Rachel Dupuy

Abstract

Set up a project (e.g. create timeline, add resources, identify major tasks, establish reporting requirements, etc.

Logbook Year 2

Option 1 Task 2

# Introduction

This document will outline a plan for a project that I delivered myself. It will describe the scope, overview, and timeline of the project as well as any plans for communication amongst stakeholders and any risks that I may encounter.

The project outlined in this document is a part of an ongoing process to migrate ITRIS applications into one place. It involves re-writing and re-arranging code so that it is more efficient and all contained in one place.

The project involves updating and modifying existing Doogle and Dmaps code. Dmaps is a program that allows users to view a map, of a particular plot of land. The coordinates used in Dmaps are in a particular geodetic system exclusive to Ireland, therefore they cannot be used in applications such as Google and Bing Maps. Thus, the Doogle program takes these coordinates and converts them into WG84, the universal geodetic system that is utilised for GPS. These converted coordinates can be then inserted into Google and Bing Maps to be located.

This document will describe the process involved in planning each aspect of this project, from meeting with stakeholders, outlining resources and requirements, defining and designing each feature, to testing and deployment.

# Project Scope

The project scope aims to provide in a clear and concise manner, an outline of the project to be performed. This includes the team assigned to complete the project, the expected start and end dates, a short background to the project, resources available to develop the project and the deliverables expected at various stages of the project. When writing a Project Scope document, it is important that I considered the following:

* **The Information delivered is clear and comprehensive.** This is the document that outlines the project fundamentals. Therefore, it must be understandable to its audience (Stakeholders), so that they have a clear picture of what the project is about and what it will entail.
* **Deliverables are clearly defined.** These are the deliverables that the team will utilise in other documentation and throughout the project to ensure that deadlines are met. Therefore, it is important that I have clearly outlined the key deliverables in the first document.
* **Any resource requirements are considered.** These are any resources that will be required to complete the project and can range from finances and external labour that may be required. Therefore, it is important that they are clearly defined as early as possible in order to ensure that they can be acquired in a timely manner.

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| **Project Title:**  DMaps/Doogle Migration Application | **Project Start Date:** 12/06/2024 |
| **Project Manager:** Brendan McEntee | **Estimated Project End Date:** 12/07/2024 |
| **Date Prepared:** 12/06/2024 | **Project Risk Level:** Low |
| **Team Members**   * Rachel Dupuy | |
| **Purpose of Project**   * Contain all application code in one application. * Add additional functionality to existing application | |
| **Background**  Currently, the organisation is in the process of migrating all applications into one single organisational application. As part of this, aspects of the ‘Doogle’ application must be updated and re-arranged. These aspects include code to capture coordinates and to redirect to a separate website when a certain button is clicked. It would be preferred if the coordinates were captured and converted using a dedicated js library, Proj4js, in a Bootstrap modal within the currently active application instead of running a separate application to do the same thing.  The ‘Doogle’ application is an application, that allows users to view a map of a specified area and select coordinates from this map. From this map, they can navigate to a separate webpage, by the click of a button, on which they can convert coordinates and then view them on Google and Bing Maps. | |
| **Deliverables**   * Updated Doogle application * Bootstrap Modal for conversion of coordinates * Testing Scripts | |
| **Stakeholders**   * Development team * Development team managers | |
| **Resource Requirements**   * The IT team must maintain the existing ITRIS and DMaps infrastructure whilst the project is taking place in order to minimise any changes to the existing code for this as the project should mainly focus on updating and modifying the current Doogle program. | |

# Project Overview

The Project Overview is a more detailed version of the project scope. It also includes project goals and the objectives to be completed to deliver these goals. More importantly, it also includes any risks, obstacles and assumptions that may impede the timely completion of the project. When writing a Project Overview document, it is important that I considered the following:

* **More detailed information is provided.** The project goals and objectives are based off the deliverables outlined in the Project Scope document. It is important that these deliverables are expanded on, and additional information is provided in this document, as these are the fundamental objectives of the project and they will evolve and be expanded on as project development progresses and further documentation is written, therefore, it is essential that this development is documented.
* **Results are defined.** This is the first time in the project management documentation that the intended results of the project are documented, therefore it is important that they are clearly defined for the target audience (stakeholders).
* **Risks fully outlined.** These are any risks that may impede the timely completion of the project. It is important that these risks are documented for the project stakeholders to view and plan for, in order to ensure that the project is completed in a timely manner.

