

Event zone

PROJECT PROGRESS REPORT 2

**Project code: EZ**

**Document code: EZ\_ProjectPlan\_2**

**<Hoa Lac, September 15th 2015>**

署名ページ

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Technical Leader

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承認者： Nguyen Van Cuong 20/9/2015

Technical Leader

Tran Binh Duong <Date>

Supervisor

変更履歴

\*A - 追加 M - 修正 D – 削除

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 発効日 | 変更項目 | A\* M, D | 変更説明 | 変更の理由 | 版数 |
| 19/9/2015 | Create New | A | Create Document |  |  |
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定義と頭字語

Help: Define, or provide references to documents or annexes containing the definition of all terms and acronyms required to properly understand this Plan.

|  |  |  |
| --- | --- | --- |
| 頭字語 | 定義 | 備考 |
|  |  |  |
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# プロジェクト概要

## プロジェクトの説明

|  |  |  |  |
| --- | --- | --- | --- |
| **プロジェクトコード** | Event Zone | 契約形式 |  |
| **お客様** | FPT University | 第2お客様 |  |
| **プロジェクトレベル** | Group | プロジェクトランク |  |
| **グループ** | JS0801 | 部署 |  |
| **プロジェクト形式** | Internal | プロジェクトマネージャー | Phan Thanh Vu |
| **プロジェクトカテゴリ** | Development | 業務領域 |  |
| **アプリケーション形式** | Website Application |  |  |

## 範囲と目的

The project is registered and implemented as capstone project for the team member. Our purpose is meet the requirements of FPT University studying program. The core idea of the system is making connection between event managers and event viewers to easier than ever. The information is completely made by user and process by system. Users who want to promote their event to more and more people can register their event here and make a space to for everyone to come and build up information. They can also live streaming their event for people who can’t come to watch online. Users who want to view event can search on their location to find the best fit event for them or search by name. They can also interact with others viewers by like, comment or share their watching events.

Function and feature to be implemented:

For User:

* Log In, Log Out, Register, Forgot Password: User can register to use all functions of the website
* Search by Text or by Location: In order to look up for event, user not only can search by text as name, event creator,… they also can search by location of the event. The location of event will display in a map for additional purpose.
* Manage Event: Registered can manage their own event on our website. Each user has their own channel to create new events, edit or delete them. In creating events, they can create live streaming events, or upload videos for people to watch
* Interact in Event: Like, Share, Comment: Registered user can like any events, share them on other social networks, or comment as review in the event page
* Follow Event: In case users want to update any new information of the event they like, they can follow to have notifications when events are updated.
* Follow Category: Event Zone will provide function follow each category to orientate users to notice the events in the category they follow in front page.
* Manage Profile: Users can edit their basic information and their channel information.
* View Statistic: Event Zone provide information of: total likes, total views… of each events or all events for users to manage their channel better
* Report Violated Events: If users see events violated any cultural behaviors, or copyrights, they can report those events for Event Zone.
* Appeal Violation Reports: If an event was report wrongly and suffered from locking, users can appeal to unlock the event.

For moderators: Moderators are responsible for contents in Event Zone

* Lock/ Unlock Events: Moderators can lock any violated events or unlock any locked events
* Manage Violation Reports: Moderators can see violation reports to consider locking any events
* View Statistic: Event Zone provide information of: total likes, total views… of each events or all events.
* Manage Event: Moderators can also manage their own events as these events are registered to Event Zone

Out-of-scope:

* Making List Events: An user can make lists from their own events for viewers find them easily.
* Streaming Server: Because of difficulties in server and bandwidth, we choose Youtube as Streaming Server
* Upload Image: Viewers can upload image as contribution to the events
* View Schedule: Users can manage schedule of their following events.
* Follow Other Users: Users can follow others to have notifications anytime a new event is built.

