# Release plan

## Contents



## Introduction

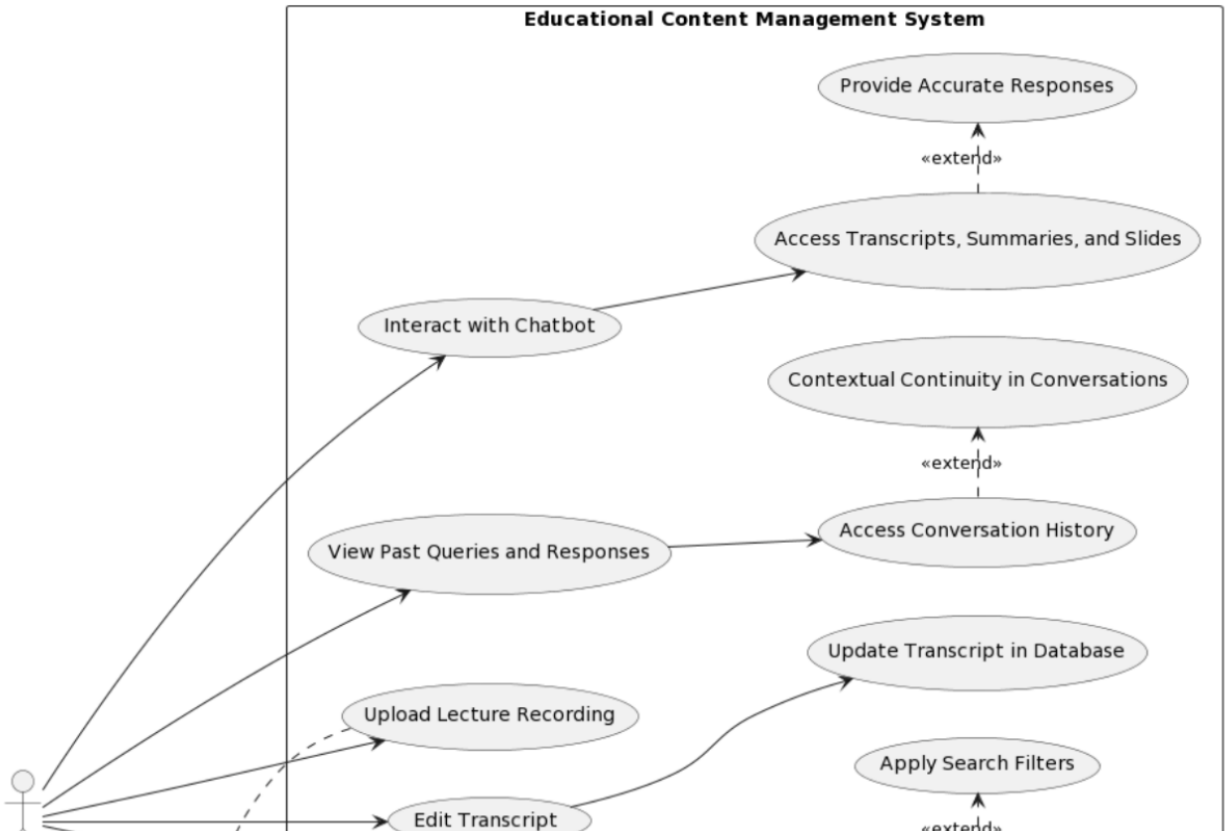
The Release Plan pertains to the deployment of an automated system developed by Nanyang Technological University (NTU) to address challenges associated with traditional note-taking methods in academic lectures. This document provides comprehensive information regarding the system, its purpose, scope, intended audience, and expected evolution. Additionally, it outlines security and privacy considerations associated with the system's use.

