Project Plan

SEG2012GP9

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# 0 Meta Pages

## 0.1 Document Control

|  |  |  |
| --- | --- | --- |
| **Version** | **Author** | **Changes** |
| 1 | by2g10 | Initial document |
| 2 | ejfs1g10 | Adjusted style to match ‘House Style’ |
| 3 | ejfs1g10 | Added preliminary Gantt chart |
| 4 | by2g10 | Added version control section |
| 5 | onme1g10 | Added risk analysis section |
| 6 | ycc1g11 | Added time budgeting & recording section |
| 7 | ke1g10 | Added work breakdown table |

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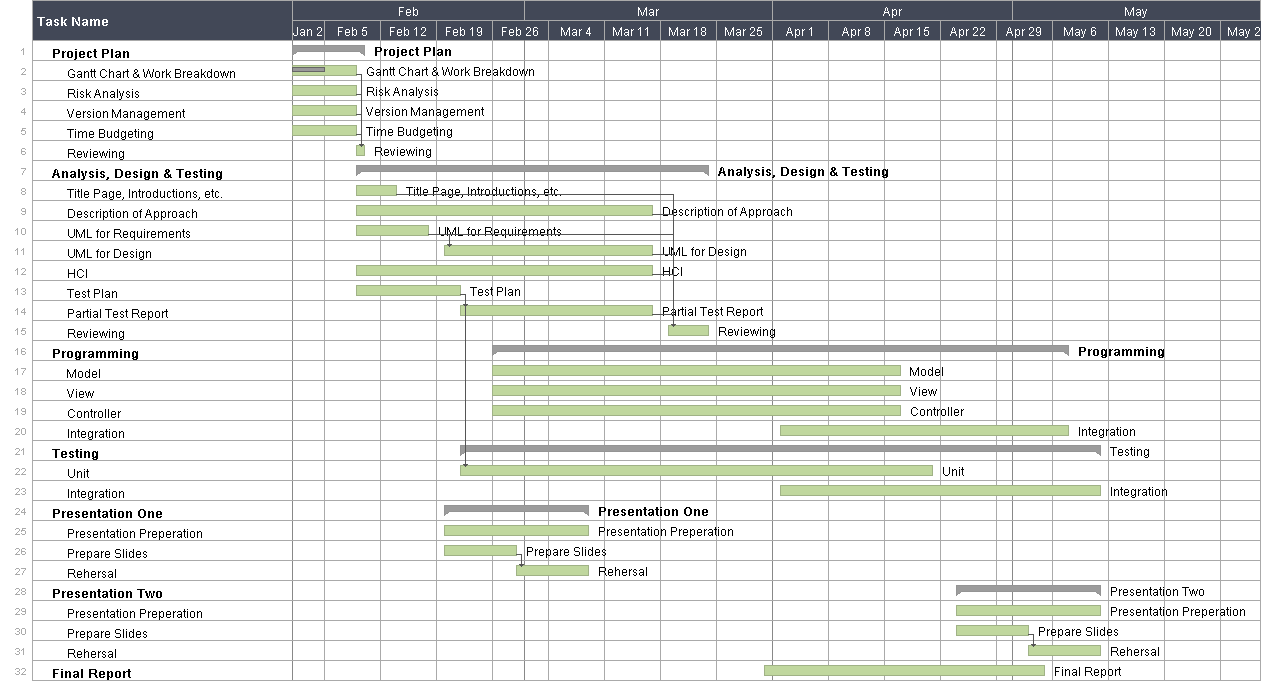
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# 1 Work Breakdown & Allocation

## 1.1 Gantt Chart



## 1.2 Description

|  |  |  |
| --- | --- | --- |
| **Name** | **Time Estimation** | **Assignment** |
| **Project Plan** | | |
| Gantt Chart and Work Breakdown | 6 hours | Edward, Kristian |
| Risk Analysis | 2 hours | Oscar |
| Budget | 2 hours | Kelvin |
| Project Management | 3 hours | Brian |
| Reviewing | 5 hours | All |
| **Analysis, Design and Testing** | | |
| UML, Use Case diagrams | 2 hours |  |
| Description of Approach | 3 hours |  |
| UML, Class and Sequence | 5 hours |  |
| Wireframes and UI flow diagrams | 5 hours |  |
| Title, Introduction and Revision History | 3 hours |  |
| Test Plan | 5 hours |  |
| Partial Test Report | 10 hours |  |
| Reviewing | 5 hours | All |
| **Programming** | | |
| Model | 40 hours |  |
| View | 60 hours |  |
| Controller | 40 hours |  |
| Integration | 40 hours | All |
| **Testing** | | |
| Unit |  |  |
| Integration |  |  |
| **Presentation (x2)** | | |
| Discussion and Group Preparation | 20 hours | All |
| Prepare Slides | 5 hours | All |
| Rehearsal | 5 hours | All |
| **Final Report** | | |
| Tasks Needed | 50 hours |  |

