**Project plan for “July morning – party around the lake”**

**Group S**

**Group name:** Dream Team

**Students:** Angelica Rao – 2701871

Veselin Chumpalov – 2786877

Anzhelo Iliev – 2855569

Yordan Alipiev – 2764776

**Course:** ProP

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# Project Statement

## Formal Client

The formal client for this project is Mr. Vladimir Kabzar. He is the CEO of *“Global Solutions Incorporated”.* He has hired Dream Team to organize a social event for his company. He is the one who can make important decisions if necessary.

Contact information:  
Vladimir Kabzar  
Eindhoven, the Netherlands  
Email: v.kabzar@fontys.nl  
Phone: (+31) 6 5678 9988

## Project Leader

The project leader is Angelica Rao, a first-year student at Fontys University of Applied Sciences. She specializes in Information, Communication and Technology & Software Engineering in the English Stream of the University. She is responsible for all communication between the project participants and the external parties.

Contact information:   
Angelica Rao  
Eindhoven, the Netherlands  
Email: [a.rao@student.fontys.nl](mailto:a.rao@student.fontys.nl)  
Phone: (+31) 6 – 3844 7792

## Current Situation

There are many festivals in the Netherlands but none of them includes music, water and greeting the sun. Our client wants to establish а new cultural movement and show the Western Europeans some Eastern traditions in а fun remarkable way. He wants from us to organize the event, pick name and create the logo, the web page, the applications, any other software that might be needed and the payment methods which are necessary for the proper holding of the event.

## Problem Description

The client doesn’t have the opportunity to create the event by himself so he decided to ask for help from the Dream-Team. To establish such an event, we are required to begin a research in many spheres of the tourist, software and technology industry, to develop a general plan for the event, calculate the required resources and come up with a final product. To manage to do that we have to have many discussions with the client about his idea and what exactly he wants.

## Project Goal

The main goal of this project is to help organize a social event under the name “July morning – party around the lake”. Our team will provide all the software needed for the event. The final goal of this project is to have a working website through which users could buy tickets and reserve sports on the camping grounds. The website will be connected to a database and fully functioning. Another goal is to provide applications to be used as follows: at the entrance at the event, at the entrance of the camping, at the shops, at the stand for loaning materials, at the exit of the event, converter for the information from the PayPal-text-file to the database and an application for the organization to inspect the status of the event.

## Project Deliverables and Non-deliverables

**Deliverables:**  
- Name and logo for the team;  
- Wireframe and visual design for the website;  
- HTML, CSS, JavaScript and PHP code for all website pages;  
- Deployment of the site on a server;  
- Design for a database;  
- Implementation of the database on a DBMS;  
- An application to be used at the entrance of the event;  
- An application to be used at the entrance of the camping;  
- An application to be used at the shops;  
- An application to be used at the stand, where you can loan materials;  
- An application to be used when a visitor leaves the event;  
- An application for the organization to inspect the status of the event;  
- An application to convert the information in the PayPal-text-file to the database;  
- All relevant documentation, including: a setup document, a process report and a project plan;

**Non-deliverables:**  
- Funding for the organization of the event;   
- Catering;   
- Loan materials;

## Project Constraints

**Constraint 1: Time**  
The project must be finished within the given time frame, which is 18 weeks.

**Constraint 2: Quality**  
The project must match the expectations of the client. All the software should be fully functional and operational.

**Constraint 3: Ticket cost**  
The cost for the tickets for the event should be 55€.

**Constraint 4: Location**  
The event should take place at Camping “Park Kuierpad”.

**Constraint 5: Website requirements**The website should run on the Athena server of Fontys FHICT. It should be written in HTML, CSS, JavaScript and PHP.

**Constraint 6: Database**  
The database should be implemented on either Oracle or MySQL.

**Constraint 7: Windows applications**All windows applications should be programmed in C#, Java or C++.

**Constraint 8: Payment method**Payment could only be made with an event account.

**Constraint 9: Social network connectivity**During the event there should be a live feed from a social network, like Facebook, Twitter, LinkedIn etc., on the website and visitors of the event could post at any time.