## 想定と制約

|  |  |  |
| --- | --- | --- |
| No | 説明 | 備考 |
| 想定 | | |
| 1 | Project use C# .NET as code language | Scope |
| 2 | Project use Microsoft SQL for database | Database |
| 3 | Project have been registered to Department of Information and Communications and Department of Culture, Sports and Tourism | Others |
| 4 | Team member should have work at least 5 hours a day | Schedule |
| 5 | Budget: 500USD | Budget |
| 制約 | | |
| 1 | The Project should be delivered before 06/12/2015 | Schedule |
| 2 | While doing project, PM should submit all 6 reports on deadline | Schedule |
| 3 | Team budget doesn’t exceed 500USD | Budget |

## プロジェクト目的

### 基準目標

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 目標値 | 単位 | 提出済み | 再提出済み | 備考 |
| 開始日 |  | 7/9/2015 |  |  |
| 終了日 |  | 21/12/2015 |  |  |
| 期間 | 日 | 91 |  |  |
| 最大のチームサイズ | 人 | 6 |  |  |
| 請求できる工数 | 人日 | 546 |  | 1人日=5工数 |
| カレンダー上の工数 | 人日 | 546 |  | 1人日=5工数 |
| 工数の使用 | 人日 | 546 |  | 1人日=5工数 |

|  |  |  |  |
| --- | --- | --- | --- |
| 目標値 | 単位 | 目的 | 設定基準 |
|
| お客様満足度 | 点数 | 9.5 |  |
| 検収欠陥数 | Wdef/mm | 5 |  |
| 工数の効率性 | % | 95 |  |

### 特定の目標

|  |  |  |  |
| --- | --- | --- | --- |
| 目標値 | 単位 | 目標 | 目的設定基準 |
| Training Technology | 人日 | 15 |  |
| Group Meeting Weekly | 人日 | 15 |  |

## 重大な依存関係

|  |  |  |  |
| --- | --- | --- | --- |
| No | 依存関係 | 納入予定日 | 備考 |
| 1 | FPT University requires: Progress report, Meeting Minutes must be in Japanese |  | Before delivered date |
| 2 | All reports must be delivered to FPT University and Supervisor |  | Before delivered date |
| 3 | Project must be completed and delivered to FPT University | 06/12/2015 |  |
| 4 | Presentation must be in both English and Japanese | 21/12/2015 |  |

## プロジェクトのリスク

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No | Risk Description | Root Cause | Avoidance  Plan | Contigency  Plan | Probability | Impact | Status |
| 1 | Over estimate or under estimate time of project | Wrong estimate about time of each phases. | - Create detail plan for each project’s phase.  - Breakdown project to some mile-stone releases. Main function devel-opment is high priority  - Get the team more involved in plan-ning and estimating. Get early feed-back and address slips directly with stakeholders.  - Consult supervisor’s advice | - Implement task in paral-lel or overlapping them  - Overtime to push pro-gress faster | High | High |  |
| 2 | Run over budget | -Spend too much | - Saving  - Reasonable spending | - Make a contributions | Low | Medium |  |
| 3 | Member do not have enough knowledge to follow project | -Member does not have skill about technologies | - Training  - Encourage member learn from others | - Working in group | Medium | Medium |  |
| 4 | Have some problem with team member such as: absent, overtime, conflict, healthy… | -Personal  -Overwhel-ming or lazy  -Weather | - Closely monitor  - Allocation of reasonable working time, concerned about member | - Overtime  - Increase work performance  - Mobilize others members | High | High |  |
| 5 | Identified missing features |  | - Brainstorm-ing between members  -Team meeting to define and discuss about all features in project | - Team meeting with supervisor to determine whether features are implemented or not  - If features is must executed, Project manager create implement plan for this feature and push progress quickly | Medium | High |  |
| 6 | Poor Productivity | -Low team member’s motivation  -Time lost | - Concentrate on creating good plan and deadline for each feature, esti-mate reasonable time for each project phase  - Organize team building so that team member can get well to each other | - Short iterations, right people on team, coaching and team development.  - Conduct a meeting so that the team members can express their opinions and find out solutions | Medium | High |  |

The identified risks are documented in risk management plan by all PM, be evaluated and prioritized. Risk management plan is updated weekly by the PM, and each milestone, is updated to trigger each event is notified to all stakeholders affected. Risk of status are reported to the senior project manager at the project milestone report.