We have based the main milestones of our project on the dates of the deliverables, planning to ensure than all the tasks are completed by the hand in dates. For many of the tasks we’ve set ourselves earlier deadlines to ensure that dependent tasks are able to go ahead as scheduled. In many cases the dependent tasks do not require the full completion of its dependencies; in these cases the tasks have been allowed to continue after their dependencies start.  
We have allocated team members to the individual tasks and have made predictions of the time the tasks will take, we aimed to stay within the budget of 400 hours with our predictions:

# 2 Risk Analysis

| **Risk** | **Probability** | **Impact** | **Strategy** |
| --- | --- | --- | --- |
| Wrong time estimation for tasks or stages of the project | High | Delays, unfair distribution of tasks, inaccurate budget calculations, project failure (worst case). | Strict tracking of worked hours and tasks, frequent formal meetings addressing the issue and reevaluation of time estimates at later stages of the project. |
| Failure to identify complex functionalities of the system and time required to develop them | Medium to Low | Delays, inaccurate budget calculations, project failure (worst case). | Very strict and thorough analysis and research of the project at the analysis and design stages. Frequent analysis of the status of the project during formal meetings and constant reevaluation and planning in an iterative manner as in the spiral model of software development. |
| Group member does not contribute as expected | High to Medium | Distribution of tasks would have to change, possible delays, lower quality of product in some areas of the project. | Constant tracking of worked hours by each team member. Document tracking them available widely to the whole team and updates on every weekly formal meeting. In this way problems can be identified and dealt with as soon as they appear. |
| Group member get designated a task that does not match his skills | Medium to Low | Lower quality of the final product. More time taken than needed to perform a task. Delays in the project’s deadlines, possible project failure. | Encouraging honesty in formal meetings. Allowing team members to declare their preferences in terms of task allocation. Engaging in healthy criticism during meetings. Constant support amongst team members. |
| Team member absent for a period of time because of illness or dropping out | High | Delays, inconsistency of tasks completion date and expected task completion date as planned. Missing deliverables, bigger workload on other team members. | Design a task and time allocation system that allows extra time to solve this sort of issues. Consider this as a highly probable problem and include it in the project plan to avoid bad consequences. |

# 3 Time Budgeting & Recording

## 3.1 Budgeting

* Basically, for most of the task0 we assign the time proportionally to the ratio in the whole project. For example we will make use of approximately 20 hours on the project plan.
* We plan to have a formal meeting every week for at least an hour up to two hours with our supervisor. Also we may conduct some informal meetings which should last for an hour to review what we have done after last formal meeting and before next formal meeting in order to have a better tracking on our progress.
* For most of the tasks we planned to assign two hours per person to finish each of them. Time allowance will be increased if the tasks are relatively complicated or have the need of integration with others’ work.
* We decided to spend most of our time in programming as presented in our Gantt chart which included the time for testing for each of the component.
* Before each presentation and demonstration we will spend four hours in discussing what content should be included in the presentation, an hour for preparing on slides and another hour for conducting a rehearsal which could help us to have a better performance for both presentations.

## 3.2 Time recording and management system

* Each of us will make use of our own log book. When start working on a task we will record the title of the task, starting time, ending time, actual duration and the expected duration in a form of table to make the record clear.
* We don’t have a specified person to be the time manager but during our each formal meeting we will report and review our own progress and the time spent with the whole team in order to monitor the team progress construct a better plan for the time and tasks allocation for the upcoming tasks.

# 4 Version management

## 4.1 Code and Document repository

The main tool that will be used for storing the documents and the source code for the project will be the UgForge service provided by ECS. This tool include features which will enable the team to manage the project efficiently.

The main features of UgForge which will be used for this project are:

* SVN sub-version system – this will be used to store the source code as well as documents as revisions during the development. SVN is very useful because, for example, the team can revert back to previous revisions of code if new code fail regression testing.
* Gantt chart and tasks system – this enables the team to assign tasks to member(s), set tasks attributes such as how long it should take, set deadlines for each task and summarize all tasks in the form of a Gantt chart.

## 4.2 Programming

The team will be using an integrated development environment (IDE) to program the solution. The programming language is Java and the IDE the team will be using is Eclipse. Using Eclipse has its useful points because it offers tools such as syntax highlighting, Content Assist, underlining syntax errors etc. to help the team write and debug code quicker.

All source code and other files associated with coding (such as icons, graphics etc.) will be stored at /src in UgForge.

## 4.3 Documentation and Project Presentations/Demos

Below is a list of the documents which will be produced during the project with their format.

1. Project Plan – format: Microsoft Word .docx
2. Presentation – format: Microsoft Powerpoint(?), using the University template.
3. Final Report – format: Microsoft Word .docx
4. [more]

All the files for documentation and project presentations/demos will be stored at /doc in UgForge. The files which will be submitted for marking will be converted to the format that submission requires, for example .pdf.

## 4.4 Team meetings

The team will meet once a week for an hour with the team supervisor Sassan Maleki to discuss progress of the project and each member's contribution to the project. In between the meetings with the supervisor, the team will have informal meetings to discuss problems, review other member's progress, make decisions etc. All meetings will be properly documented. All the minutes of each meeting will be stored at /doc/meetings in UgForge. In addition to recording the minutes of the meetings, each member will log their individual progress in their own log book – each entry will be dated and signed off by the team supervisor.