# 

# 

Oasis

PROJECT PHASE

Version 1.0

12/02/2017

VERSION HISTORY

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version #** | **Implemented**  **By** | **Revision**  **Date** | **Approved**  **By** | **Approval**  **Date** | **Reason** |
| 1.0 | Martin Savov | 19/02/2017 | Emin Thaqi | 22/02/2017 | Need to make a project plan before we can start working on the project |
| 1.1 | Joseph Winterdal | 10/03/2017 |  |  | Made updates to layout and some text |
| 1.2 | Whole Team | 21/03/2017 |  |  | Updating the Project Plan further |
|  |  |  |  |  |  |

**TABLE OF CONTENTS**

[**1**](#_1fob9te) **INTRODUCTION 4**

1.1 Purpose of Project Management Plan 4

**2** **EXECUTIVE SUMMARY OF PROJECT CHARTER 4**

[2.1 Assumptions/Constraints 4](#_2et92p0)

[**3**](#_tyjcwt) **SCOPE MANAGEMENT 4**

3.1 Work Breakdown Structure 5

[3.2 Deployment Plan 4](#_1t3h5sf)

[3.3 Change Control Management 4](#_4d34og8)

[**4**](#_2s8eyo1) **SCHEDULE/TIME MANAGEMENT** 6

[4.1 Milestones](#_3rdcrjn) 7

[4.2 Project Schedule](#_26in1rg) 7

[4.2.1 Dependencies](#_lnxbz9) 7

[**5**](#_35nkun2) **COST/BUDGET MANAGEMENT** 8

[**6**](#_1ksv4uv) **QUALITY MANAGEMENT** 8

[**7**](#_44sinio) **HUMAN RESOURCE MANAGEMENT** 8

[**8**](#_2jxsxqh) **COMMUNICATIONS MANAGEMENT** 8

[8.1 Communication Matrix](#_z337ya) 8

[**9**](#_3j2qqm3) **RISK MANAGEMENT** 9

[9.1 Risk Log](#_1y810tw) 9

[**10**](#_4i7ojhp) **ISSUE MANAGEMENT** 9

[**11**](#_1ci93xb) **PROCUREMENT MANAGEMENT** 10

**APPENDIX A: PROJECT MANAGEMENT PLAN APPROVAL 11**

[**APPENDIX B: REFERENCES**](#_3as4poj) 12

**APPENDIX C: KEY TERMS 12**

**APPENDIX D: SUMMARY OF SPENDING 12**

# INTRODUCTION

## PURPOSE OF PROJECT MANAGEMENT PLAN

Within this document we will describe how we will go about completing the project “Oasis”. In it you will find constraints, milestones and everything a project plan should have. We will use this project plan as a guideline for how we will go about implementing our deliverables.

# EXECUTIVE SUMMARY OF PROJECT CHARTER

Provide the client with a working website where you can register for an event-account which you can deposit money on and find out information of event location etc. Deliver applications to be used at shops and stands. Deliver application that is to be used at the entrance and exit of the event.

## ASSUMPTIONS/CONSTRAINTS

We assume that the client has sufficient funds and will be able to handle the cost of the project. Time is also always a constraint and we hope to finish the project before agreed delivery date. So a constraint is that we don’t have control the cost over time of the development, if the time for a certain is exceeded the cost is going to increase. Security of the personal data of the customers and the applications is a possibility that we have to prevent in all cost. Also, the links with PayPal have to be secured from both sides of the companies. Another assumption is that the expected outcome is going to be the same as expected along with the quality of the project.

# 3 SCOPE MANAGEMENT

The scope of our project includes planning, designing, testing and developing of our application. The scope also includes a user manual to be used in conjunction with our application.

The situations that are out of our scope are the weather, because we can’t predict the how the weather will turn out on the weekend of the event and if it rains for example we assume that the event organizers do not leave the computers in the open and cover them etc. We won’t be responsible for the training of using our application by the cashiers at the ticket area. The subject that is out of our scope is the PayPal management of the servers. Another example of something that we don’t have control over is safety of visitors.

