ELONIAH

PROJECT PLAN

LARP EVENT SOFTWARE SOLUTION

Version 2.0

GROUP 34

Dholon Akter | Nr. 3047040

Chanelle Hart | Nr. 3323781

Talia Santos | Nr. 3294579

Thanh Hoàng | Nr. 3353362

Fontys

Version History

Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
0.5	T. Santos	20th Feb	-	-	Rough draft
1.0	T. Hoàng	21st Feb	G. Hilderink	27th Feb	Project Plan V1.0
1.1	C. Hart	27th Feb	-	-	Altered info and set up
1.2	C. Hart	6th Mar			Additional details from mentor's advise.
1.3	T. Hoàng T. Santos D. Akter	6th Mar			Comments on changes to be made
2.0	C. Hart	6th Mar			Project Plan V2.0

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Introduction

The purpose of this project is to develop the requested software solution for an event, making it user friendly and easy to access records, transactions, users information, and overall data about the event. The intended audience of the 'LARP Event Software Solution' project plan includes the client, the project sponsor, the project mentor, and the project team.

The Client

Events International, a commercial company who specializes in organizing events, is organizing an event to make profit. Their representative for this project is André A. Postma. They requested the assistance of Eloniah Software Solution to handle the software aspect of the event.

The Team

The project leader of the group is Ms. Talia Santos. Her team consists of: Chanelle Hart, Dholon Akter, and Thanh Hoàng. They have enough experience to make a software solution for Event International.

(Contact information on page 14)

Event Description

The event will be a medieval LARP event (Appendix A). The event will take place during the weekend, and spans for 3 days. The event will be opened on Friday, 6th of July, 2018, in the afternoon at 1PM, and the closing ceremony will be held on Sunday, 8th of July, 2018 at 6 PM. Visitors must leave by 11 PM.

The visitor may buy a ticket on the website, of which they will receive a unique identity number and a temporary account for the event. The entrance price for the event is € 55,-; € 65,- at the entrance.

The visitor may rent a camping spot on the website as well, for the price of € 10,- for the whole weekend, not shorter or longer, and € 20,- addition per person; max 6 persons per camping spot. € 10,- will be added if the visitor did not pay in advance for the spot.

Upon entering the event, the visitor will be asked for their event account information and receive an RFID card/band that they may use to add event currency to in order to make purchases and rent items. There will be stalls with food and drinks to buy, and stalls with costumes, props (foam swords, staffs, shields, etc.), and phone charging cables to rent.

There will also be ATM machines located near the stalls, where the visitors may purchase event credit. Only event credit is used as currency for the event. Cash and credit/debit cards are not allowed. After the event, the remaining balances may be retrieved at the ATM machines.

As for the events, there will be shows: sword fighting, jousting, circus performances, a medieval skit, and horse races. Visitors may partake in various carnival games: dart throwing, archery, ball throwing, fencing against a professional, fortune telling, row-boating, tug-of-war, etc.

Special guests from the Game of Thrones series will be present at the event: Emilia Clarke, Kit Harington, Sophie Turner, Lena Headey, Maisie Williams, and Peter Dinklage.

Project Statement

In this document, we will provide the current situation, the client's proposed solution and goals, the project goals, the project approach, the constraints and risks, the phasing, the assumptions, the management approach, and the reference material in the appendices.

Current Situation

The event takes place on a big terrain with enough space for visitors, stages, tents, and other sections (Appendix B). Part of the terrain is reserved for the camping grounds, where visitors may stay for the night.

For profits, the funds will originate from visitors purchasing tickets to enter the event, buying food, drinks, or souvenirs, and loaning products, such as the costume booth, flashlights, cameras, etc.

Visitors will place the funds on their account in order to pay, and can rent a camping spot. Banks will place ATM machines on the terrain which allows visitors to deposit money on their account. These machines provide log files (Appendix C).

Problem Description

Because the events has started to attract more visitors, the client fears that it has become impossible to manage everything without a proper software solution. It takes a long time to go through a list of names in order to determine whether someone has registered in advance or not. This keeps up the line. Visitors are also complaining that they find it difficult figuring out which camping spot they rented.

