|  |
| --- |
| Online Store Team |
| Project Plan Document |
| Version 3.3 |

**Revision History**

|  |  |  |  |
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| Version | Date | Author | Content |
| Draft | 9/27/2011 | Hien Nguyen | Draft Version |
| 1.0 | 10/4/2011 | Hien Nguyen | Update communication plan, configuration, change request management. |
| 1.1 | 10/10/2011 | Hien Nguyen | Update deliverable, mile stone. |
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# Introduction:

## Document Purpose:

This document is to establish reasonable plans for performing the software engineering and for managing the software project Online Store of Anh Quan Company

## Document Scope:

This document is to cover parameters of a project and to establish the appropriate project management and quality environment required to complete the project:

* Milestone of project planning
* Project Monitor and Control
* Deliverable planning
* Human resource planning
* Configuration Plan
* Risk Management Plan
* Change Management Plan
* Other Plan such as ( Each phase project plan )

## Document Reference:

|  |  |  |
| --- | --- | --- |
| No | Document Name | Description |
| 1 | Detailed Schedule 5.1 | Document describes Detailed Schedule for plan |
| 2 | Requirement Management Plan Document | Document describes plan and process to manage requirement phase |
| 3 | Architecture & Design Management Plan Document | Document describes plan and process to manage Architecture & Design phase |
| 4 | Implementation Management Plan Document | Document describes plan and process to manage Implementation phase |
| 5 | Testing Management Document | Describe plan and process to manage Test Phase |
| 6 | Measurement Plan | Describe plan to measure productivity, Quality, Risk Change… |
| 7 | Team Morale Measurement Document | Document describe how to measure Team Morale |
| 8 | Customer Survey | Document describes how to measure customer satisfaction. |
| 9 | Earn Value Report | Document describe earned value of project |
| 10 | Communication Management Plan | Define the communication information of online store project between project team, mentor and Customer |
| 11 | Quality Management Plan | Defines the activities to be performed in providing independent visibility into the quality of processes being used and products being built for the Online Store project |
| 12 | Configuration Plan | Manages all documents that are deliverable document and Working document |

Table : Project Plan Reference Document

## Definitions, Acronyms and Abbreviations:

|  |  |
| --- | --- |
| Term | Definition or Description |
| SRS | Software Requirement Specification Document |
| SDS | Software Design Specification Document |
| SAD | Software Architecture Driver Document |
| SAS | Software Architecture Specification Document |
| TCD | Team Charter Document |
| PCD | Project Charter Document |
| OSP | Online Store Project |

Table : Definitions, Acronyms and Abbreviations in document

# Project Definition and Approach:

This section will define:

* The Scope of the Online Store Project
* Identify the lifecycle and methodology to be used for developing Online Store project
* Identify Major Milestones
* List of Project Deliverable
* Identify project’s constraints
* Identify and describe the roles and responsibilities on the project
* Identify the resources needed for the project.

## Project Scope:

The Scope of this project is limited to the development of Online Store, based on overall project description.

* Online store system (OSP) is the process of buying goods and services from merchants who sell on the Internet. Shoppers (buyer) can visit web stores and choose the best products from many stores by the best price or the best services
* The Online store system consists of two part web application. The first part is used by Merchants and Shopper, remaining part is used by full web administrator.
* OSP consist of five modules :



Figure 1: Project Scope

## Project Development Lifecycle and Methodology:

This project will utilize an iterative development lifecycle model. The basis of this lifecycle model is that each iteration results in one or more deliverables. The nature of the iterations is that you begin by identifying a deliverable in the smallest or least detailed manner that will meet at least some of the customer’s needs, and continue to build upon initial iterations so that functionality grows with each a subsequent iteration.