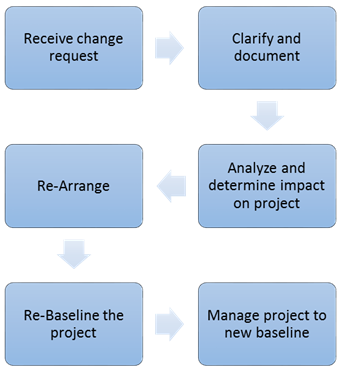
## 3.1 WORK BREAKDOWN STRUCTURE

|  |  |  |
| --- | --- | --- |
| **Level 1** | **Level 2** | **Level 3** |
| 1 Oasis event application and website | 1.1 Starting up | 1.1.1 Interview  1.1.2 Determine goal  1.1.3 Gather team  1.1.4 Determine Language  1.1.5 Divide tasks among team members |
|  | 1.2 Designing | 1.2.1 Research designs  1.2.2 Gather all designs which we could use  1.2.3 Decide which implications and designs we are going to use  1.2.4 Make class diagrams  1.2.5 Make diagrams for the methods we want to implement |
|  | 1.3 Programming | 1.3.1 Implement classes  1.3.2 Make methods for said classes  1.3.3 Use GIT to find any small bugs  1.3.4 Fix bugs |
|  | 1.4 Testing | 1.4.1 Research existing testing methods  1.4.2 Design a test plan  1.4.3 Execute test plan  1.4.4 Record all successful tests and failed tests  1.4.5 Make a list of needed improvements  1.4.6 Make a test report  1.4.7 Write user manual  1.4.8 Test Manual  1.4.9 Improve Manual |

## 3.2 DEPLOYMENT PLAN

* Install applications on the computers at the event.
* Make sure the applications are connected to the database.
* Make sure the employees know how to use the applications and answer any questions they have

**3.3** **CHANGE CONTROL MANAGEMENT**



The organization that is hosting the database server is Fontys. They are responsible for the maintenance of their database so that we can create our tables and store information about the customers at any time. Another organization is responsible for hosting our site and publishing it online. We have to be sure that the website is going to be in the web and hosted for the entire period till the event is over. Furthermore the servers should be able to take heavy loads of incoming customers for the event because we have a limited timeframe for ticket bought from the site and on spot.

# SCHEDULE/TIME MANAGEMENT

Establish a baseline within the first two weeks of the project and monitor progress against the baseline on a weekly basis. The Project Manager will be responsible for ensuring the project schedule is updated with the latest information and never more than three business days out of date. The project leader will ensure that the tasks are completed weekly. The manager will make sure that the work of the employees is on schedule. If the employees fail to do so, the manager will make sure that the task is completed in 2 working days and thus update the schedule.

## 4.1 MILESTONES

The table below lists the milestones for this project, along with their estimated completion timeframe.

|  |  |
| --- | --- |
| **Milestones** | **Estimated Completion Timeframe** |
| **Phase 1: Organize Phase (M1)** | Approval managing meetings and communication with external organization, that provide services.  Finishing the preparations and instructions of the program’s goals and deliverables.  Requirements of the developers to set up a good environment for them to do their work. |
| **Phase 2: Design Phase (M2)** | Design software architecture, the design of the database, the framework that is going to be essential for the development of the website.  All the listed required to be determined before the start of the developing processes. |
| **Phase 3: Build Phase (M3)** | Creating the applications for the PayPal machines that are located in the event. Develop the application for late sign in’s when the event has already started. Establishing a database and creating a link between all the other applications, including the website. |
| **Phase 4: Test Phase (M4)** | Testing if all systems are communication properly, if we encounter a problem or a bug, measures have to be taken for fixing all problems. We have to test the website if it is suitable with a large variety of mobile devices. |
| **Phase 5: Deployment (M5)** | Delivering the programs, website and database to the event that provide great performance. |

# COST/BUDGET MANAGEMENT

Hristiyan Tarnev is responsible for the budget plan and allocation of general expenses, taxes, services and all kinds of money flow, regarding the project or the company itself. For instance, making decisions like where money should be spent on new equipment for the company and when it should be saved for other purposes with higher priority, is called budget management. The operation of the budget phase should be consistent during the whole process.

# QUALITY MANAGEMENT

Hristiyan Tarnev will perform a quality control audit at the end of every phase. That step should take three days to complete, and is included in each phase’s time frame.

# HUMAN RESOURCE MANAGEMENT

Emil Karamihov such as identifying a surplus or shortage of human resources in any given phase of the project and relocating people as necessary. One of the constraints detected is that the skillset required for the development of the application; the schedule and time management can provide a clear view of a lack of performance, in case that constraint becomes an issue.