They've received complaints from visitors who wanted more information in advance about the event. Apparently, flyers and social media does not provide enough information.

There has been times were false cash was accepted by mistake. Because the lines at the food and drink stalls are long, it's hard to keep track of what perks people have paid for. Phone chargers that were rented were rarely returned, and it's difficult to keep track of which stalls are making more profits, in order to help make better plans for future events.

Project Goal

The goal of this project is to provide a software solution that will solve the above problems. With this solution, the following goals should be met:

- Easily monitor visitors entering and exiting the event.
- Decrease waiting time in lines at the entrance, stalls, and rentals.
- Make it easier for visitors to register for the event and camping spots.
- Have ease of access to information pertaining to the event.
- Easily monitor the flow of the event currency through the stalls, activities, and ATM machines.
- Being able to easily monitor and access information pertaining to everything that is related to the event.

All of these goals should be user-friendly and should help make future events easier to manage.

Solution Description

Visitors will have ease of access to the provided website for the event. They can see all event details, prices, what to expect, and how to prepare. They can register for the event with their personal information, which gives them an event account. This event account has its own QR code which the visitor will present at the entrance of the event.

Visitors who want to rent a camping spot can visit the camping spot areas page on the website. The page will have the map of the camping area. The map will be interactive, displaying spots that are opened or reserved. The visitor may click on an open spot to make the reservations. The page will ask for the amount of visitors, as well as allowing an invite link. This link can be distributed to the other attendees by the visitor who requested the reservation. Other attendees must have registered for the event in order to access the camping grounds.

At the event, once the visitor's QR code has been scanned, their event account will be linked to an RFID card/band, provided at the entrance. Visitors who are registering or renting a camping spot at the entrance will be in a separate line. They can simply enter their details into the device, the account will be created, and then they will be provided with a card/band.

This card/band will be used for all transactions. Visitors can buy the event currency through the provided ATMs, strategically located near the stalls and at the entrance/exit of the event. They can use the card/band to purchase food, drinks, and miscellaneous, as well as renting costumes, chargers, etc.

Visitors can view their transaction history via the ATMs or via the website.

Upon leaving the event, the entrance employee will scan the visitor's card/band to verify if the visitor has returned their rented items. They will also check to see if there's event currency left over. The card/band will be returned with all data removed, leaving it clean for another visitor or event.

The event manager will have access to an application which monitors everything related to the event. There's an overview section on the app that shows a simple report. This shows the statistics of the event, which is better to analyze once the event is over. This application displays the stalls, events and activities, camping info, visitors info, and ATM logs.

The stalls section displays the upkeep, stock inventory, event currency exchanged there, and rented items. The events and activities section displays the schedules, status reports, and visitors who are attending. The camping info shows areas rented or opened, and those that were rented and are now opened, to check if a crew went to clean up the area. The visitors' info displays total visited, left, currently present, and status reports on problems, such as a visitor reporting that they lost their card/band.

Project Objectives

Deliverables

- Applications to be used at:
  - The entrance of the event
  - The entrance of the camping grounds
  - The shops
  - The loaning stands
- The application to be used to monitor visitors entering and leaving the event
- The application for the organization to inspect the status of the event
- The application to convert the information in the transaction-log-file to the database
- The fully functional website
- The database
- A presentation of the software solution
- The agenda's and minutes of every meeting
- The process report
- The setup document

Non-Deliverables

- The source code
- The website wireframe
- The static website
- The database design

Functional Requirements

- A website that informs people about the event and allows reservation of tickets and camping spots
- Applications that monitor visitors entering, exiting, and total visitors
- Applications that support the shops and the loan stands
- An application that allows the organization to get a clear status overview of the event:
  - Visitors' information (status, history, currently present/absent)
  - Statistics of finance, logistics, operations, and marketing
  - Camping bookings (locations that are reserved, opened, and occupied)
- An application that changes and retrieves the balance of the visitors based on the ATM log files
- Maintenance and updates are available for the website, applications and database

Non-Functional Requirements

- Responsive website that is compatible with mobiles, laptops, and tablets.
- Applications are compatible with windows 10 desktop devices.
- Database supports all applications.
- Easily modifiable for preferred user-interfaces.