This project will use a methodology from the Rational Unified Process (RUP). The RUP approach and the tailored approach are briefly described in the following table:

|  |  |  |  |
| --- | --- | --- | --- |
| Phase | Iteration | RUP Description of phase | Tailor version of RUP |
| Inception | Preliminary | * The inception phase must establish the business case for the system and delimit the project scope. * To accomplish this you must identify all external entities with which the system will interact (actors) and define the nature of this interaction at a high-level. * This involves identifying all use cases and describing a few significant ones. The business case includes success criteria, risk assessment, and estimate of the resources needed, and a phase plan showing dates of major milestones | * Developing plan for project, team charter, project charter. * Developers and Customer have a shared understanding of the system. * Get requirement in high level. * An initial risk assessment. * One or several prototypes * Define Architecture Driver * Plan for Testing |
| Elaboration | 1 | * Tighten up the architecture and plan * Discover the rest of the use cases * Continuing update project plan, risk assessment * Executable architecture prototype | Based on use case, and high level function , develop:   * Software Requirement Specification * Software Architecture Driver * Software Architecture Specification * Software Design Specification Document * Update Project Plan * Update detailed Plan for Testing * Implementation some clear use case |
| Construction | 2,3,4 | * All remaining components and application features are developed and integrated into the product, and all features are thoroughly tested * Develop supporting Documentation | * Software Design Specification final version * Package the deliverables to be constructed into work packages of functionality, testing them after release. * Test each work package against the specific requirements documented in the SRS and SDS that the work package was defined to address. * Plan and execute all tests after release. |
| Transition | 5 | * System testing * Acceptant testing * System deployment * Project Closure | * System testing after iteration all module * Acceptant testing * System Deployment * Project Closure |

## Project Major Milestone:

Online Store Project is going to kick-off on Sat 9/23/11 and complete on 30/04/12. The following table contains the major milestone of the project. But project restart on 11/26/2011

|  |  |  |
| --- | --- | --- |
| Phase | Start | Finish |
| Inception | 11/26/2011 | 12/22/2011 |
| Elaboration | 12/22/2011 | 1/10/2012 |
| Construction | 2/16/2011 | 4/25/2012 |
| Transition | 4/26/2012 | 5/2/2012 |

Table : Online Store Development Milestone

## Project Deliverables:

The deliverables of this project will be organized by managed control points into TFS system.

|  |  |  |
| --- | --- | --- |
| Delivered Title | Primary Producer | Description |
| Preliminary iteration | | |
| Team Charter Document (TCD) | Online Store Team | Document describes build team development and Norms in team |
| Project Charter ( PCD ) | Online Store Team | Document describes scope, stakeholder, human resource, and risk in initial project. |
| Project Plan Document (PP) | Online Store Team | Include all of the key elements of project planning |
| Software Requirement Specification document ( SRS ) | Online Store Requirement Team | Document describes High Level Requirement and about 40% use case, several prototypes. |
| Software Architecture Document(SAD) first version | Online Store Architecture Team | Including some architecture driver and constraints |
| Lesson Learn after each iteration | All Team Development | Document insights from all team member and how they solved problem |
| Test Plan | Online Store Testing Team | Document describes plan of testing OSP project |
| Acceptant Test Document | Online Store Testing Team | Document describes Acceptant test with High level Requirement |
| Iteration 1 | | |
| SRS final version | Online Store Requirement Team | Document describes all user requirements, use case and other in SRS |
| SAD final version | Online Store Architecture Team | Document describes all architecture driver of online store. |
| SAS final version |  |  |
| SDS initial version | Online Store Architecture Team | Document describes all architecture design of online store. |
| System Test document | Online Store Testing Team | Describe test case of System test |
| Acceptant test document | Online Store Testing Team | Describe test case of Acceptant test |
| Lesson Learn after each iteration | All Team Development | Document insights from all team member and how they solved problem |
| Iteration 2 | | |
| Module 1-Member | Online Store Implementation Team | Completed module Member for release 1 |
| Test Report | Online Store Testing Team | Result all testing approach |
| Lesson Learn after each iteration | All Team Development | Document insights from all team member and how they solved problem |
| Iteration 3 | | |
| Module 2-Manager | Online Store Implementation Team | Completed module Management for release 2 |
| Integration Test Plan Document and result – Module 1,2 | Online Store Testing Team | Plan for testing the integration of all the modules 1,2 |
| Test Report | Online Store Testing Team | Result all testing approach |
| Lesson Learn after each iteration | All Team Development | Document insights from all team member and how they solved problem |
| Iteration 4 | | |
| Module 3-Store  Module 4-Assessment  Module 5-Utilize | Online Store Implementation Team | Completed module Store & Assessment for release 3 |
| Integration Test Plan Document and result – Module 1,2,3,4,5 | Online Store Testing Team | Plan for testing the integration of all the modules 1,2,3,4 |
| Test Report | Online Store Testing Team | Result all testing approach |
| Lesson learn after each iteration | All Team Development | Document insights from all team member and how they solved problem |
| Iteration 5 | | |
| Acceptant test | Online Store Testing Team | Final review of the Online store product, associated Product Documentation, training materials and User Guide |
| User guide Document | Online Store Requirement Team |  |
| Lesson Learn after each iteration | All Team Development | Document insights from all team member and how they solved problem |
| Project Close-out Document | Team Leader | Documents the closure of the project, confirms the delivery of the product and releases the resources. |
| Project Monitor & Control | | |
| Weekly Report | Team Leader |  |
| Monthly Report | Team Leader |  |
| Team 360 Review | Online Store Team |  |
| Team Reflection | Online Store Team | Documented insights from the project, problems and how they were solved, another information worthy of passing on to Steering Committee and future project teams. |