# プロジェクト開発のアプローチ

## プロジェクトのプロセス

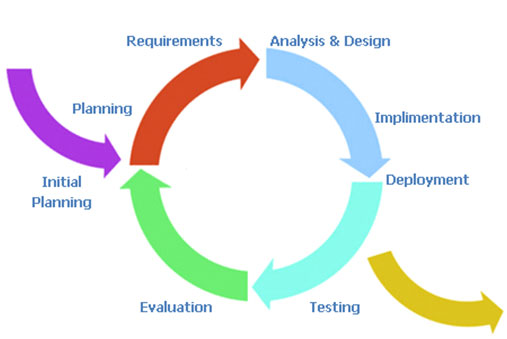
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Figure 2-1: Iterative and Incremental Software Process Model

Iterative development prescribes the construction of initially small but ever-larger portions of a software project to help all team member to uncover important issues early before problems or faulty assumptions can lead to disaster. Iterative development prescribes the construction of initially small but ever-larger portions of a software project to help all team member to uncover important issues early before problems or faulty assumptions can lead to disaster.

Project Life Cycle:

* Initiating: Register capstone project and supervisor, create project introduction
* Planning: Make Project plan to control process and schedule of project
* Executing:
  + Inception Phase: Deal with the scope of the project, requirements at higher level
  + Basic Elaboration and Construction Phase: Design and Deliver project with basic functions and User Interface
  + Detailed Elaboration and Construction Phase: Fills in architecture components incrementally with production-ready code, which is produced through the analysis, implementation, design and testing of functional requirements
  + Final Construction and Transition Phase: Delivers the system to the production operating environment
* Monitoring and Controlling: Guarantee that all purposes are met, qualities are assured
* Closing: Create final report and prepare presentation.

## 要求変更管理

|  |  |
| --- | --- |
| 変更要求はどこに記録されるか | EZ\_RequestChange.xls |
| 誰が変更要求を記録するか | HaNS |
| 誰が変更要求をレビューするか | People whose work will be affected by change of requests.  PM |
| 誰が変更要求を承認するか？ | Supervisor and PM |

## 品質管理

### 欠陥防止戦略

|  |  |  |
| --- | --- | --- |
| 項目(プロセス/成果物) | 戦略 | 期待利益 |
| Requirement missing | List up all of requirement into SRS document | 10–20% reduction in defect injection rate and about 2% improvement in productivity |
| Careless mistake in Design Document Format/Template wrong | After designing, all team will review Document Format and content based on last meeting reports | Improvement in quality as overall defect removal efficiency will improve; some benefits in productivity as defects will be detected early |
| Data is not reliable | Search data from reliable sources -> Filter information | Avoid confusing data. |
| Duty neglecting | Check task list per 2 day | Focus on what I am doing |
| Member’s low quality products | Define goals for each products members made | Make sure always do best. |
| Do not cover all test case | Developer both coding and writing unit test | Avoid missing test case |
| Inconsistency | Define naming convention for document, coding convention for coding | Easy to manage and combine. |

### レビュー戦略

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| レビュー項目 | レビュー者 | レビュー形式 | レビュー方法 | 完了基準 |
| Project plan | All team member, Supervisor | Group review | Self-review |  |
| Project schedule | All team member, Supervisor | Group review | Self-review |  |
| CM Plan | All team member, Supervisor | One-person review | Self-review |  |
| Requirements specification document | All team members, Supervisor | Group review | Self-review |  |
| Use Case catalog | All team members, Supervisor | Group review | Self-review |  |
| Design document | All team members, Supervisor | Group review | Self-review |  |
| Stage plans | PM, Supervisor | One-person review | Self-review |  |
| Complex/first time generated program specs incl. test cases, interactive diagrams | All team members, Supervisor | Group review | Self-review |  |

