

# Project Plan

Fontys University of Applied Sciences

Semester 3

<b>Date</b>	<b>11/09/2023</b>
<b>Version</b>	<b>1.0</b>
<b>Status</b>	<b>Draft</b>
<b>Author</b>	<b>Group "M4"</b>

## Versions

Version	Date	Author(s)	Amendments	Status
1.0	11/09/2023	Mariyana Mileva, Mia Vasilevska, Martin Iliev, Martin Alashki	Creation of the project plan's first version	Draft
2.0	18/09/2023	Mariyana Mileva, Mia Vasilevska, Martin Iliev, Martin Alashki		Draft

# Table of Contents

1. Project assignment .....	4
1.1. Context.....	4
1.2. Goal of the project.....	4
1.3. The assignment.....	4
1.4. Scope .....	4
1.5. Finished products.....	5
2. Approach and planning .....	5
2.1. Approach.....	5
2.1.1. Directus CMS .....	5
2.1.2. Test approach.....	5
2.2. Breakdown of the project .....	6
2.3. Time plan .....	6
3. Project Organization .....	6
3.1. Team members .....	6
3.2. Communication .....	6
3.3. Configuration management.....	8
4. Risks.....	8
4.1. Risks and fall-back activities .....	8
5. Other.....	9

# **1. Project assignment**

## **1.1. Context**

Following the launching of the new video lab in R10, FICT has recognized the imperative for a dependable, user-friendly knowledge database platform that delivers educational content on equipment usage to users. This initiative is instrumental in unlocking the full potential of the lab.

## **1.2. Goal of the project**

The primary goal of this project is to design and develop a comprehensive knowledge database platform for the new video lab in R10. This website will serve as a central hub for storing, organizing, and sharing information related to video production, equipment usages, best practices and other resources. By creating a user-friendly and easily accessible platform, our aim is to empower students and staff with a wealth of knowledge and reference materials that will enhance their proficiency in video production.

## **1.3. The assignment**

The assignment for this project is to conceptualize, design and develop a knowledge database website tailored to specifically for the new video lab in R10. The website should be a comprehensive resource that caters to the needs of lab users by providing a structured and easily navigable platform for accessing essential information related to video production.

## **1.4. Scope**

This portion of the document contains information regarding the project's scopes, ranging from product scope to user and interviewee scope.

### **Product scope**

#### **Website**

For this project we create a responsive website providing educational information and tutorials for the equipment in the video lab. The website will have an intuitive and

user-friendly CMS for managing content and support for various media types, including text, images, videos, and documents.

## User scope

Our potential users for this website would be ICT & Media Design students and teachers who would like to learn more about the equipment in the video lab and how to work with it.

## Project deliverables

The project includes:	The project does not include:
Website Development	Creating the actual content
User Interface Design	
Responsive Design	
Documentation	
Content Management System (CMS)	

## 1.5.Finished products

Upon successful completion of the project the stakeholder will have access to a functional, user-friendly digital platform designed to host and manage educational content related to the video lab in Fontys R10.

# 2.Approach and planning

## 2.1. Approach

### 2.1.1.Directus CMS

We chose Directus, due to its simplicity and minimalism. Unlike other CMS frameworks, Directus is almost barebones, and you configure it how you like it to operate. Another great benefit is how easy it is to move it from one server to another. It is as simple as copy paste the folder and database! Maintenance is at bare minimum, with scenarios like updating or creating new features!

### 2.1.2. Test approach

## 2.2. Breakdown of the project

## 2.3. Time plan

Phasing	Effort	Start	Ready

# 3.Project Organization

## 3.1. Team members

NAME	ABBR.	CONTACT	ROLE	AVAILABILITY
MARIYANA MILEVA	M.M	m.mileva@student.fontys.nl	Member	Monday – Friday
MIA VASILEVSKA	M.V	m.vasilevska@student.fontys.nl	Member	Monday – Friday
MARTIN ILIEV	M.I	martin.iliev@student.fontys.nl	Member	Monday – Friday
MARTIN ALASHKI	M.A	m.alashki@student.fontys.nl	Member	Monday – Friday

## 3.2. Communication

Effective communication is crucial for the success of our Media Design ICT project. We will establish clear channels of communication to ensure that all team members, other groups, and stakeholders are informed and aligned throughout the project.