Project Constraints

1. Project Funding

The client may not agree to the proposed budget for this project, which may reduce the expected quality of the project.

2. Time Constraint

The project must be completed within 19 weeks (2 blocks).

3. Application Constraint

Applications will be made for Windows devices.

4. Website Constraint

Website will be created for Google Chrome, Microsoft Edge, and Safari.

5. Knowledge Constraint

The software solution may require more knowledge than what was taught during the first year at Fontys.

Critical Project Barriers

Should any of these were to come to effect, the project plan will cease; to be discontinued.

- No project funds
- Natural disasters or acts of war

Project Risks

1. The computer, which is used to program applications, crashes

Probability: Low
Impact on project: High
Steps to prevent risk: Save the project on external device and/or upload to, for example, the git depository frequently.
Clean up action: If unsaved, simply restart the task. Will increase workload per hour.

2. Someone quits; leaves the project group

Probability: Low
Impact on project: Medium
Steps to prevent risk: Motivate each other to accomplish the goal. Have social interaction during meetings.
Clean up action: If someone leaves, work will be equally distributed to remaining members.

3. Miscommunication

Probability: Medium
Impact on project: High
Steps to prevent risk: Have frequent meetings and make sure everyone gives their feedback. Feedback and discussions help to resolve misunderstandings.
Clean up action: Compare notes. Retrace steps and get back on track.

4. Team's lack of knowledge on the deliverables

Probability: Low
Impact on project: High
Steps to prevent risk: Stay on track with school work. Research what is not taught but is required in the software solution.
Clean up action: Take time out to research the necessary knowledge required to complete the project goal.

5. Deadlines are not met

Probability: Low
Impact on project: Medium
Steps to prevent: Dedicate time to the project each week; roughly 4 to 8 hours.
Clean up action: reschedule to be delivered within 48 hours, once approved.

6. Budget estimates unrealistic

Probability: Low
Impact on project: Low
Steps to prevent: Include a financial statement in the project plan. Keep 10 to 15% margin of error on budget constraints.
Clean up action: Create a more budget friendly financial statement.

Project Phasing

In the following figure, we have an overview of the activities, their dependencies, the milestones and weeks required to complete each milestone.