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| **Project Overview** | **Project Title:** DMaps/Doogle Migration Application | **Project Manager:** Brendan McEntee |
| **Scenario**  The Organisation Software Development Unit is in the process of moving all of its applications into one single application. One such application is the ‘Doogle’ application. At present, the application allows users to choose coordinates from a map and navigate to a website, which is run by a separate application, to convert the coordinates so they can be viewable in Google and Bing Maps. It is required that the ‘Doogle’ application is updated so that it is all contained in one single application. | | |
| **Goal**  Update an application so that all its components are in one single application. | | |
| **Objectives**   * Meet with project manager to discuss and outline project. * Design the DMaps/Doogle application updates. * Develop updates for DMaps/Doogle application. * Design test scripts for DMaps/Doogle application features. * Test the DMaps/Doogle application features. * Deploy the updated DMaps/Doogle application. | | |
| **Results**   * Fully functional DMaps/Doogle application. * DMaps/Doogle application features are contained in one single application. | | |
| **Risks/Obstacles/Assumptions**   * The DMaps/Doogle application is functioning correctly. * The Project Manager will be able to form a team to develop the application. | | |

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# Gnatt Chart (Timeline)

The Gnatt chart document is a document that outlines a timeframe for completion of all milestones in the development of the project. These milestones are derived from the deliverables, goals and objectives outlined in the Project Scope and Project Overview document. When designing a Gnatt Chart, it is important that I considered the following:

* **Milestones and timeframes clearly defined.** This is the document that will be consulted by the team at any meetings/conferences when discussing the project progress. Therefore, it is important that all milestones and timeframes are clearly defined so that the team can clearly map their progress.
* **Milestones are realistic.** These are the milestones that the team will try to complete in developing the project. Therefore, it is important that any milestones outlined this Gnatt chart are realistic and reachable in the timeframes described.
* **Colour-coded:** This will separate each milestone into distinct colours, a specific colour scheme is associated with each milestone. This is important so that is readable and easier on the eye. Therefore the team can distinguish clearly between milestones in the calendar.

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# Project Resource Plan

The project resource plan outlines how all resources will be used throughout the course of the project. These resources are derived from the resources outlined in the Project Scope document as well as objectives, goals and deliverables defined in the Project Scope and Project Overview documents. When writing a project resource plan, it is important that I considered the following:

* **Information is clearly defined.** This document outlines how resources will be used during the completion of the project. Therefore, this information must be presented in a clear and concise manner, so it can be understood by its target audience (stakeholders).
* **Human Resources.** This document is the first document that clearly outlines the roles that are required to be fulfilled by the project team. Therefore, it is important that each role is clearly described, and that each member can clearly identify their roles.
* **Timeframe.** This is not the first document to outline a timeframe for the project’s completion. Therefore, it is important that the timeframes in this document are consistent with those outlined in the Gnatt Chart and other documents.

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| --- | --- | --- | --- | --- | --- |
| **Project Name:** Helpdesk Application | **Project Manager:** Brendan McEntee | | **Date:** 28/10/2023 | | |
| **WHO** | **WHAT** | | **WHEN** | | |
| **Name** | **Role** | **Dept.** | **Start** | **End** | **Days** |
| Brendan McEntee | Project Manager | IT | 12/06/2024 | 25/07/2024 | 43 |
| Fergal Power | Team Manager | IT | 12/06/2024 | 25/07/2024 | 43 |
| Rachel Dupuy | Create Modal, Coordinates, Google/Bing Links | IT | 12/06/2024 | 25/07/2024 | 43 |

# Project Communications Plan

The Project Communications Plan outlines how communications between stakeholders will be conducted throughout the course of the project. This communication allows all stakeholders to keep tabs on the progress of the project. When writing a Project Communications Plan, it is important that I considered the following:

* **All stakeholders included.** This document outlines communication between stakeholders to inform them at each project milestone. Therefore, it is important that all stakeholders have been included in the plan, to ensure that everyone is kept informed of the project’s progress.
* **Reasonable Frequency.** This document outlines the frequency of which communication between stakeholders will take place. Therefore, it is important that the frequency is suitable for each type of stakeholder, so that everyone is kept up to date and that the project moves at a reasonable pace.
* **Communication methods clearly defined.** This document outlines the manner in which communication will take place. Therefore, it is important that before the document is written, the stakeholders have been contacted about it to verify whether these methods are suitable for everyone involved.