### 単体テスト戦略

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 単体テストされる項目 | 単体テストの種類 | 単体テスト技術 | 使用するツール | 単体テスト完了基準 |
| Code | White-box | Unit test case  Test script | None | - Number of UTC/KLOC: 40 UTC/KLOC  -Number defects/KLOC: 3-4 defects/KLOC  - Statement coverage: 97%  - Branch coverage: 100%  - Path coverage: 100% |

### 結合テスト

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 結合テスト実施される項目 | 結合テストの種類 | 結合テスト記述 | 使用するツール | 完了基準 |
| Do test by flow of functions and items which have concern each other | Black-box |  | Checklist, Boundary | - Number of UTC/KLOC: 30  - Number of defects/KLOC: 2-3 |

### システムテスト

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| システムテストされる項目 | システムテストの種類 | システムテスト技術 | 使用するツール | 完了基準 |
| Test whole system | Black-box |  | None | - Number of UTC/KLOC: 30  - Number of defects/KLOC: 2-3 |

### 検出される欠陥数の見積り

|  |  |  |  |
| --- | --- | --- | --- |
| レビュー/テストステージ | 検出される欠陥数の目標値 | 検出される欠陥率 | 見積りの根拠 |
| Requirements review | 15 | 11% | Referenced similar project estimations |
| Design review | 14 | 9% | Referenced similar project estimations |
| Code review | 29 | 20% | Referenced similar project estimations |
| Unit Test | 57 | 40% | Referenced similar project estimations |
| Integration Test | 15 | 10.2% | Referenced similar project estimations |
| System Test | 10 | 6.8% | Referenced similar project estimations |
| User Acceptance Test | 5 | 3% | Referenced similar project estimations |
| Total | 143 | 100% |  |

### 測定プログラム

|  |  |  |  |
| --- | --- | --- | --- |
| 集約対象のデータ | 目的 | 担当者 | 時期 |
| Size: No. of KLOC | Achieve target | PM | At the end of stages |
| Effort: No. person-day | Match with calendar effort | Team members | Daily |
| Quality: No. defects detected | Match with target quality | Reviewer, Tester | Right after the review/test |
| Schedule | On-time | PM | Weekly and at the end of stages |

# 見積り

## サイズ

The size of the project is limit by Capstone Project Requirement.

## 工数

|  |  |  |
| --- | --- | --- |
| 活動/プロセス | 合計の予定工数使用(人日) | 合計の予定工数使用率(%) |
|
| Intiating | 54 | 100 |
| Planning | 30 | 100 |
| Inception | 60 | 100 |
| Basic Elaboration and Construction | 120 | 100 |
| Detailed Elaboration and Construction | 78 | 100 |
| Final Construction and Transition | 60 | 100 |
| Closing | 78 | 100 |
| 合計 | 480 |  |