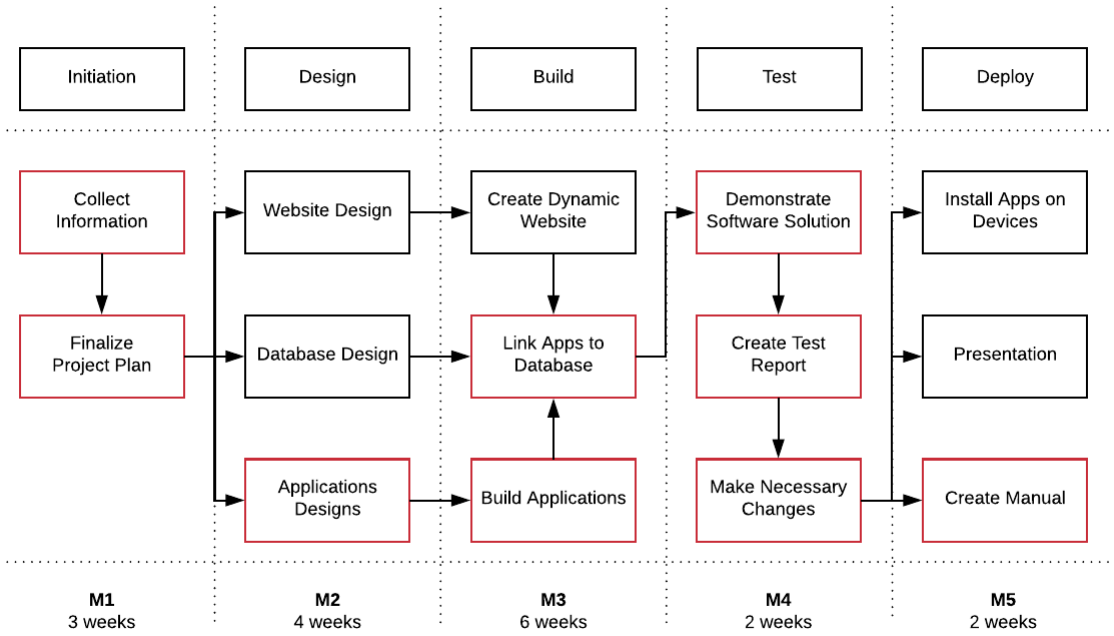

Figure 1. Activities with Critical Path

Phase 1: Initiation

Activity: Collect Information

1. Interview client
2. Discuss current situation, problems, and software solution
3. Set the project goal together with the client
4. Organize tasks in the team
5. Arrange future meetings

Activity: Finalize Project Plan

1. Present final project plan to client
2. Wait for approval
3. Receive go or no go
4. Receive payment

Deliverables for milestone **M1**:

- Project plan

Phase 2: Design

Activity: Website Design

1. Create wireframe
2. Ask client for comments
3. Create static website

Activity: Database Design

- Make the database design from model

Activity: Applications Designs

- Design the applications for:
    - The entrance of the event
    - The entrance of the camping grounds
    - The shops
    - The loaning stands
    - Monitoring visitors
    - Monitoring overall event
    - Receiving information from transaction-log-files to database

Deliverables for milestone **M2**:

- The process report
- The setup document (contains all designs)

Phase 3: Build

Activity: Create Dynamic Website

- Add dynamics to static website

Activity: Build Applications

- Proceed with the step-by-step process of creating an application

Activity: Link Apps to Database

- Proceed with the step-by-step process of linking apps to database

Deliverables for milestone **M3**:

- Applications prototypes
- Database prototype
- Unofficial website release

Phase 4: Test

Activity: Demonstrate Software Solution

1. Create presentation
2. Demonstrate the prototypes
3. Receive feedback

Activity: Create Test Report

1. Note down feedback
2. Create report
3. Give report to client

Activity: Make Necessary Changes

- Make the changes based on the test report

Deliverables for milestone **M4**:

- Test Report

Phase 5: Deploy

Activity: Install Apps on Devices

- Optimize devices for compatibility (if necessary)

Activity: Presentation

1. Create presentation
2. Set date to present and make preparations
3. Present to client and company

Activity: Create Manual

1. Create manual for applications and database
2. Verify with client if manual is understandable to read for all event workers
3. Deliver manual to client after making the necessary changes

Deliverables for milestone **M5**:

- All applications
- The database
- Fully functional website released
- Presentation of the software solution
- Manual

Project Management Approach

Roles and Responsibilities

Role	Responsibilities	Participant(s)
Project Sponsor	1. Ultimate decision-maker 2. Provide project oversight and guidance 3. Review and approve some project elements	André A. Postma
Mentor	4. Provides direction to Project Leader 5. Review project deliverables 6. Approves usage of ISSD equipment and makes suggestions	Gerald Hilderink
Project Leader	7. Manages project in accordance to the project plan 8. Provide overall project direction 9. Direct and lead the team members toward project objectives 10. Handle problem resolution	Talia Santos
Project Secretary	11. Maintain all records of the meetings 12. Sends emails on behalf of the Project Leader	Thanh Hoàng
Minute Taker	13. Takes the minutes at every meeting 14. Provides the minutes to all participants	Rotates among Project Team
Project Team	15. Understand the project goal and has the knowledge to carry out the project 16. Review and approve project deliverables 17. Provide knowledge and suggestions 18. Assure quality of products	Dholon Akter Chanelle Hart Thanh Hoàng Talia Santos
Subject Matter Experts	19. Lend expertise and guidance as needed	To be identified at a later date

Meeting Schedules

Meetings will take place weekly for the first 3 weeks, and then bi-weekly with everyone involved. Agendas will be distributed 24 hours before the meeting, and minutes will be distributed within 24 hours after the meeting took place.

Meetings that will take place with only the Project Team are yet to be decided.