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| **Contact** | **Method** | **Information** | **Frequency** | **Reason** |
| Stakeholders | Conference Meeting (In-Person) | Intention of doing project, application features | Once, at beginning of project | Outline project, decide on tasks to be completed during the process of the project. |
| IT Team | Conference Meeting (In-Person) | Monitor progress, delegate tasks, discuss issues | Weekly | Track progress on current tasks, divide up new tasks, discuss any problems |
| Project Management Team | Conference Meeting (In-Person/Virtual) | Discuss project, analyse potential changes/new features | Monthly | Keep IT team informed of any changes to project, finalise any changes |

# Work Breakdown Structure

The Work Breakdown Structure outlines the proposed workflow of the project. It is based off the milestones defined in the Gnatt Chart. When writing a Work Breakdown Structure, it is important that I considered the following:

* **Workflow flows easily and is easy to follow.** This document will be consulted by the development team during the project. Therefore, it is important that it is clear and concise so the development team can easily follow it.
* **All work is described.** This document is the first time where each project milestone is fully described. Therefore, it is important that every important step is included.
* **Each project milestone is numbered and in order.** This document is supposed to be a workflow. Therefore, it is important all milestones are in an order pertaining to the project schedule and numbered accordingly.

1. Project Management
   1. Develop Project Charter
   2. Form Project team
   3. Create project schedule
   4. Establish communication plan
   5. Monitor and control project progress
   6. Close Project
2. Project Requirements Analysis
   1. Requirements Gathering Plan
   2. Establish communication with Stakeholders
      1. Arrange Meeting with Project Manager and IT Team Manager
   3. Meet with Project Manager and IT Team Manager
      1. Discuss current DMaps and Doogle functionality
      2. Discuss DMaps and Doogle improvements
      3. Record responses
   4. Analyse Meeting Minutes
      1. Finalise DMaps and Doogle features
      2. Approval of DMaps and Doogle features
3. Design
   1. Software Initial Design Document
      1. Detail DMaps and Doogle features
   2. Software Initial Design Approval
   3. Divide tasks amongst IT team
   4. DMaps and Doogle Features
      1. Create Modal
         1. Input for coordinates and converted coordinates
         2. Buttons (Convert, Locate on Google Maps, Locate on Bing Maps)
      2. Coordinate conversion
         1. Write definition for ITM coordinates using Proj4.js library.
         2. Write conversion to WGS84 using Proj4.js library.
         3. Link to “Convert” Button
         4. Write conversions from Degrees Decimal (DD) to Degrees Minutes Seconds. (DMS)
         5. Link 4 above to dedicated ‘switch’ button so users can navigate between DD and DMS.
      3. Google and Bing Maps Buttons
         1. Link Buttons to appropriate URLs
         2. Update URLs with converted coordinates
4. Testing
   1. Testing Scripts
      1. Create Modal
      2. Coordinate Conversion
      3. Google/Bing Maps
   2. Use Case Testing
   3. Unit Testing
5. Deployment
   1. Deploy to ITRISLiveDev

# Project Risk Management

The Project Risk Management outlines any potential risks to the project and any actions that will be taken to mitigate them. When writing a Project Risk Management Plan, it is important that I considered the following:

* **All risks included.** This document contains all potential risks involved in the project. Therefore, it is important that all risks are considered and included.
* **Adequate information included.** This document contains all actions to minimise any potential risks, therefore it is important that this information is clear, correct, and concise.

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| **Risk** | **Description** | **Probability** | **Severity** | **Actions to minimise risk** |
| DMaps/Doogle not functioning correctly or missing updates to ensure functionality | The DMaps program used within the existing organisational web structure may not be functioning correctly or may be missing critical updates that effect functionality. | Low | High | DMaps/Doogle are thoroughly checked by IT staff before running/testing any code and any issues reported immediately. |
| JS Library not functioning correctly | If the Proj4js library used for converting coordinates, does not return correct coordinates, or may not be able to perform the required conversion. | Low | High | Ensure that the Proj4js library is functioning correctly and can perform all required conversions before implementing into code. |