## スケジュール

### プロジェクトマイルストーン及び成果物

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | ステージ | コミットした納入日 | 成果物の説明 | 納入媒体 |
| 開始 | |  | Project goals and scope defined, milestone description defined, resource committed | |
| 1 | Create Project Introduction | 11/09/2015 | Analyze Background.  Compare between existing system.  Propose system.  Document are reviewed. |  |
|  | Submit Report 1 | 13/09/2015 | Document are reviewed.  Completed. |  |
|  | Create Project Plan | 14/09/2015 | Document are reviewed |  |
|  | Submit Report 2 | 20/09/2015 | Document are reviewed.  Completed. |  |
| 定義 | |  | Requirements agreed, Project plan reviewed | |
| 1 | Create Report 3 Draft | 27/09/2015 | Document are reviewed.  Completed. |  |
|  | Submit Report 3 Full | 05/10/2015 | Document are reviewed.  Completed. |  |
| 対策 | |  | Design reviewed and stable | |
|  | Architecture Design | 06/10/2015 | Document are reviewed. |  |
|  | Screen Prototype | 06/10/2015 | Document are reviewed. |  |
|  | Screen Design | 06/10/2015 | Document are reviewed. |  |
|  | Class Diagram | 08/10/2015 | Document are reviewed. |  |
|  | Submit Report 4 Draft | 09/10/2015 | Document are reviewed.  Completed. |  |
| 構築 | |  | Product developed & tested and released to supervisor, documentation reviewed. | |
|  | Submit Test Plan | 13/10/2015 |  |  |
|  | Create Test Case | 15/10/2015 |  |  |
| 4 | Source Code draft | 12/10/2015 | Basic functions are done and tested |  |
| 5 | Source Code Alpha | 30/10/2015 | User Management functions are done and tested |  |
|  | Submit Report 4 Full | 06/11/2015 |  |  |
|  | Source Code Beta | 16/11/2015 | API functions are done and tested |  |
| 6 | Submit Report 5 | 23/11/2015 |  |  |
|  | Complete Coding and Test | 27/11/2015 |  |  |
|  | Submit Report 6 | 04/12/2015 |  |  |
| 終了 | |  | Project post-mortem is conducted, Project assets archived and released to supervisor | |
| 6 | Lesson Learned | 30/11/2015 |  |  |
| 7 | Prepare Presentation | 10/12/2015 |  |  |
|  | Represent Capstone Project | 21/12/2015 |  |  |
|  | Project Complete | 22/12/2015 |  |  |

### プロジェクトスケジュール

Schedule is described in EZ\_ProjectWBS.mpp

## リソース

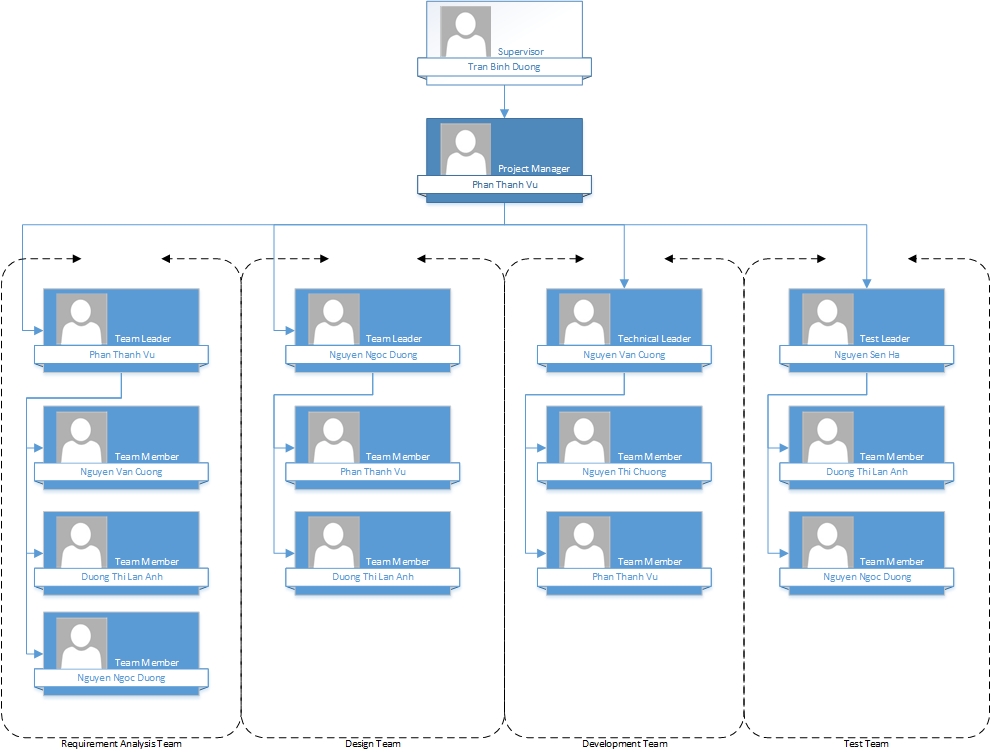
It is described in [*Project Team*](#_Project_team)

