**PROJECT PLAN**



**SRM System**

**HIT Team**

Consulting

Sales

Staffing

Support

Information of document

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# Introduction

## Overview

This section of the Software Project Management Plan (SPMP) gives an overview of the purpose, scope, and objectives of the project. It also contains the assumptions and constraints, the project deliverables, the summary of the schedule, and the plan for changing the SPMP.



## Scope and objectives

Student come to VLU yearly to perform admission procedures, they must bringing matriculated paper and other records to VLU. Firstly student have to pay the tuition at accounting agent and then go through take photograph, finally bring all to the faculty to complete admission process

The system does not manage the paying process, taking pictures; only manage the record submission process in the faculty.

Customers Want:

* Report about the number of received record to date for human resources office or managing board can see updated information promptly.
* The input records will be encrypted to management software student information, do not need to input again.
* The finding information faster without losing time as searches in paper or Excel file
* Statistics in the form of selecting a date, selecting faculty or by the total number of passing students

Software product SRM is developed to solve problems in current processes, as well as help users manage the profile of student at the university more effectively.

## Project reference

|  |  |  |
| --- | --- | --- |
| No | Document Name | Description |
| 1 | Detailed Schedule | 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 SRM 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 SRM project |
| 12 | Configuration Plan | Manages all documents that are deliverable document and Working document |

## Reference materials

* Project Plan Outline IEEE Template
* Anthony J. Lattanze, 2008, Architecting Software Intensive Systems

## Definitions and acronyms

|  |  |
| --- | --- |
| Term | Definition or Description |
| SRS | Software Requirement Specification Document |
| SDS | Software Design Specification Document |
| SAD | Software Architecture Design Document |
| TCD | Team Charter Document |
| PCD | Project Charter Document |
| SRM | Student Record Management |
| IEEE | Institute of Electrical and Electronics Engineers |
| CCB | Configuration Control Board |
| CM | Configuration Management |
| C&C | Component and Connector |
| DB | Database |
| LOC | Line of Code |
| OS | Operating System |
| SPMP | Software Project Management Plan |
| QA | Quality Assurance |
| SPMP | Software Project Management Plan |
| SRE | Software Risk Evaluation |
| TSP | Team Software Process for Education |

# Project organization

## Organizational structure

## Organizational Boundaries and Interfaces

The team will meet weekly with the mentor or customer to report progress and discuss changes and progress possible and discuss possible changes and amendments. Major changes will affect the important events or major changes will affect important events must be approved by the whole team. From these documents it will be important issues are all members agree.

## Roles and responsibilities

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

|  |  |
| --- | --- |
| Role | Responsibility |
| Project Manager | * Manage the SRM 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 | * Serve as the primary customer liaison * Develop and document the Requirement for SRM * Collaborate and Develop the Acceptance Test and training. * Produce requirement and architecture driver information and expertise to the Architecture team * Help to manage the change and evolution of the architectural drivers * Assist the quality engineer in coordinating architecture design review and in defining “black box” system or product tests |
| Architecture Team | * Responsible for overall system design * Provide enormous value throughout the system or product life cycle in managing change and evolution * Develop and document the Architecture Design for SRM * Collaborate and Develop the System test, Integration test, and training. * Provide architecture and design information and expertise to the developer team |
| Implementation Team | * Focus on detailed design * Develop Module, architectural elements for SRM follow design and integration of the elements to compose the system * Develop Unit Test Plan for each module of the product * Collaborate and Develop the unit test, and training. * 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 * Test all deliverable |
| Recorder | * Document all minute of meeting team * Document issues and lessons learned during development |

# Managerial process

## Assumptions, dependencies, and constraints

### Assumptions

The following assumptions will apply for the duration of the SRM project:

* The development team has enough experience to complete the whole project.
* The development team will learn and work together to accomplish the project.
* Success or failure of the project is based on performance relative to the development process, and not the actual customer deliverables.
* The customer will respond in a timely manner to all questions and requests for information.
* All team members are supposed to inform any critical situation which can affect to the project. Mentors will be available for support and counseling.
* Holidays: There are no holidays or other breaks observed during the implementation of this project.