### 2.1.1. Internal Communication

#### Team Meetings:

We will hold regular team meetings every week. During these meetings, team members will discuss progress, challenges, and next steps. These meetings will also serve as an opportunity to brainstorm ideas and make collective decisions.

**Collaboration Tools:**

To facilitate ongoing communication, we will utilize digital collaboration tools such as Discord, Microsoft Teams, etc. These platforms will enable us to share files, exchange messages, and schedule meetings efficiently.

**Task Assignment:**

Tasks and responsibilities will be clearly defined, and team members will use project management software like Trello to track progress.

**2.1.2. External Communication****Stakeholder Updates:**

Regular updates on project progress will be sent to our customer and any other relevant stakeholders. These updates will include milestones achieved, challenges encountered, and proposed solutions. The project manager will be responsible for liaising with the customer.

**Alignment with Other Groups:**

Since our project may intersect with other groups, we will establish a liaison team responsible for coordinating efforts and ensuring alignment. Regular meetings or joint sessions will be scheduled to discuss shared goals, dependencies, and potential conflicts.

**Client Feedback:**

We will maintain an open channel for client feedback and incorporate it into our design and development process. This feedback loop will be instrumental in meeting the client's expectations and ensuring satisfaction.

**2.1.3. Conflict Resolution**

In the event of conflicts or disagreements within the team or with other groups, we will follow a structured conflict resolution process. This process will involve open and honest discussions, seeking compromise, and involving higher-level management or stakeholders if necessary. Effective communication is not just about sharing information but also about active listening and understanding. We will encourage open communication, feedback, and constructive criticism within the team to foster a collaborative and creative environment. By implementing these communication strategies, we aim to ensure that everyone involved in the project remains informed, engaged, and aligned, ultimately contributing to the successful delivery of our Media Design ICT project.

### 3.3. Configuration management

We will use Git as our version control software and GitLab as git management software while working on the project. It would allow everyone in the group to work on the same project at the same time. It also gives us access to previous versions of the project, so if something goes wrong, we can always undo the changes.

## 4. Risks

### 4.1. Risks and fall-back activities

Risk is a potential occurrence that could happen or not during the project.

Risk assessment is the process of finding and analysing potential risks that could cause delays as well as making decisions on "the tolerability of the risk based on a risk analysis" while taking influencing factors into consideration.

In this section, we'll identify and assess the factors and risks that could have a negative impact on the outcome of our project.

Using the table below, we have identified the following risks that could occur during this project and how we plan to mitigate them.

<b>Risk</b>	<b>Likelihood</b>	<b>Potential level of consequences</b>	<b>Prevention activities included in plan</b>	<b>Fall-back activities</b>
A member is unable to attend.	High	Low	During the weekly meeting, discuss next week's availability so that the team is prepared. If the matter is urgent, notify the team	Normalization of the online communication, so that even when a member cannot attend In person, the group stay informed and effective.
Loss of data/progress	Low	Very High	Maintain your devices and	Pull and push changes to git,



due to device malfunction.			handle them with care.	this way progress is stored in the cloud and not on a single device.
A shareholder cannot be contacted.	Low	Medium	Keep notes of when and how they can be contacted, plan question-asking around these notes.	Ask the teacher, as he should have contact with the shareholder.
Confusion among members.	Low	Medium	Each meeting, we must discuss the tasks for the next week. Use a method to track who is working on what.	Communicate with other group members. Call a group meeting if possible and discuss the progress.

## 5. Other