# COMMUNICATIONS MANAGEMENT

Emil Karamihov - the chairman is assigned with the goal of updating the means of communication (phone numbers, emails, social media addresses and mailing addresses) and relaying information to the team. The current state of the project will be updated at all times, and the communications management ensures that each step is relayed by the team member’s e-mail, as to give a clear view of the project’s status. The presiding officer of an assembly, meeting, committee, or board.

## COMMUNICATION MATRIX

|  |  |  |
| --- | --- | --- |
| **Stakeholders** | **Name** | **E-mail address** |
| **Steering Person** | Emin Thaqi |  |
| **Project Team** | Martin Savov | savov.martin@student.fontys.nl |
|  | Joseph Winterdal | j.winterdal@student.fontys.nl |
|  | Hristiyan Tarnev | hristiyan.tarnev@student.fontys.nl |
|  | Emil Karamihov |  |

# RISK MANAGEMENT

Martin Savov, programmer, is assigned as risk, issue and procurement management analyst. The risk management plan consists of keeping the team up to date via communication management, providing the team leader with the proper tools to deal with risk assessment, relaying those risks **as soon as possible,** so minimize possible constraints on the time of budget available.

## RISK LOG

**Risk 1**: Customers that are not prepared for the water sports

· **Probability**: Medium

· **Impact**: High

· **Steps to prevent**: Giving a trial version of the app to the customers; conduct several testing steps for the app

**Risk 2**: Nature

· **Probability**: Medium

· **Impact:** High

**Risk 3:** A team member getting sick

· **Probability:** Medium

· **Impact:** Medium

· **Clean-up action:** give the sick team member a couple of days off

**Risk 4:** Occurrence of an incidents

· **Probability:** Very Low

· **Impact:** Very High

· **Clean-up action:** hire a replacement

**Risk 5:** Floods

· **Probability:** Very low

· **Impact:** High

· **Clean-up action:** Make sandbag barriers around the lake

**Risk 6:** Not enough time

· **Probability:** Low

· **Impact:** Depends on how important it is to finish the project on time

· **Solution:** Spending more work hours on the project, or hiring temporary members.  
· **Prevention:** Discussing with the client (before taking on the project) how long we expect it to take.

# ISSUE MANAGEMENT

Martin Savov, programmer, is assigned as risk, issue and procurement management analyst. The issue management plan consists in providing solutions together with the team for the most expeditious solution of occurring issues. Each issue must assessed, at most, with a one day delay, as to minimize constraints, with the solution relayed to the team immediately after**.**

# PROCUREMENT MANAGEMENT

Each team member shall be provided with a computer, software development kits for C# language and if necessary, training for the upcoming project. Each team member must procure said training, if necessary, prior to the start of this project, informing the team if that is not possible.

**Appendix A: Project Management Plan Approval**

The undersigned acknowledge they have reviewed the *Oasis* **Project Management Plan** and agree with the approach it presents. Changes to this **Project Management Plan** will be coordinated with and approved by the undersigned or their designated representatives.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: | 12/02/2017 |
| Print Name: | Emil Karamihov |  |  |
| Title: | Programmer |  |  |
| Role: | The Chairman, Secretary |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: | 12/02/2017 |
| Print Name: | Martin Savov |  |  |
| Title: | Programmer |  |  |
| Role: | Project Leader |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: | 12/02/20178 |
| Print Name: | Hristiyan Tarnev |  |  |
| Title: | Ph. D. Programmer |  |  |
| Role: | Budget Manager, Quality Manager |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: | 12/02/2017 |
| Print Name: | Joseph Winterdal |  |  |
| Title: | Programmer |  |  |
| Role: | Human Resource, Time Management, Control Management |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: | 12/02/2017 |
| Print Name: | Emin Thaqi |  |  |
| Title: | Mentor |  |  |
| Role: | Client, Coach |  |  |

**APPENDIX B: REFERENCES**

The following table summarizes the documents referenced in this document.

|  |  |  |
| --- | --- | --- |
| **Document Name and Version** | **Description** | **Location** |
|  |  |  |

**APPENDIX C: KEY TERMS**

The following table provides definitions for terms relevant to this document.

|  |  |
| --- | --- |
| **Term** | **Definition** |
| Device/Hardware | **RFID - chip** (Radio-frequency identification) used for identification and paying in the event |
|  |  |
|  |  |

**Project Phasing :**[..\Phasing.mpp](../Phasing.mpp)