Table : Online Store Development Deliverable

## Project Detailed Schedule:

Reference to Detailed Schedule Microsoft project ( *OSP\_PM\_Detailed Schedule Baseline\_5.1.mpp* )

## Project Constraints:

|  |  |
| --- | --- |
| No | Description |
| 1. | Team has eight humans resource to developing system. |
| 2. | Project’s timeline have thirty weeks to develop online store system |
| 3. | Team has three mentors. |

Table : Online Store Development Constraints

## Project Role and Responsibilities:

The following table defines the roles and responsibilities of individual and team for this project:

|  |  |
| --- | --- |
| Role | Responsibility |
| Project Manager | * Manage the Online Store project statement of work, Quality of Product * Primary interface between Team and customer, Mentors * Mange Project * Providing weekly report and monthly report * Mange Quality of process. * Document issues and lessons learned during development * Manage Training for Team. |
| Requirement Team | * Develop and document the Requirement for Online Store * Collaborate and Develop the Acceptance Test and training. * Provide requirement and architecture driver information and expertise to the Architecture team * Document issues and lessons learned during development * Document all minute of meeting |
| Architecture Team | * Develop and document the Architecture Design for Online Store * Collaborate and Develop the System test, Integration test, and training. * Provide architecture and design information and expertise to the developer team * Document issues and lessons learned during development * Document all minute of meeting |
| Implementation Team | * Develop Module for Online Store follow design * Develop Unit Test Plan for each module of the product * Collaborate and Develop the unit test, and training. * Document issues and lessons learned during development * Document all minute of meeting * Team responds on deployment |
| Testing Team | * Develop and document all related test phase. * Test and found defect in development team. * Perform test and report result for development team * Document issues and lessons learned during development * Test all deliverable * Document all minute of meeting |
| Team Writer | * Document all minute of meeting team |

Table : Online Store Development Role & Responsibility

## Project Human Resource:

The following table defines role and allocation that project need:

|  |  |  |
| --- | --- | --- |
| No | Role | Allocation |
| 1 | Project Manager | 1 |
| 2 | Mentors ( project consultant ) | 3 |
| 3 | Customer | 2 |
| 4 | Software Requirement engineer | 4 |
| 5 | Software Architecture engineer | 4 |
| 6 | Programmer | 5 |
| 7 | Tester | 4 |
| 8 | Team Writer | 1 |