### Constraints

|  |  |
| --- | --- |
| No | Description |
| 1. | Team has six humans resource to developing system. |
| 2. | Project’s timeline have eleven weeks to develop SRM system |
| 3. | HIT Team has one mentor. |

## Project Process:

### Testing Process:

Reference to Testing Management Document

### Project Monitor and Control:

### Requirements Phase

HIT Team will elicit the client and system requirements by analyzing SRM Business Process for the software development product and gather general information about the proposed project. Once HIT Team obtains and organizes all the requirements for the system, the scope of the project will be clearly defined. The output of this phase will be SRS.

### Architect Design Phase

During the phase, HIT Team creates the initial architecture and high-level design for the system. The high-level design document will be the deliverable.

### Implementation Phase

The exact number of iterations will be determined once the high-level design phase is in progress and a clear idea of the project implementation is available.

Each iteration will contain the following mini-phases:

* Detail Design
* DLD Review
* DLD Inspection
* Code
* Code Review
* Compile
* Code Inspection
* Unit Test

## Risk management

The team leader will generate a separate Risk Management Plan document.

Risks will be identified at the beginning of each phase and the team lead will assemble them into a prioritized risks list. That list will be published on the team’s project management website. During the weekly status meeting, the team members will raise risks and reassess the prioritized risks and if necessary, revise the list. HIT will use “Risk Statement.” Team members will determine mitigation plans for all identified risks and tasks that need to be completed and then these risks and tasks will be assigned as action items. The team will monitor high priority risks every week. All risks will be documented by the team.

Please reference SRM\_Risk Management Plan.doc

## Change Management Plan:

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

Please reference SRM\_Change Management Plan.doc

## 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 SRM 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.

## Communication Plan

* Team using Tortoise svn to manage document.
* At the day before meeting, all team members will be notice about time, place, content of the next meeting and everyone must be prepare for it.
* Every team meeting will be note at Meeting minutes
* Every week, team will conduct a weekly report

# Methods, tools, and techniques

The methods and techniques listed in this table will be evaluated and applied in specific areas of the project as appropriate:

|  |  |
| --- | --- |
| Category | Methods and Techniques |
| Requirements Elicitation | * Meetings * Questionnaires * Emails * Brainstorming |
| Formal Specification and Analysis | * Use cases to define requirements |
| Estimation | * Time Log method count to effort may be used for size estimation and project scope definition. |

|  |  |
| --- | --- |
| Category | Tools |
| * Operating System | * Windows 7 |
| * Development languages and databases | * Microsoft Visual Studio 2010: to code, manage all test case and bug in project * SQL Server 2008 |
| * Design | Microsoft Visio 2010: Team uses this tool to develop and make some drawing architecture, data flow… |
| * Document | * All document will be written using Microsoft Word |
| * Project Planning and Tracking | * Master Plan * Meeting Minus * Time Log |

# Schedule

The HIT planning manager will maintain the schedule in a master project. The planning manager will be responsible for gathering the individual tasks for each team member. Each team member will record all time spent working on the project by upping on SVN to the team leader by the deadline each week. This time will be recorded by the team leader. When the team goes more than two weeks without correcting any delays introduced into the schedule, members will either re-plan or take other corrective actions to ensure the team both has a reasonable schedule and follows that schedule. During each team meeting, the team meeting facilitator will go over the open action items and the support manager will modify or add to the action items database accordingly. Each team member is responsible for informing the planning manager of the updated schedule and status.

All meeting agendas and minutes will be recorded naming Meeting Minus document and will be available on the SVN team. The open action items will also be maintained on the SVN. When there are open action items, they will be reviewed during the team meetings and the client meetings accordingly and then updated online.

The project Schedule is referring to SRM\_Schedule.mpp file: