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| **Gamerfy Expo 2013 Website Development Project** |
| Project Plan v1.0 |
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|  |
| **The IT Group** |
| **Team Leader: Carley Payne**  **Technical Leader: Dylan Rooney** |
|  |
| **December 7th 2012** |

# Executive Summary

This document has been created with the purpose of dictating the standards to which The IT Group will adhere to whilst producing the Gamerfy Expo 2013 website.

The project plan describes issues related to the management of the Gamerfy Expo 2013 Website Project with relation to the developers and sponsors. This includes areas such as management objectives, risk management, schedule summary and budget summary.   
  
The development of the website will be required to be completed within 14 weeks after initiation, with a budget of $20,000.

The project will run from the 05/10/12 - 11/01/13. It has been scheduled to finish slightly earlier allowing for setbacks. The scheduled finish date is the 21/12/13. This gives just under three weeks flexibility for unforseen events occurring and delaying the project.

Upon completion, the project will produce a web based application that will be developed using PHP and linked to a MySQL database. The website will also be developed using HTML5 and CSS3 and their latest standards.

The IT Group will be using the waterfall methodology as it enforces discipline. Each stage must be completed before the next can begin, giving the project milestones and each area of the project a strict commencement and conclusion date. By using this methodology, progress can be monitored.

Also included are the Work Breakdown Structure (WBS), Activity List and Gantt Chart.

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# 1. Introduction

## Project Name

The name of this project is ‘Gamerfy Expo 2013 Website Development Project'.

## Project Description

The Gamerfy Expo 2013 Website Development Project has been initiated for the purpose of providing the general public with a website for the 2013 event. The Gamerfy 2013 expo is aimed at both local and worldwide game development companies to present their latest offerings to the gaming public, including game developers and enthusiasts. Attendees will have the unique opportunity to experience the newest video games, consoles, devices and accessories before their release.

The development of the website will be required to be completed within 14 weeks after initiation, with a budget of $20,000.

## Sponsor Name

The project is sponsored by Two Dogs Under: Russell Connor and Dante Roberts, EC Games and also Salter and Black.

## Project Team Details

The IT Group.

Team leader: Carley Payne

Technical leader: Dylan Rooney

## Key Deliverables

### Software

Upon completion, the project will produce a web based application that will be developed using PHP and linked to a MySQL database. The website will also be developed using HTML5 and CSS3 and their latest standards.

The software used will include Microsoft Project, Microsoft Word, Google Chrome, Firefox, Safari & Internet Explorer (for testing purposes), Adobe Photoshop, Adobe Illustrator, Adobe Dreamweaver, Xampp, Filezilla and cPanel.

### Technical Documentation

* Project Plan
* Gantt chart
* Risk management plan
* Quality management plan
* System requirements specification

# Management / Technical

## Management Objectives

The following section states and describes the project objectives, assumptions and constraints both managerial and technical.

### General Objectives

* All deliverables must be submitted by the due date.
* All deliverables, including both code and documentation must abide by the standards set in the Gamerfy 2013 quality management plan.
* Work will be scheduled by the development team in accordance to the Work Breakdown Structure (WBS) and Gantt chart supplied in this document.
* Project risks are to be assessed and documented. If risk occurs, action should be taken in accordance to the Gamerfy 2013 management plan.
* If a risk occurs, all clients should immediately be made aware of any possible delays to the project deliverables.
* All team meetings will be documented with agenda and meeting minutes.
* All team members are to produce work to the highest quality and standards at all times.

### Assumptions have been answered

* The entire project must be completed within 14 weeks of initiation. The 14 weeks includes the analysis, design, development, implementation and testing of the website. Also, this includes the site going live.
* A prototype of the website has already been created, The IT Group, needs to alter and add to this prototype to produce the required needs of the client.
* All clients will provide valuable feedback on project prototype(s) during development.
* The final solution must protect user’s sensitive and personal information, and encrypt all passwords.
* The online shopping cart is not linked to purchasing tickets as tickets are purchased through an external supplier.
* Users must be registered and logged in to view, add, delete and purchase items in their shopping cart.
* The website’s navigation menu will consist of the following pages; Home, Ticket Sales, Events, Exhibitors, Expo Information, Online Community Hub, FAQs and Contact Us.
* Software to be used will need to be purchased by The IT Group.

### Management Constraints

* The completed project plan and schedule must be delivered by 12/10/2012
* The coding of the web application should be completed by 02/12/2012 to allow three weeks of testing prior to the delivery date.
* The new website must be signed off by the client after completing a client acceptance test.
* The project must be completed by 11/01/2013.

### Technical Constraints

* The web application must be developed using the PHP programming language and connected to a MySQL database.
* The solution must have the ability to be accessed and fully functional on a mobile device.

## Project Controls

Project progress will be monitored in accordance to the Work Breakdown Structure (WBS) and Gantt chart supplied within this document. The Gantt chart will also be monitored each week and updated to ensure the projects progress in on time and on track.

A weekly meeting will be held for the team members to share their status of completed work and ensure the team members are on track. The minutes of each meeting will be recorded for future reference.