Table : Human Resource

## Project Non-Human Resource:

|  |  |  |
| --- | --- | --- |
| No | Name | Description |
| 1 | Team foundation server | Team uses this server for managing source code, file, task and test. |
| 2 | Visual studio 2010 | Tool is used for connect TFS, programming, store file. |
| 3 | Microsoft Office 2010. | Tool support for project. |
| 4 | Meeting room | Each week, team must meet customer or mentor. Team needs a room for meeting. |
| 5 | Web server | Using for testing product. |

Table 8: Non-Human Resource

## Project Process:

### Requirement Process:

Reference to Requirement Management Plan Document

### Architecture & Design Process:

Reference to Architecture & Design Management Plan Document

### Implementation Process:

Reference to Implementation Management Plan Document

### Testing Process:

Reference to Testing Management Document

## Project Measurement:

In this project, Team’s Activity focus on Analysis and Measurement consist of: Quality, Productivity, Risk and Change, Customer Satisfaction, Team Morale, Historical Data Collection.

Reference to: Measurement Plan

### Team Morale Measurement:

Project Team use Team Survey to collect idea of team member two times a month

Reference to: Team Morale Measurement Document

### Customer Satisfaction Measurement:

Project Team use Customer Survey to collect satisfaction

Reference to: Customer Survey

### Historical Data Collection:

Project Manager collects all historical date that related to task of team member in each disciplines. So, have plan to using historical to apply for next iteration of project.

## Project Monitor and Control:

This project will be monitored and controlled by a using a select set of the Earned Value Management (EVM) metrics: Schedule Performance Index (SPI) and Cost Performance Index (CPI).

Data which describe in table below need to collect from TFS or Detailed Schedule of Team:

|  |  |
| --- | --- |
| Data Filed | Description |
| BCWS | Budgeted Cost of Work Scheduled. ... For a Resource, it is the rolled-up  Summary of a resource's BCWS values for all assigned tasks. |
| ACWP | Actual Cost of Work Performed during a given time period; money spent up  to the current date |
| BCWP | Budgeted Cost for Work Performed; Earned Value; the dollar amount of work that was actually accomplished.  BCWP = [Budget] X [Percent Complete] |
| CV | Cost Variance  (CV) = BCWP – ACWP |
| SV | Schedule Variance  (CV) = BCWP – BCWS |
| SPI | Schedule Performance Index (SPI = BCWP / BSWS)   * < 1, the project is underachieving * >1, the project is overachieving * = 1, the project is on plan |
| CPI | Cost Performance Index(CPI = BCWP / ACWP)   * < 1, the project is underachieving * >1, the project is overachieving * = 1, the project is on plan |
| BAC | Budget at Completion BAC = Final BCWS |
| EAC | Esitmate at Completion  EAC = ACWP + ((BAC - BCWP)/CPI |

Table : Earned Value Data Filed

Then is EV template :