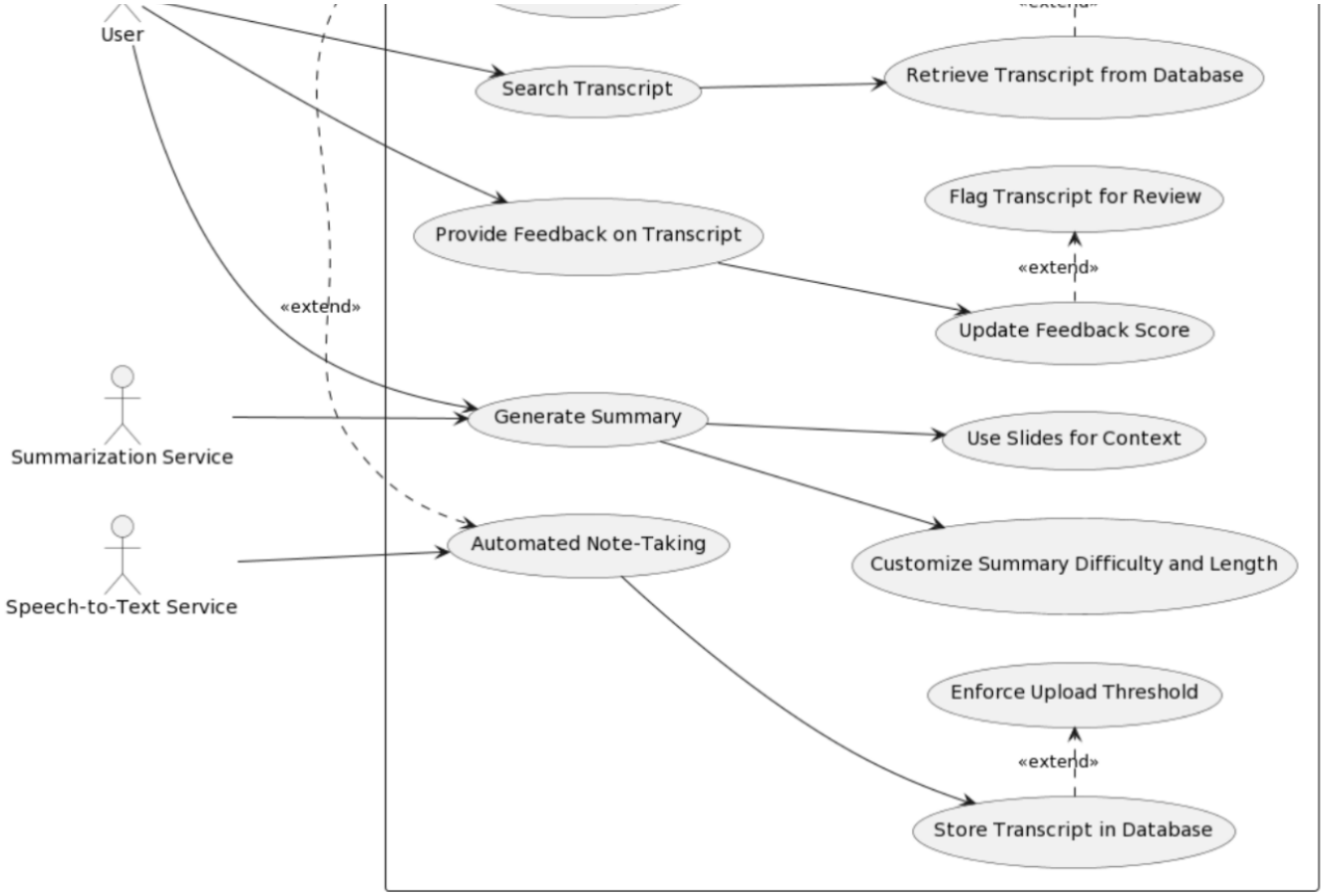
## Referenced Documents

| Document Number | Document Name |
|---|---|
| DOC001 | Project Management Plan |
| DOC002 | System Requirement Specification |
| DOC003 | Quality Plan |
| DOC004 | Project Plan |
| DOC005 | Risk Management Plan |
| DOC006 | Design Report on Software Maintainability |
| DOC007 | Configuration Management Plan |
| DOC008 | Change Management Plan |

# Overview

The system, developed by Nanyang Technological University (NTU), aims to address challenges associated with traditional note-taking methods in academic lectures. Through automation and integration of advanced technologies such as speech-to-text and AI, the system seeks to enhance the efficiency and effectiveness of lecture documentation and student learning experiences.






The development of the system has undergone iterative phases, with continuous refinement and enhancement based on feedback and evolving requirements. The high-level context diagram provided here illustrates the core components and interactions within the system, reflecting the latest updates and modifications to ensure alignment with current objectives and functionalities.

# Assumptions, Constraints, Risks

## Assumptions

The following assumptions are made regarding the release of the system:

1. The system's capabilities will meet the requirements specified in the System Requirement Specification document.
2. External circumstances such as network stability and availability of required APIs will not significantly impact the release of the system.
3. Dependencies on external systems for data exchange or integration will be resolved satisfactorily prior to release.
4. Staffing requirements for development, testing, and deployment will be adequately met.
5. Any divisional or group participation necessary for system deployment will be available as scheduled.

## Constraints

The following constraints may impact the deployment of the system:

1. Budget constraints may limit the scope of development activities or resources available for implementation.
2. Schedule constraints may affect the timeline for system deployment, potentially leading to delays.

### Risks

The following risks are associated with the release of the system:

1. Risk: Unforeseen technical issues may arise during deployment, leading to system downtime or functionality issues.
    1. Mitigation: A thorough testing strategy will be implemented to identify and address potential technical issues prior to release. Contingency plans will be in place to minimize downtime and restore functionality quickly if issues occur.
2. Risk: Insufficient user training may result in low adoption rates or user dissatisfaction.
    1. Mitigation: Comprehensive user training materials and resources will be provided, along with ongoing support to address user questions and concerns. Feedback mechanisms will be established to continuously improve user experience.
3. Risk: External dependencies, such as third-party APIs or integrations, may experience disruptions or changes, impacting system functionality.
    1. Mitigation: Regular communication and collaboration with external partners will ensure early identification of potential issues and prompt resolution. Alternative solutions or fallback options will be considered to mitigate the impact of external dependencies.