Week	Date	Participants	Discussion Points
Block 1			
Free	Mon 12th Feb 2018	Team	1. Discuss logo and event idea
2	Tue 20th Feb 2018	Everyone	2. Introduction 3. Present logo and event idea 4. Ask advice for first draft of project plan 5. Ask client questions
3	Tue 27th Feb 2018	Team and Mentor	1. Present revised project plan 2. Final decision on ID type for event
3	Mon 5th Mar 2018	Team	1. Prepare setup document 2. Prepare website wireframe and design
4	Tue 6th Mar 2018	Everyone	1. Finalize project plan V2.0 2. Present to client for approval
4		Team	
5		Team	
6		Team	
6	Tue 20th Mar 2018	Team and Mentor	1. Update status: setup document 2. Ask mentor for advice
7		Team	
8	Tue 3rd Apr 2018	Everyone	1. Finalize deliverable for block 1 2. Get feedback from client 3. Ask mentor for advice
8		Team	
9		Team	
10	Tue 17th Apr 2018	Everyone	Present deliverables for block 1
Block 2			
11		Team	
12		Team	
13	Tue 8th May 2018	Everyone	1. Present prototype of applications, website, and database 2. Receive feedback from client and mentor
14		Team	
15		Team	
16	Tue 29th May 2018	Team and Mentor	1. Present unofficial deliverables to mentor 2. Receive feedback
16		Team	
17	Tue 5th Jun 2018	Everyone	Final meeting for feedback
Presentation			
18		Team	
19	Tue 19th Jun 2018	Everyone	Present software solution

Methods of Communication

There will be a bi-weekly status report on how the project is going. This report will be emailed to the Project Sponsor and Mentor. The status report will entail:

- Summary of tasks completed between the last report and current report date.
- Summary of tasks and goals completed during the 2 weeks.
- Summary of issues that were encountered and resolved during the 2 weeks.
- Division of work among the Project Team

Everyone has access to the git folder: https://git.fhict.nl/I390396/ProPGroup34
It's the responsibility of everyone to check the git folder on a daily basis for updates.

There will be bi-weekly meetings (after 3 weeks of consecutive meetings). Every member of the Project Team will be invited to participate in the meeting. The Project Leader will send the status report to each member of the team before the meeting so everyone can review it in advance.

Contact Details

André A. Postma
Events Specialist
Events International
Rachelsmolen 1
5612 MA Eindhoven
Tel : 088 508 0000
a.postma@fontys.nl

Talia Santos
Project Leader
Eloniah Software Solutions
Rachelsmolen 1
5612 MA Eindhoven
Tel: 088 508 0000
t.dasilvasantos@student.fontys.nl

Assumptions

1. Eloniah is a software solutions company that has been in existence for over 5 years.
2. The source code is copy righted and is solely for Eloniah to modify. If the company requests for modifications to the applications, they will have to request Eloniah to make the changes, instead of finding another company.
3. The budget plan is accurate.
4. The company has received an event permit from the government to carry through with the activity.

Appendices

Appendix A: LARP Definition - Wikipedia

“A live action role-playing game (LARP) is a form of role-playing game where the participants physically portray their characters. The players pursue goals within a fictional setting represented by the real world while interacting with each other in character.”
< https://en.wikipedia.org/wiki/Live_action_role-playing_game>

Appendix B: Map of Camping Area

Appendix C: ATM Log

At certain moments, the bank will send a log file to the organization of the event with information about the most recent deposits. The structure of such a log file is as follows:

```
<<bank-account number of the organization>>
<<date and time of the start of this period>>
<<date and time of the end of this period>>
<<amount of deposits>>
<<user account number “space” money in euros>>
<<user account number “space” money in euros>>
. . .
. . .
. . .
<<user account number “space” money in euros>>
```

An example of such a log file is:

```
NL91 ABNA 0417 1643 00
2017/08/01/16:13:03
2017/08/01/16:14:25
8
41356 25.00
345 60.00
73567 77.00
244 12.50
345 20.00
3966 20.00
61167 45.25
644 50.00
```