## インフラ

|  |  |  |  |
| --- | --- | --- | --- |
| 項目 | 説明 | 準備期限 | 備考 |
| 開発環境 | | | |
| Operating System | Windows 8.1/10 |  |  |
| Browser | Chrome (Latest version) |  |  |
| 技術 | | | |
| DBMS | SQL Server 2010 |  |  |
| Development language | .NET C# MVC Model |  | For back-end |
| Development language | HTML, CSS, JavaScript |  | For front-end |
| ハードウェア要求 | | | |
| Hardware Configuration | 4GB RAM |  |  |
| 機材・ツール | | | |
| Design | Astah Professional |  |  |
| Source Version Control | Git |  |  |
| Code Review | None |  |  |
| Project Management Tool | Microsoft Project 2013 |  |  |
| Task Tracking | Microsoft Excel 2013 |  |  |
| Documentation | Microsoft Word 2013 |  |  |

# プロジェクト体制

## 体制図



## プロジェクトチーム

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 役割 | 責任 | 氏名 | 形式 | 工数のパーセント |
| PM | Have overall responsibility of the project:  - Project planning and scheduling  - Task assignment and tracking processing  - Review documents  - Reporting to supervisor | Phan Thanh Vu |  | 100 |
| PTL | PTL is responsible for the technical project execution | Nguyen Van Cuong |  | 100 |
| Dev #1 | Database Management, C# and DB Integration | Nguyen Thi Chuong |  | 100 |
| Dev #2 | User Interfaces Coder | Nguyen Ngoc Duong |  | 100 |
| Dev #3 | User Interfaces Coder | Duong Thi Lan Anh |  | 100 |
| Test Leader | - Create test plan, test case, test report, quality report  - Execute test. | Nguyen Sen Ha |  | 100 |

プロジェクト全体の投入人的資源割り当ての詳細は下表の通り。

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 役割 | 名称 | W1-Sep | W2-Sep | W3-Sep | W4-Sep | W1-Oct | W2-Oct | W3-Oct | W4-Oct | W1-Nov | W2-Nov | W3-Nov | W4-Nov | W1-Dec | W2-Dec | W3- Dec | W4 -Dec | Total (pd) |
| PM | Phan Thanh Vu | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 80 |
| PTL | Nguyen Van Cuong | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 80 |
| Dev #1 | Nguyen Thi Chuong | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 80 |
| Dev #2 | Nguyen Ngoc Duong | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 80 |
| Dev #3 | Duong Thi Lan Anh | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 80 |
| Test Leader | Nguyen Sen Ha | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 80.3 |
| Total |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 480 |

## 外部インタフェース

### 大学インターフェース

|  |  |  |  |
| --- | --- | --- | --- |
| 部署 | 窓口  (name, position) | 連絡先  （Eメール、電話） | 責任 |
| Management and Training Department | Ngo Thi Vinh Ha | hantv@fpt.edu.vn | Receive capstone project register |

# ミュニケーション及び報告

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| コミュニケーション形式 | 方法/道具 | 時期 | 情報 | 参加者/責任 |
| プロジェクトタスクのトラッキング | | | | |
| Task scheduling | MS Project | At the beginning of every stage, and weekly  Refinement and rescheduling as necessary |  | PM |
| Task assignment | In Excel file and via project weekly meeting | Weekly |  | PTL |
| Task status reporting | In Excel file and via project weekly meeting | Weekly |  | Project Team Members |
| プロジェクトの会議 | | | | |
| Kick-off Meeting | Face to face | Initiation stage | Project introduction; Project plan review; Risk identification; Obtainment of commitment of relevant stakeholders | PM, Supervisor, Project Team Members |
| Project Progress Review Meetings | Face to face | Weekly and on event | Communicate project status  Communicate and resolve any open issue, risks, and changes  Discuss any suggested improvement | PM, Supervisor, Project Team Members |
| Weekly team meeting | Face to face | At the morning of Tuesday and Thursday weekly Can be canceled if necessary | Check working status of each member  Discussion | PM, Project Team Members, |
| その他のコミュニケーション及び報告 | | | | |
| Information, resource sharing | Face to face Email  Git | When available | Information, documentation and resources | PM, Project Team Members |
| Raise issue Request support | Email Phone Skype Face to face | Upon request |  | Project Team Members |
| Team work | Face to face | Monday to Friday (9:00 – 17:30) |  | PM, Project Team Members |
| Technical training | Face to face | When available | Technical or knowledge training | PM, PTL, Project Team Members, External expert |
| Weekly report to the instructor | Email | Sunday | Report what was done in the week and what to do in the next week Request face to face meeting Raise issues if any | PM, Supervisor |