## Release Approach

### Rationale

The release approach is established based on several key factors and considerations:

1. The requirements outlined in the Requirements Document have been analyzed to determine the most effective approach for delivering functionality to end users.
2. The Project Management Plan, including the Financial Management Plan, Development Approach Plan, and Risk List, has been reviewed to ensure alignment with project goals and objectives.
3. Assumptions, constraints, and risks identified in the previous section have been taken into account to mitigate potential challenges during deployment.
4. Lessons learned from previous deployments have been incorporated to improve the effectiveness and efficiency of the release approach.

### Release Strategy

At a high level, the release strategy involves segmenting the delivery of the system into specific releases. The strategy may include phased function rollout/deployment or phased user base rollout/deployment.

## Release Content

The content of each release is meticulously outlined below, detailing the specific functionalities and features slated for delivery. These are mapped against individual requirements from the Requirements Document to ensure clarity and alignment.

| Release Version | Functionality | Description | Mapped Requirements |
|---|---|---|---|
| 1.0 | Automated Note-Taking | Introduction of speech-to-text technology to convert live lecture audio into accurate transcripts. | Req-01, Req-02, Req-03 |
| 1.1 | Transcript Management Database | Development of a database system for storing, retrieving, and managing lecture transcripts with advanced search functionalities. | Req-04, Req-05 |
| 1.2 | AI-Generated Summaries | Utilization of generative AI to produce succinct summaries of lecture transcripts, customizable by difficulty level and length. | Req-06, Req-07, Req-08 |
| 1.3 | Interactive Chatbots | Implementation of AI-powered chatbots for a personalized tutoring experience, allowing students to ask questions based on lecture materials. | Req-09, Req-10 |

This table provides a comprehensive overview of the planned functionalities across different releases, ensuring a structured approach to the system's development and deployment.

## Release Schedule

Below is the detailed schedule for the planned releases, each accompanied by significant milestones. This schedule provides a clear timeline for the rollout of system features.

| Release Version | Planned Delivery Date | Milestones | Notes |
|---|---|---|---|
| 1.0 | 2024-04-10 | Initial Deployment, User Acceptance Testing | Launch of the automated note-taking functionality. |
| 1.1 | 2024-04-24 | Database Integration Testing, Feature Enhancement | Enhancement release for transcript management database, focusing on integration and performance. |
| 1.2 | 2024-05-08 | AI Summary Testing, Feedback Collection | Introduction of AI-generated summaries, with emphasis on testing and gathering user feedback. |
| 1.3 | 2024-05-22 | Chatbot Deployment, System Finalization | Final release in this series, focusing on deploying interactive chatbots and concluding system testing. |

This schedule delineates the sequential delivery of system capabilities, facilitating a structured development and deployment approach.

## Release Impacts

The table below describes the impacts associated with each release, highlighting modifications to business processes, systems, and the anticipated benefits.

| Release Version | Business/System Impacts | Benefits | Goals/Objectives |
|---|---|---|---|
| 1.0 | Implementation of automated note-taking affects traditional note-taking processes. | Increase in note accuracy and reduction in manual labor. | Enhance the quality and accessibility of lecture documentation. |
| 1.1 | Introduction of a transcript management database impacts data storage and retrieval practices. | Improved efficiency in managing and accessing lecture transcripts. | Streamline transcript management and retrieval processes. |
| 1.2 | AI-generated summaries introduce a new study tool for students. | Provides customizable summaries for efficient revision and study. | Facilitate personalized learning and improve study efficiency. |
| 1.3 | Deployment of interactive chatbots changes the dynamics of student interaction with lecture materials. | Enhances student engagement and understanding of lecture content. | Simulate a personalized tutoring experience to support learning. |

This overview indicates how each release contributes to transforming the educational experience at the university, aligning with strategic objectives.

## Release Notification

The communication strategy for each release is outlined in the table below, detailing the stakeholders involved and the method of notification.

| Release Version | Stakeholders | Notification Method | Pre-Release Notice | Post-Release Summary |
|---|---|---|---|---|
| 1.0 | Students, Faculty | Email, University Portal Announcement | 2 weeks prior | Summary of new features and user guide. |
| 1.1 | IT Department, Faculty | Department Meeting, Email | 1 week prior | Overview of database enhancements and expected improvements. |
| 1.2 | Students, Academic Advisors | Workshop, Email Blast | 3 weeks prior | Invitation to workshops on utilizing AI summaries for study. |
| 1.3 | Students, Faculty, IT Support | Webinar, Newsletter | 2 weeks prior | Instructions on engaging with chatbots for learning support. |

This detailed communication plan ensures that all relevant parties are well-informed about upcoming releases and can prepare accordingly.

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