Project Management Plan
Lyst: Recipe

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INTRODUCTION

This project will result in the development of the Lyst: Recipe system, a system where users may enter a list of ingredients that they have available and will be given a list of recipes they could make with said ingredients. The user will select from abridged lists of ingredients to avoid validating user entry, and will be subject to several criteria such as food groups (meat, grain, vegetable, fruit, dairy), meal type (breakfast, lunch, dinner, appetizer, dessert), and required preparation time.

The Lyst: Recipe system is built on the concept of being a social network in that its content is heavily user-based. Recipes will initially be sourced by developers to ensure trusted content, but will eventually be more self-regulating by its users as the consumer base grows. This is done by allowing users to submit their own recipes as well as comment and rate existing ones. Recipes entered by developers from known sources (such as Food Network, allrecipes.com, or McCormick) will be marked as trusted, and user submissions will require a certain number of positive ratings to be marked as trusted in order to ensure a certain level of quality.

PROJECT MANAGEMENT APPROACH

The project team will consist of personnel from the CSCE 4901 Capstone course and includes Tristan Dang, Cassiee Latshaw, Eddy Rodriguez, and Dilip Shah. The project will be sponsored by David Struble. The team will require no further staff outsourcing. The Team Lead, Tristan Dang, has the responsibility of planning and managing this project according to this project plan. As per the course requirements: milestones, status reports, and deliverable due dates will be specified by the instructor.

Each deliverable has a specified lead who will focus their efforts on managing said deliverable. The project team will follow an agile development method with deliverables and software development, communicating with the Team Lead and specified Deliverable Leads during the process.

COMMUNICATIONS MANAGEMENT APPROACH

This section sets the communications framework for this project and may be updated as requirements change. It includes a communications matrix which defines the communication requirements of this project as well as expectations of said communications.

The Team Lead and specified Deliverable Leads will be responsible for ensuring effective communication throughout the development of this project as well as for each deliverable, ensuring that each gets completed and submitted in a timely manner. The communications matrix below will be used as the guide for what information to communicate, through what medium, when to communicate it, and whom the communication involves.

Communication Type	Description	Frequency	Format	Participants
Informal Update	Brief message pertaining to a minor update	As Needed	Text	Project Team
Design Inquiry	Question regarding an aspect of the overall system design or concept	As Needed	Text, Email	Project Lead
Deliverable or Software File	Transference of any files related to documentation or programming	Weekly	Email	Project Team
Weekly Status Report	Summary of project status	Weekly	In Person	Project Lead, Deliverable Lead
System Review	Review of any code or software	As Needed	In Person	Project Team

Figure 1: Communications matrix

PROJECT SCOPE

The scope of the Lyst: Recipe project includes the planning, design, development, and testing of a prototype iteration of the system. The scope of this project also includes the completion of several deliverables including Software Requirements Specifications, Design Document, Test Procedures, and a User/Maintenance Guide. Project completion will occur at the end of the spring semester, after the prototype iteration of the system has been successfully completed.

For the prototype iteration, recipes in the database will be primarily sourced from hardcoding by the project development team.

The Lyst: Recipe project will require the use of external webhosting and MySQL for database management, but no further outsourcing in terms of software or staff. Funding will not be required.

PROJECT SCOPE MANAGEMENT PLAN

Scope management for the Lyst: Recipe project will be the sole responsibility of the Team Lead. The scope of this project is defined by the Project Scope, Milestone List, and Schedule Baseline sections of this document, as well as the Software Requirements Specifications and Design Document deliverables, and will be established and approved in conjunction with the project team and Project Sponsor.

Proposed scope changes may be initiated by the Project Sponsor or any member of the project team. All requested changes will be submitted to the Team Lead and will be discussed within the entire team for evaluation. If the change is disagreed upon, then it will not be implemented. However upon universal acceptance, the scope change request will be sent to the Project Sponsor for final approval. If approved by the Project Sponsor, the project team will implement the change and the Team Lead who will update the schedule and all documentation and communicate the change to all stakeholders.

The Project Sponsor is responsible for formally accepting the project's final deliverable. This acceptance will be based on a review of all project documentation, prototype implementation, testing results, and completion of all tasks and product functionality.