**Constraint 10: Reserving a camping spot**Every spot can be booked for at most 6 people. Reservations can be made only for the whole weekend not for a single day. The price for reserving a camping spot is 30€ plus an additional 20€ for every guest.

## Project Risks

**Risk 1: A member of the team is unable to work in the development of the project**   
Probability: Low   
Impact on project: High   
Steps to prevent: Find reliable team members and have good communication.   
Clean up action: Ensure that other members from the team can substitute the missing person’s skills.

**Risk 2:** **Failing to deliver the requested products in time**Probability: Low  
Impact on project: High   
Steps to prevent: Build an organized project schedule and carefully assess development time.   
Clean up action: Revise project schedule, fit into shorter period of time and work efficiently. Do not deliver “could have’s” from MoSCoW.

**Risk 3:** **Conflict in choosing a way to approach a task**Probability: Medium  
Impact on project: Medium   
Steps to prevent: Keep in touch with the other team members and gather often to discuss how to undertake the given task.  
Clean up action: Gather all ideas for approach. Discuss it with the other members and decide which approach is the most efficient.

**Risk 4:** **Requirements are incomplete**Probability: Medium  
Impact on project: High  
Steps to prevent: To complete every required task in time a precise schedule with strict deadlines given from the team leader should be kept. Those deadlines should be before the deadlines given by the customer.  
Clean up action: If the task is not completed in the scheduled deadline, all team members gather and work on the given task so they can catch up.

**Risk 5:** **Client doesn’t accept the product**Probability: Medium  
Impact on project: High  
Steps to prevent: Lots and various questions should be thrown at the client so the team can have better idea of his expectations.  
Clean up action: If the client refuses the current product, changes according to his remarks should be made.

**Risk 6:** **Low team motivation**Probability: Medium  
Impact on project: Medium  
Steps to prevent: Every completed task or effort should be appreciated. A healthy team correlation should be kept.   
Clean up action: A short activity or speech to stimulate the other team members should be held.

**Risk 7:** **Making low quality decisions**Probability: Low  
Impact on project: Medium  
Steps to prevent: The team gathers often and discusses the benefits and the downfalls of the taken decision.  
Clean up action: If the current decision is not efficient and applicable a new decision should be made.

# Project Phasing

In this chapter we describe the phases of our project, with the activities and milestones. The total project will take 19 weeks to complete.

## Phase one – Initiation

This phase includes one activity, called “Project startup”.

**Activity: Project startup**  
Tasks:

* Interview with the client
* Organize the team and assign roles
* Pick a name for the team and create a logo
* Discuss the current situation, problems and desired end situation
* Set project goal
* Setup programming environment (Visual Studio, Brackets, NetBeans, MySQL, Filezilla, XAMPP)
* Kickoff meeting
* Process report
* Agendas

The estimated duration of this phase is two weeks.

Deliverables for **milestone 1** are:

* Name and logo for the team
* Detailed division of work amongst team members.
* Installed programming environments on all developers’ computers
* Project Statement of the Project Plan
* Progress for week 1 & 2 on the process report and agendas

## Phase two – Requirements & Design

Phase two consists of four activities - defining process requirements and scope of the project, creating a wireframe and site map for the website, developing the website’s front-end and creating a database design for the event.

**Activity: Define requirements & scope**Tasks:

* Create overview of requirements per application
* Make a MoSCoW list of requirements
* Traceability matrix
* Setup document
* Define phases of the project

The estimated duration of this activity is four days.

**Activity: Create wireframe & site map**Tasks:

* Discuss what should be included in the event’s website
* Create a logo for the event
* Make sitemap
* Make wireframe

The estimated duration of this activity is three days.

**Activity: Website front-end**  
Tasks:

* Write all HTML pages
* Write all CSS style
* Write JavaScript file
* Deploy on Athena server

Estimated duration for this activity is two weeks.