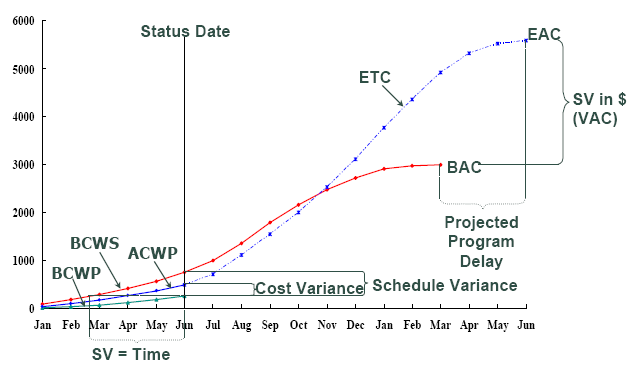
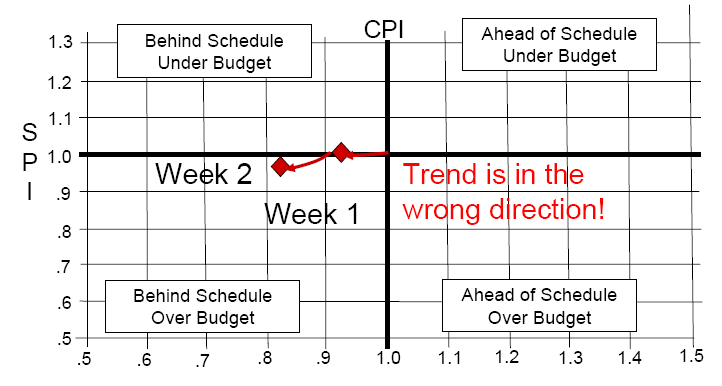


Figure : Earned Value Chart

Bull Eye Charts:



Reference to: **File Earned Value** to view detail EV of each week.

# Change Management Plan:

The change process establishes the programs expectations for handling change within the development lifecycle.

Changes can be requested by anyone within the Online Store project at any time. If the individual requests a requirement change, the team and the individual have to negotiate the conditions of the change.

|  |  |  |
| --- | --- | --- |
| Input | Change request activity | Output |
| * List change request. | * When a change request list which is fill out in a template are submitted into system tracking by any one. * Team lead gathers the leader phase in a meeting to evaluate the change request. * Steering Meeting to make decision about change request. * Update project plan | * Change project plan to perform change |

# Risk Management Plan:

## Risk Process:

Online Store project will be executed following a pro-active risk management paradigm prescribed, broadly following the risk management process as mentioned below:

|  |  |
| --- | --- |
| Step | Describe |
| 1 | Any member identifies risks, analyze risk and submit follow form before they become issues or problems. |
| 2 | Project Manager active and create steering meeting |
| 3 | Steering Meeting includes all members in team, and analyzes and proposes mitigation Plan and Contingency plan. On the other hand, if risk is not accepted, it will be rejected. |
| 4 | Track the execution of risk mitigation and risk contingency. |
| 5 | Closed risk if risk control well or risk didn’t happen |

Table : Online Store Describe Risk Management Process



Figure : Risk Management Process

## Analysis Risk:

Each Risk happen will be analyzed with Impact I and Probability P. We use Risk Score Matrix to calculate Risk Score. We use table below to analyze Impact of risk. The Risk Scores have been grouped into High – Red, Medium –Yellow, and Low – Green cells.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Objective | Non-Linear Scale | | | |
| Low  0.1 | Medium  0.2 | High  0.4 | Critical  0.8 |
| Schedule | < 5%  Schedule Slippage | 5-10%  Overall Project Slippage | 10-20%  Overall Project Slippage | > 20%  Overall Project Schedule Slips |
| Scope | Minor Areas of Scope are Affected | Major Areas of Scope are Affected | Scope Reduction Unacceptable to the Stakeholder | Project End Item is Effectively Useless |
| Quality | Only Very Demanding Applications are Affected | Quality Reduction Requires Stakeholder Approval | Quality Reduction Unacceptable to the Stakeholder | Project End Item is Effectively Unusable |

Table : Evaluating Impact of Risk on Major Project Objectives

All risk will calculate Risk Score and the priority determined follow table:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Probability | Risk Score = P x I (Priority | Risk Score) | | | |
| 0.9 | 12 | 0.09 | 8 | 0.18 | 4 | 0.36 | 1 | 0.72 |
| 0.7 | 14 | 0.07 | 9 | 0.14 | 5 | 0.28 | 2 | 0.56 |
| 0.5 | 16 | 0.05 | 11 | 0.10 | 7 | 0.2 | 3 | 0.4 |
| 0.3 | 18 | 0.03 | 15 | 0.06 | 10 | 0.12 | 6 | 0.24 |
| 0.1 | 20 | 0.01 | 19 | 0.02 | 17 | 0.04 | 13 | 0.08 |
|  | 0.1 | 0.2 | 0.4 | 0.8 |
| Impact on an Objective based upon the Top Ten List | | | |