RISK REGISTER

The Lyst: Recipe project runs the risk of being subjected to the time requirement imposed by the course. The scope of this project is limited to the amount of potential development that can be completed within the spring semester. Should this risk impede on the project team's ability to complete the goals set out by this document, any change requests or notifications will be sent to the Project Sponsor in accordance to the Project Scope Management Plan and Schedule Management Plan sections. An additional risk would be the scenario that a group member drops out from the CSCE 4901 course, as team personnel is inherently limited. Another risk would be running behind on any due dates or milestone goals, and will be fixed through proactive measures to mitigate these delays.

MILESTONE LIST

The below chart lists the major milestones for the Lyst: Recipe project. This chart is comprised only of major project milestones such as completion of a project phase or gate review. There will be smaller milestones which are not included on this chart but are included in the schedule baseline and Gantt chart in the following section. If there are any scheduling delays which may impact a milestone or delivery date, the Team Lead must be notified immediately so proactive measures may be taken to mitigate these impacts. Any approved changes to these milestones or dates will be communicated to the project team by the Team Lead.

Milestone	Description	Date
Complete Requirements Gathering	All requirements for the system must be determined to base design on	2/23/17
Complete System Design	Theoretical design for the software and its functionality must be set	3/20/17
Complete System Prototype	All coding for the database and web interface completed for prototype iteration	4/23/17
Complete Testing and Debugging	All database and user functionality tested and all identified errors corrected	4/30/17
Complete Documentation and Production	Completed software and documentation transitioned to operations group to begin production	5/4/17

Figure 2: Milestone table

SCHEDULE BASELINE

The Lyst: Recipe project schedule was derived from the initial requirements provided by David Struble with input from all project team members.

Task	Duration	Start Date	Due Date
Complete requirements gathering	9 days	2/13/17	2/23/17
Complete system design	17 days	2/24/17	3/20/17
Set up recipe database	6 days	3/17/17	3/24/17
Set up user database	6 days	3/17/17	3/24/17
Set up web interface	6 days	3/17/17	3/24/17
Link the recipe database to the web interface	6 days	3/25/17	3/31/17
Add trusted recipes to recipe database	6 days	3/25/17	3/31/17
Implement recipe search functionality	6 days	4/1/17	4/7/17
Implement user authentication system	6 days	4/1/17	4/7/17
Implement recipe posting functionality	6 days	4/8/17	4/14/17
Implement recipe commenting and rating functionality	6 days	4/8/17	4/14/17
Implement trusted-recipe marking algorithm	6 days	4/15/17	4/21/17
Complete system coding	2 days	4/22/17	4/23/17
Complete testing and debugging	6 days	4/24/17	4/30/17
Complete documentation and production	33 days	3/21/17	5/4/17

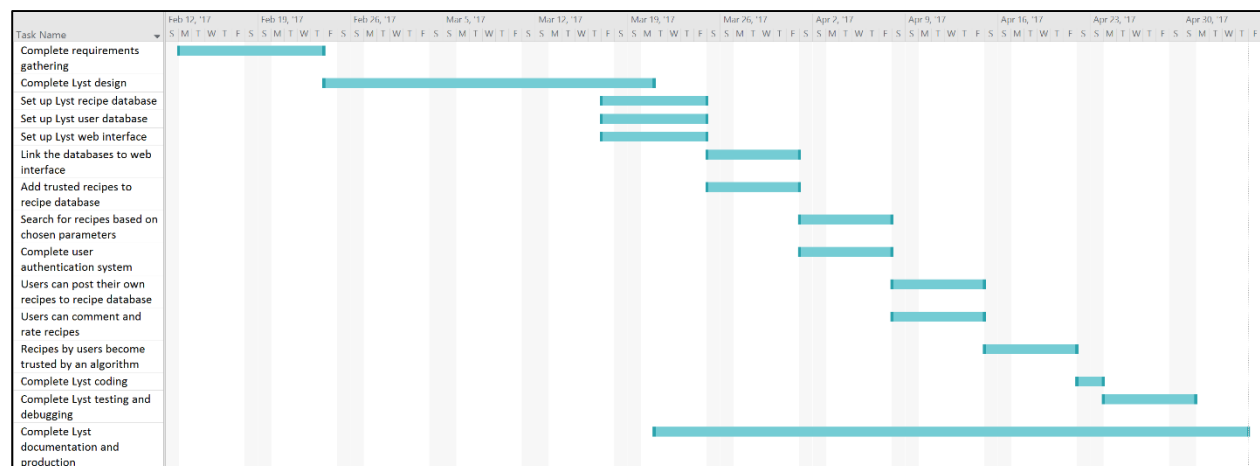*Figure 3: Project schedule table*

Figure 4: Schedule Gantt chart

SCHEDULE MANAGEMENT PLAN

The schedule will be maintained as a MS Project Gantt Chart by the Team Lead. If established boundary controls may be exceeded, a change request will be submitted to the Team Lead. The team will then collectively determine the impact of the change on the schedule, cost, resources, scope, and risks.

