL/
<i>Software Design Document (SDD)</i> <i>Version 1.1</i>	The application architecture and system designs are presented in this document.	 SDD - Cook Tips.docx https://docs.google.com/document/d/1j8SCX-7_uoGwtbOkCbWh1IOLJWz98pNI/
<i>Software Project Management Plan (SPMP)</i> <i>Template</i>	The template we are using as reference in creating the SPMP.	https://cebuinstituteoftechnology.sharepoint.com/:w:/r/sites/CP/E363-H2-C2-SoftwareDesign/_layouts/15/doc2.aspx?sourcedoc=%7B2CB916B0-AA64-475A-9E8A-D8566C06C9C1%7D&file=SPMP_Template.docx&action=default&mobileredirect=true&wdOrigin=TEAMS-ASSIGN-CLIENT.ASSIGN-STUD-VIEW-STUD

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APPENDIX C: KEY TERMS

The following table provides definitions for terms relevant to this document.

Term	Definition
Acquisition Strategy	- A comprehensive, integrated plan that identifies the acquisition approach and key framing assumptions, and describes the business, technical, product support, security, and supportability strategies that the PM plans to employ to manage program risks and meet program objectives.
Bugs	- A coding error in a computer program.
CITS	- Consultant Invoice Transmittal System
Constraint	- A constraint is an applicable restriction or limitation, either internal or external to the project, that will affect the performance of the project.
Debugging	- Process of finding bugs before users do.
Defect	- An imperfection or deficiency in a project component where that component does not meet its requirements or specifications and needs to be either repaired or replaced.
PM	- Project Manager
Stakeholder	- A person or organization that is actively involved in the project, and/or that could positively or negatively impact the achievement of the project objectives, and/or whose interests may be positively or negatively affected by the execution or completion of the project.
Traceability matrix	- A type of document that helps correlate and trace business, application, security or any other requirements to their implementation, testing or completion.