Table : Risk Score for a Specific Task

# Quality Management Plan:

This Quality Management (QA) Plan defines the activities to be performed in providing independent visibility into the quality of processes being used and products being built for the Online Store project. QA primary activities to be performed include:

* Providing objective evaluation of processes and products against applicable standards and requirements
* Identifying non-conformances
* Providing timely quality status feedback to stakeholders
* Ensuring noncompliance issues are addressed.

This Plan is applicable to all project personnel performing the QA function.

Please reference to Quality Management Plan

# Communication Plan:

The purpose of the Communications Management Plan is to define the communication information of online store project between project team, mentor and customer. The Communications Management Plan defines the following:

* How project team communicated with customer and mentor.
* What information will be communicated
* How the information will be communicated
* Who does the communication

Reference to Communication Plan Document

# Configuration Plan:

The purpose of configuration manages all documents that are deliverable document and Working document. For detail, you can view in Configuration Plan Document

# Tool:

## Team Foundation Server:

The Team uses Team Foundation server to manage Project. Team Foundation Server will establish by server of Van Lang University. We use Microsoft Visual Studio 2010 will free license for student. To using TFS Server, Member will focus on some Work Item below:

### Task Items Guidance:

Team uses Team foundation server to manage all task in project. Then, below figure describes work flow of task from starting to ending.



Figure : Activity of Task work item in TFS

Note:

* When fill up form task, some constrained information such as: Title task, Assign to, State, Priority, Area, Iteration, Discipline, Original Estimate, Remaining work, Completed Work, Detail, Schedule (start date, end date).
* Detail Use Guide presented by video file.

### Change Request Items Guidance:

TFS allow project team manages all change requests well. From change request was born until CR closed. The related about Change request and old requirement or old plan, process…All of them also manages. Below figure is process managing change request in TFS server.



Figure : Activity of Change Request work item in TFS

Note:

* When fill up form change request, constrained information is include of: Title change request, assign to project manager, Area, Iteration, Priority, Detail, Analysis impact to another phase, Requirement ( if related ), Original Estimate.
* Detail Use Guide presented by video file.

### Risk Items Guidance:

Team use team foundation server to manage all founded risk in project. This system allows all of Change request are monitored, controlled by all of team members and Mentors. Each change request can manage from satus propose to closed.



Figure : Activity of Risk work item in TFS

Note:

* When fill up form Risk, constrained information is included of: Title Risk, Probability, Assign to project manager, priority, Original Estimate, Detail, Mitigation, area, iteration.
* Detail Use Guide presented by video file.

### Meeting Items Guidance:

Team uses TFS to notice all meeting and review have in project.



Figure : Activity of meeting work item in TFS

Note:

* When fill up form Meeting, constrained information is included of: Title Meeting (Meeting T# in DD-MM-YY, from HH: PP to HH: PP), Meeting Type: Meeting, Assign to project manager, Detail, area, iteration, attendees and minute is written by writer of team.
* Detail Use Guide presented by video file.

### Requirement Management Guidance:

Team uses team foundation server to manage all requirements related to feature of product.

### Testing Management Guidance:

Team uses Microsoft Test Manager and Visual studio 2010 to manage all test case and bug in project.

### Configuration Management Guidance:

Team uses Source Control of TFS Server to control all documentations, Product, Meeting Minutes…its focus everything base on SVC. Structure of Folder describe in Configuration Management Plan.

## Microsoft Visual Studio 2010:

Team uses this tool to develop and make some drawing architecture and detail design.

## Microsoft Visio 2010:

Team uses this tool to develop and make some drawing architecture, data flow…