# 構成管理

### Introduction

The purpose of this Configuration Management (CM) is to describe CM process implementing in the Event Zone project.

### Configuration Management Process

#### CI Identification & Naming convention

|  |  |  |
| --- | --- | --- |
| No | Configuration Items | Naming convention |
| Project Management | | |
| 1 | Project Plan | EZ\_ProjectPlan\_v[version number]  For example: EZ\_ProjectPlan\_v1.1 |
| Requirement & Design | | |
| 2 | SRS | EZ\_SoftwareRequirementsSpecification\_v[version number]  For example: EZ\_SoftwareRequirementsSpecification\_v1.0 |
| 3 | Architectural Design | EZ\_ArchitectureDesign\_v[version number]  For example: EZ\_ArchitectureDesign\_v0.2 |
| 4 | Screen Design | EZ\_ScreenDesign\_ v[version number]  For example: EZ\_ScreenDesign\_v1.2 |
| 5 | Data Design | EZ\_DataDesign\_v[version number]  For example: EZ\_DataDesign\_v10.2 |
| Source Code | | |
| 6 | Source Code | EZ\_SourceCode\_ v[version number][Tested/Untested]  For example: EZ\_SourceCode\_v1.0Tested |
| Support Document | | |
| 7 | User Manual | EZ\_UserManual\_v[version number]  For example: EZ\_UserManual\_v[version number] |
| Test | | |
| 8 | Unit Test Plan | EZ\_UnitTestPlan\_v[version number]  For example: EZ \_UnitTestPlan\_v1.0 |
| 9 | Integration Test Plan | EZ \_IntegrationTestPlan\_v[version number]  For example: EZ \_IntegrationTestPlan\_v1.0 |
| 10 | System Test Plan | EZ \_SystemTestPlan\_v[version number]  For example: EZ \_SystemTestPlan\_v1.0 |
| 11 | Unit Test Case | EZ \_UnitTestCase-[Test Name]\_v[version number]  For example: EZ \_UnitTestCase-Search\_v1.0 |
| 12 | Integration Test Case | EZ \_IntegrationTestCase-[Test Name] v[version number]  For example: EZ \_IntegrationTestCase-Search\_v1 |
| 13 | System Test Case | EZ \_SystemTestCase-[Test Name]\_v[version number]  For example: EZ \_SystemTestCase-Search\_ v1.0 |
| 14 | Test data | EZ \_TestData\_v[version number]  For example: EZ \_TestData\_v1.0 |
| 15 | Test Result | EZ \_TestReport\_v[version number]  For example: EZ \_TestReport\_v1.0 |
| Process | | |
| 16 | Guideline | EZ \_ [Name Of Guideline]Guideline\_v[version number]  For example: EZ \_UnitTestGuideline\_v1.0 |
| 17 | Convention | EZ \_[Name Of Convention]Conventions\_v[version number]  For example: EZ \_CodingConventions\_v1.0 |
| 18 | Template | EZ \_Template-[Name Of Template]\_v[version number]  For example: EZ \_Template-ChangeRequestForm\_v1.0 |
| File Type | | |
| 20 | MS Word | \*.docx |
| 21 | MS Excel | \*.xls |
| 22 | MS PowerPoint | \*.pptx |
| 23 | MS Project Plan | \*.mpp |
| 24 | MS Visio | \*.vsd or \*.vsdx |
| 25 | Images | \*.png or \*.jpg or \*.jpeg or \*.bmp or \*.gif |