If the change is approved by the Project Sponsor then it will be implemented by the Team Lead who will update the schedule and all documentation and communicate the change to all stakeholders.

RESOURCE CALENDAR

The Lyst: Recipe project will require all project team members for the entire duration of the project (i.e. the spring semester). The project is scheduled to last 16 weeks. This project will not require any other key outside resources such as hardware or facilities. As the semester progresses, it is forecasted that there will be more external demands on the project team's individual schedules. This will be counteracted preemptively through planning with the Team Lead ahead of time, with at least one week of advance notice. Below is a table depicting each project team member's weekly availability. Actual hours allotted to working on the project are not limited to said table.
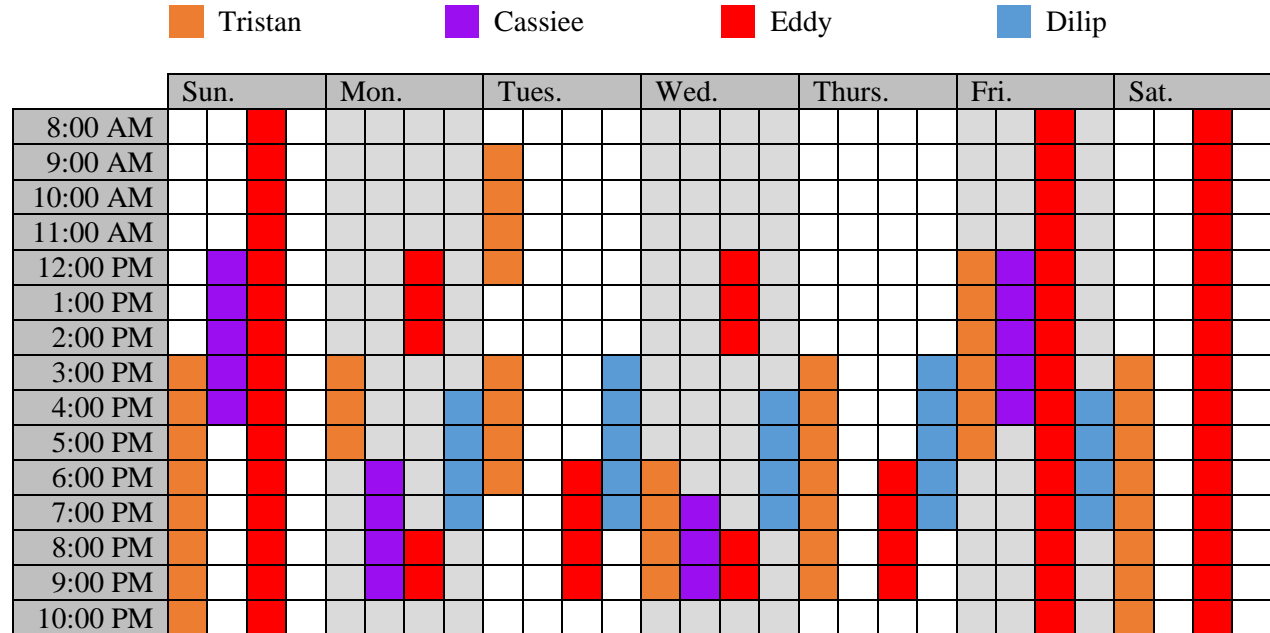
Legend: ■ Tristan ■ Cassiee ■ Eddy ■ Dilip

	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
8:00 AM							
9:00 AM							
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Figure 5: Weekly availability table

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SPONSOR ACCEPTANCE

This page is provided for the approval signature after document review from the Project Sponsor:

_____   Date: _____

David Struble
CSCE 4901 Course Instructor