## Risk Management

The IT Group have produced a risk management plan to account for any possible risks which may occur throughout the project. The risk management plan outlines the actions which should be taken and by whom if a risk does occur. If throughout the project additional risks are identified, they will be added into the risk management plan, which is below:

|  |  |  |  |
| --- | --- | --- | --- |
| Risk name | Probability | Consequence | Action |
| Staff member becomes sick | 30% | Project falls behind schedule. | If a team member feels unwell, they should notify the project manager as soon as possible so other team members can take over. |
| Client delay with giving access to the prototype files | 50% | Delays the project. The mock-up cannot be started without the necessary files. | Contact the client. |
| Security testing failure | 15% | Website is insecure. | The problem needs to be fixed, and extra coding must be done. |
| Power failure | 2% | The project will be delayed. | Team members must pick up the slack, and if it must the project will run into the extra time before the delivery date. |

## Project Staffing

* Project analyser x 1
* Graphic Designer x 1
* Website Programmers x 2
* SEO Consultant x 1
* Tester x 2

## Technical Processes

### Project Methodology

The IT Group will be using the waterfall methodology as it enforces discipline. Each stage must be completed before the next can begin, giving the project milestones and each area of the project a strict commencement and conclusion date. By using this methodology, progress can be monitored.

The emphasis of requirements and design before writing a single line of code is beneficial as it reduces time wastage, schedule slippage, or of client’s expectations not being met. These stages include analysis, design, development, testing and implementation.

### Project Software

The following software will be used throughout the project:

* Microsoft Project
* Microsoft Word
* Google Chrome, Firefox, Safari & Internet Explorer (for testing purposes)
* Adobe Photoshop
* Adobe Illustrator
* Adobe Dreamweaver
* Xampp
* Filezilla
* cPanel

# Project Plan

## Statement of Work

### Scope of Work

The software to be developed will aim to provide insight and information for prospective and returning expo visitors about the upcoming and past Gamerfy events. The website will provide an online place to hang out and communicate with other Gamerfy visitors and enthusiasts.

The website will contain eight pages under the navigation menu. These are:

* Home
* Ticket Sales
* Events
* Exhibitors
* Expo information
* Online Community Hub
* FAQ’s
* Contact Us

As well as an online community hub, which will be an area for visitors to post questions for the Q&A sessions and online interaction with exhibitors and guests, the website will have the ability for the visitors to book and pre-purchase tickets and view package prices (via the external supplier Ticketek). An online shopping cart will also be available for visitors to purchase promotional products.

The events page will contain a list of activities that will be on offer throughout the expo. Expo information lists the “where”, “when” and “how to get there” of the expo.

The product must be search engine optimised (SEO) to ensure potential visitors of the site can easily find it. Further to this, the site must be fully compatible with mobile devices. This will include creating a sitemap and submitting this to the popular search engines. This includes mobile phones, tablets and laptops.

The website is required to have the ability for visitors to email queries, view a video promo and view a location map.

The design of the 2013 website must comply with the Gamerfy brand; however create its own unique identity.

Gamerfy already have website hosting and a domain name, so it does need to be out sourced by the IT Group.

For further information please see the project charter: <http://cit.wta.swin.edu.au/ict/@c4dmt/videoproj/bootstrap/docs/ProjectCharter_GamerfyExpo.pdf>

### Location of Work

The main location of work will be the Swinburne TAFE campus at Lilydale. Addition work required will be completed at the homes of The IT Group members.

### Period of Performance

Start Date: 05/10/2012

End Date: 11/01/2013

### Applicable Standards

All project deliverables must abide by the standards set out in the quality management plan.

### Acceptance Criteria

The project must adhere to the requirements outlined in the Gamerfy 2013 system requirements specification document. The project can only be deemed as a success once the client has performed and signed off the client acceptance test.

## Summary Schedule

The project will run from the 05/10/12 - 11/01/13. It has been scheduled to finish slightly earlier allowing for setbacks. The scheduled finish date is the 21/12/13. This gives just under three weeks flexibility for unforseen events occurring and delaying the project.

**Week 1: 5/10/12 – 14/10/12**

* Define Project Problem
* Meeting to discuss design
* Obtain necessary files from Gamerfy
* Create mockup

**Week 2: 15/10/12 – 21/10/12**

* Finalise design
* Client sign off
* Modify received files

**Week 3: 22/10/12 – 28/10/12**

* Modify received files

**Week 4: 29/10/12 – 04/11/12**

* Modify received files

**Week 5: 05/11/12 – 11/11/12**

* Modify received files
* Create new files and code

**Week 6: 12/11/12 – 18/11/12**

* Create new files and code

**Week 7: 19/11/12 – 25/11/12**

* Create new files and code

**Week 8: 26/11/12 – 02/12/12**

* Create new files and code
* Internal testing
* User acceptance
* Correct standards
* Link checking

**Week 9: 03/12/12 – 09/12/12**

* Performance testing
* Security testing
* Accessibility
* Browsers
* Mobile devices
* Client sign off

**Week 10: 10/12/12 – 16/12/12**

* Client sign off
* Upload to server
* SEO

**Week 11: 17/12/12 – 23/12/12**

* SEO

**Week 12: 24/12/12 – 30/12/12**

* Spare time

**Week 13: 31/12/12 – 06/01/13**

* Spare time

**Week 14: 07/01/13 – 11/01/13**

* Spare time

## Project Tools

### Work Breakdown Structure

Please refer to Appendix A.

