

PROJECT INCEPTION

Project Plan

Our Vision

For everyone

who is interested in data and statistics.

Our MVC framework

extracts data from official websites and displays them in different forms to the user,

our product provides users a compilation of all data regarding their desired category,

thus ensuring ease of access and convenience whenever required.

Our Team

Our team consists of six members who are ready to tackle the project with high ambitions. Here is a brief description of the members who are involved in the project.

Name	How to Contact	Roles and Responsibilities
Mohammed Abidur Rashid	No/ hp: +971525204505 Email: mras0018@student.monash.edu	Development team <ul style="list-style-type: none">• Proof-read documents• Implement and test codes Quality Assurance Team <ul style="list-style-type: none">• Ensure project requirements are satisfied for each task and of quality.
Joel Yang	No/ hp: +60168827502 Email: jyan0115@student.monash.edu	Development team <ul style="list-style-type: none">• Proof-read documents• Test and implement codes• Front end development for applications
Yi Sen	No/ hp: +60127840078 Email: yooi0007@student.monash.edu	Scrum Master <ul style="list-style-type: none">• Ensure no interference with the project Development Team <ul style="list-style-type: none">• Front end development for applications Quality Assurance Team <ul style="list-style-type: none">• Ensure project requirements are satisfied for each task and of quality.
Chan Wai Han	No/ hp: +60122883683	Development Team

	Email: wcha0070@student.monash.edu	<ul style="list-style-type: none"> • Front end development for applications Quality Assurance Team <ul style="list-style-type: none"> • Ensure project requirements are satisfied for each task and of quality.
Khant Hla Shwe	No/ hp: +60166102733 Email: khla0002@student.monash.edu	Development Team <ul style="list-style-type: none"> • Manages files and documents in cloud storage. Quality Assurance Team <ul style="list-style-type: none"> • Ensure project requirements are satisfied for each task and of quality.
Jun Hoe San	No/ hp: +60146331666 Email: jsan0038@student.monash.edu	Product Owner <ul style="list-style-type: none"> • To review finalized functionalities of application • Clarifying the client's requirements for the team Development Team <ul style="list-style-type: none"> • Back-end development focus • Test and implement codes

Communication Method

Software	Justification
Whatsapp	<p>Everyone has a mobile phone number and has whatsapp as their default messaging app. It is free-to-use and has the functionality of starring important messages such as meeting dates, or important url links regarding the project.</p> <p>It can support group calls so emergency meetings can be held whenever.</p>
Discord	<p>A free-to-use application that most students have been using since the pandemic. A discord server is able to hold multiple texting channels for discussion on different topics. Besides that, it is able to create multiple group calls within the server itself. So group members who are doing different parts of the project can have their discussion in their own call. Group members can join back into a main call after finishing their own discussions.</p> <p>Furthermore, it is able to pin important messages in different text messages, which means important messages can be pinned by</p>

	its own category.
Zoom	All students and teachers have used this application for study-related sessions since the pandemic. Students and teachers are able to communicate without needing the phone number of each other. All they need is a zoom link created by the teacher, which is the host.

Progress Tracking

Software Used	Usage
Trello	
Git	

Process Model

In order to fulfill the requirements of our client, we will be making use of scrum methodology in order to complete the project. Scrum is very useful when it comes to satisfying the client with a product that is competitive, delivered on time, meeting the user requirements and includes features that even the client would not know they are looking for. As a bonus, there are no additional costs to the project. Having said the pros of scrum, the main reason it is a reliable methodology is because it ensures that the project can adapt if the client updates their requirements for the product which is very likely to occur in our project. Project backlogs used in this methodology ensure that the team fulfills the task to meet user requirements in a systematic way. We understand that not all aspects of this methodology can be applied in our scenario thus we decided to cut down some of the features due to their impracticality. These include:

- The daily scrum: This requires us to hold a meeting everyday for 15 mins which is not possible due to the workload from the other units.
- Regular collaboration with the client: Though we are not completely removing it from practise, we decided to slightly cut

down on it since our client can not collaborate as often due to the high number of projects that she is involved in.