#### Project Infrastructure:

|  |  |  |
| --- | --- | --- |
| No | Name | Description |
| 1 | GIT | For source code control |
| 4 | SQL Server 2012 | For database management |
| 5 | Visual Studio 2013 | For environment development |
| 6 | Microsoft Office 2013 or 2016 | For documentation |

#### Version Numbering Rule

* For documents:

Each file has a version number as part of its identity. This version number is physically represented as a 2-part string with the following format:

<version>.<revision>

For example, version 1.0 indicates 1 as the version, and 0 as the revision number.

The original version will be numbered 0.1. Subsequent revisions will be numbered 0.2, 0.3 and so on. The approved version will be 1.0.

* **Version number:** appears to the left of the decimal. It is changed only when the core content of the item is significance changed. For example: when an item is completely overhauled, with substantial internal changes, the version 1.0 would become version 2.0.
* **Revision number:** appears to the right of the decimal. It is changed when the existing content is changed, but the main (or core) content is remained. The normal sequence of revision is 1.1, 1.2, and so on.
* For Software source files:

Software executables and support files are generally identified by name and version number. The version number is physically represented as a 3-part string with the following format:

<version>.<revision><update>

For example, version 1.1a indicates 1 as the version, 0 as the revision number, and a as the update level.

* **Version number:** appears to the left of the decimal. It is changed only when the core content of the item is significance changed, as when moving from one are of the development tool to another, when an application is completely overhauled, or the user interface changes fundamentally. In this case, version 1.1a would become version 2.0.
* **Revision number:** appears to the right of the decimal. It is changed when new features, functionality or other content are added or significantly changed. In normal case, the core architecture or user interface have been extended or limited in some manner. The most common reason for changing the revision number is adding a new module or other functionality to the software. The normal sequence of revision is 1.0, 1.1 and 1.2 and so on.
* **Update level:** is appended or incremented when the only change to the software item is to correct one or more defects, without the addition of any new function. Version 1.1 would become v1.1a, 1.1b and so on. This updating is overridden when a combination revision, involving bug fixes and new feature additions, is performed. In such a case, the software revision number is incremented and any update indicator is dropped, as in v1.1b to 1.2.

#### Directory structure

|  |  |  |
| --- | --- | --- |
| Main folder | Sub-folder | Purpose |
| Finals | Report 1 | Store final deliverables of phase 1 and related Meeting Minutes and Progress Reports |
| Report 2 | Store final deliverables of phase 2 and related Meeting Minutes and Progress Reports |
| Report 3 | Store final deliverables of phase 3 and related Meeting Minutes and Progress Reports |
| Report 4 | Store final deliverables of phase 4 and related Meeting Minutes and Progress Reports |
| Report 5 | Store final deliverables of phase 5 and related Meeting Minutes and Progress Reports |
| Report 6 | Store final deliverables of phase 6 and related Meeting Minutes and Progress Reports |
| Plan |  | Store project plan and tasklist |
| Reference | Reference materials | Store Reference materials needed in project |
| Template | Store template needed in project |
| Work In Progress | Working Space | Each Team Members has a folder to store working task |
| Documents | Documents which aren’t released to final |
| Coding | Codes aren’t finished |

#### Other CM Rules:

* **Email subject naming convention**: All email related to the Event Zone project must have prefix [EZ]. For example: [EZ] Weekly Report18/09/2014
* **Document changing rule:** When a member want to modify a document, he/she must update version of that document with appropriate description for the modification.
* **Development rule:** Refer Coding guideline

# 参考資料

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | 参考項目 | 発行日 | 発行元 | 備考 |
|  | http://www.selectbs.com/analysis-and-design/what-is-a-software-development-process | 19/9/2015 |  |  |
|  |  |  |  |  |
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