### Activity List

Please refer to Appendix B.

### Gantt Chart

Please refer to Appendix C.

## Summary Budget

A budget of $20,000 has been set aside for the completion of the website. The following is a costing guideline for the distribution of the budget, with $500.00 to spare for some leeway.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item Number | Item Name | Item Description | Price | Qty | Total |
| 1 | Required software | * Microsoft Project * Microsoft Word * Browsers * Adobe Photoshop * Adobe Illustrator * Adobe Dreamweaver * Xampp * Filezilla * cPanel | $1,400.00 | 1 | **$1,400.00** |
| 2 | Project management | Labour | $40 | 80 hours | **$3,200.00** |
| 3 | Project analyser | Labour | $70 | 20 hours | **$1,400.00** |
| 4 | Graphic designer | Labour | $50 | 20 hours | **$1,000.00** |
| 5 | Programmer | Labour x 2 | $60 x 2 | 150 hours | **$9,000.00** |
| 6 | Testing | Labour | $60 | 45 hours | **$2,700.00** |
| 7 | SEO consultant | Labour | $800.00 | 1 | **$800.00** |
|  |  |  |  | **Total:** | **$19,500.00** |

# Glossary of Terms

**Activity List**: A comprehensive list including all schedule activities that are planned to be performed on the project.

**Application**: A program or group of programs designed for end users.

**Database**: A comprehensive collection of related data organised for convenient access, generally in a computer.

**Gantt Chart**: A Gantt chart is a type of bar chart that illustrates a project schedule.

**MySQL**: MySQL is a relational database management system (RDBMS) that runs as a server providing multi-user access to a number of databases.

**Methodology**: A system of methods used in a particular area of study.

**PHP**: An open-source, server-side scripting language. The language can be used to write programs (routines) that output code.

**Waterfall Method:** The waterfall model is a sequential software development process, in which progress is seen as flowing steadily downwards (like a waterfall) through the phases of Conception, Initiation, Analysis, Design (validation), Construction, Testing and Maintenance.

**Work Breakdown Structure**: A tool used to define and group a project's discrete work elements (or tasks) in a way that helps organise and define the total work scope of the project.

# Appendix A Work Breakdown Structure

### F:\Work Breakdown Structure.png

# Appendix B Activity List

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **1.0** | **Gamerfy 2013 Website Project** |  |  |
|  | **1.1** | **Planning** |  |  |
|  | **1.1.1** | **Analysis** |  |  |
| A | 1.1.1.1 | Define project problem | 3 days | - |
|  | **1.2** | **Initiation** |  |  |
|  | **1.2.1** | **Design** |  |  |
| B | 1.2.1.1 | Meeting to discuss design | 1 day | A |
| C | 1.2.1.2 | Obtain necessary files from Gamerfy | 3 days | A |
|  | **1.2.1.3** | **Mockup** |  |  |
| D | 1.2.1.3.1 | Create mockup | 2 days | B & C |
| E | 1.2.1.3.2 | Finalise design | 2 days | D |
| F | 1.2.1.4 | Client sign off | 1 day | E |
|  | **1.3** | **Execution** |  |  |
|  | **1.3.1** | **Development** |  |  |
|  | **1.3.1.1** | **Coding** |  |  |
| G | 1.3.1.1.1 | Modify received files | 14 days | F |
| H | 1.3.1.1.2 | Create new files and code | 21 days | G |
|  | **1.3.2** | **Testing** |  |  |
| I | 1.3.2.1 | User acceptance | 2 day | H |
| J | 1.3.2.2 | Correct standards | 2 day | H |
| K | 1.3.2.3 | Link checking | 2 day | H |
| L | 1.3.2.4 | Performance testing | 2 day | H |
| M | 1.3.2.5 | Security | 2 day | H |
| N | 1.3.2.6 | Accessibility | 2 day | H |
|  | **1.3.2.7** | **Compatibility** |  |  |
| O | 1.3.2.7.1 | Browsers | 2 day | H |
| P | 1.3.2.7.2 | Mobile devices | 2 day | H |
| Q | 1.3.2.8 | Internal | 2 day | H |
| R | 1.3.2.9 | Client sign off | 2 day | I, J, K, L, M, N, O, P & Q |
|  | **1.3.3** | **Implementation** |  |  |
|  | **1.3.3.1** | **Site goes live** |  |  |
| S | 1.3.3.1.1 | Upload to server | 1 day | R |
| T | 1.3.3.1.2 | SEO | 7 days | S |
|  | **1.4** | **Closure** |  |  |

# F:\Gantt Chart.jpgAppendix C Gantt Chart