**Activity: Database Design**Tasks:

* Decide what entities will be included in the database
* Create an ERD, specifying identifiers, attributes, minimum and maximum cardinalities
* Implement the database in MySQL

Estimated duration for this activity is one week.

Deliverables for **milestone 2** are:

* Full list of requirements, including a MoSCoW and traceability matrix
* Event logo
* Sitemap
* Wireframe
* HTML files for all pages
* CSS styles for all pages
* JavaScript files
* Database ERD
* Setup document
* Project Phases of the Project Plan
* Progress for weeks 3, 4, 5 & 6 on the process report and agendas

## Phase three – Implementation

This phase includes developing back-end features of the website, making GUI designs, programming the functionalities for all applications and connecting them with the database.

**Activity: Website back-end**  
Tasks:

* Connect website to database
* Validate data with PHP
* Program functionalities which will extract/import data from and to the database

Estimated duration of this activity is two weeks.

**Activity: GUI design**  
Tasks:

* Using the requirements for each application, make a first draft of GUI designs for each application
* Discuss progress with client
* Make any changes to the designs if needed

Estimated duration of this activity is one week.

**Activity: Build applications**  
Tasks:

* Create UML diagrams for all applications
* Code all classes, objects, enumerators etc.
* Implement logics in the form

Estimated duration of this activity is two weeks.

**Activity: Connect with database**  
Tasks:

* Connect all applications with database
* Check if all data exchange is synchronized
* Fix bugs

Estimated duration of this activity is one week.

Deliverables for **milestone 3** are:

* Final version of website
* An application to be used at the entrance of the event.
* An application to be used at the entrance of the camping
* An application to be used at the shops
* An application to be used at the stand, where materials can be loaned
* An application to be used when a visitor leaves the event
* An application for the organization to inspect the status of the event
* An application to convert the information in the PayPal-text-file to the database
* Fully functional database, synchronized with all application that will import and extract data.
* Process reports on weeks 7, 8, 9, 10, 11 & 12

## Phase four – Testing

**Activity: Test website**  
Tasks:

* Test online booking
* Test payment data transfer from PayPal
* Test registration
* Test log in/log out
* Test all common functions and styles, such as resizing, mobile-compatibility, gallery, slideshows etc.

Estimated duration of this activity is one week.

**Activity: Test Windows Applications**  
Tasks:

* Test application at entrance of event
* Test application at the entrance of the camping
* Test application for the shops
* Test application at the stand, where equipment can be loaned
* Test application for leaving the event
* Test application for the organization to inspect the status of the event
* Test application which convert the information in the PayPal-text-file to the database

Estimated duration of this activity is two weeks.

**Activity: Test database**  
Tasks:  
Try to get information about:

* the number of visitors at the event can be retrieved
* the number of visitors who left the event can be retrieved
* the purchasing history of a visitor
* total balance of all event-accounts
* all occupied spots and their number of guests
* all free spots
* all the money spent in total at the event
* how many units of a certain article were sold

Try to store information about:

* PayPal transactions
* Renting equipment
* Visitor registration details
* Available camping spots
* Products in a shop

Estimated duration of this activity is two weeks.

**Activity: Test RFID chip**  
Tasks:

* Test if RFID chip is sending information to the database
* Test if all event account numbers are unique
* Fix bugs

Estimated duration of this activity is six days.

Deliverables for **milestone 4** are:

* Test report
* Process reports on weeks 13, 14, 15, 16, 17 & 18

## Phase five – Closure

Phase five has only one activity called “Finalize project”.

**Activity: Finalize project**  
Tasks:

* Present website to client, demonstrate purchasing a ticket and reserving a camping spot
* Demonstrate paying and renting equipment with bracelet
* Show how the organizers can track every movement during the event
* Present all relevant documentation to the client

Estimated duration is one day.

Deliverables for **milestone 5** are:

* A deployed system consisting of all windows applications, website and a database.

# Appendices

**Appendix A** – [Agendas](Agendas.docx)

**Appendix B** – [Process report](ProcessReport.docx)

**Appendix C** – [Setup document](SetupDocument.docx)