Our Definition of Done

1. System works based on the client's requirements
2. System works in whole functions without bugs and errors
3. Website is reviewed by the Product Owner
4. Website is proofread by the quality assurance team
5. Newly added functionality is reviewed and accepted by the project owner
6. New features should not interfere with already existing features in ways where it disrupts the functionality of those features in one way or the other.
7. All the tasks that are not completed fully are considered as not done until all the definition mentioned above are met

Team Management

Our team will ensure that everyone receives a fair share in tasks in this project. We also understand that each member has their strengths and weaknesses, thus when allocating tasks, we all voluntarily opt in to perform a specific task, be it a function to be implemented in the system or parts of documentation. Since this is a team project, we make sure to collaborate as much as possible despite each member relying on individuality. In order to organise our tasks, we will be holding occasional scrum meetings to discuss task allocation and set deadlines. The details of the topics discussed will be documented in the file called "Meeting Minutes" which is located in the google drive, the link to which is provided in the readme.txt file in the git.

In order to keep track of the progress made in the project, we will be making use of Trello that will hold all the backlogs for our project in the form of user stories. Everytime our team has implemented a functionality that meets our definition of done, it will be marked off in the checklist and thus our team is aware how many features have been implemented and how many are yet to be. It also helps us shift focus to the tasks that are

on top of the priority list and has the added functionality of being able to add or remove user stories since it is a very likely occurrence depending on our client.

To keep track of the time spent by each member on the project, we will be keeping a rough estimate of the starting time and the finishing time, inclusive of the small breaks in between to not over complicate this process which could distract our main purpose of accomplishing the tasks provided. This data will be documented in a separate file that will show how much time each of us spent completing our parts in the project.

Risk Management

No	Risk Description	Likelihood	Impact	Severity	Owner	Mitigation action	Monitoring strategy
1	Unable to contribute <ul style="list-style-type: none"> - Team member falls sick due to covid vaccination - Team member contracting covid - Being absent to meetings due to family matters 	high	High	high	Joel Yang	- Other members to share his workload	<ul style="list-style-type: none"> - take precautions to maintain high personal hygiene - take precautions to adhere to the government SOP
2	Poor time management of individually allocated task <ul style="list-style-type: none"> - Ongoing project clashes with workloads of other course units 	medium	medium	medium	Mohammed Abidur Rashid	<ul style="list-style-type: none"> - Pre-allocate the team's time for working on the project - Planning and working on the project ahead of time 	<ul style="list-style-type: none"> - create multiple checkpoints for individually distributed tasks to make sure everyone is on track
3	Mental breakdown	Low	medium	low	Chan Wai Han	- Team members responsibility to give mental and emotional support by	- Update and keep in touch with the member's condition on a daily basis through communication

						encouraging and motivation each other - contact the university for mental counseling -distribute work accordingly to prevent getting overloaded with work	platforms
4	Technical faults - Project Data lost due to user error (unsaved data)	medium	high	high	Khant Hla Shwe	- Cloud platforms such as Google Drive and GitLab provided for team members to upload data for backup	- make use of google docs' autosave function
5	Communication barrier - Idea conflicts between team members on project specifications - Lack of team monitoring may cause	high	high	high	Ooi Yi Sen	- Team members have set up communication solutions such as a Whatsapp group to keep tight track of each others' daily work	- Team members organize weekly stand-up meetings to update each individuals' work progress and come to an agreement on any idea conflicts
6	End user having difficulty operating the implemented web page	medium	low	low	Joel Yang	- produce a user manual for client to understand how to navigate the web page	- assist the client in accessing and navigating the web page in sprint review

Stakeholder Management

The stakeholders play a major role in the progress of the project since they can directly or indirectly impact different aspects of it. Since they play an important role, it is important to keep track of their interests based on how much interest and power they have. Based on this we have generated the graph below that includes all the stakeholders that are part of this project.

