



MONASH University

FIT 2101

Assignment 1

Project Inception

Team Members

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The Project Plan

Team Organization

Project Vision

For our clients,

Who requires:

Reliable,

Factually accurate,

And up-to-date information

At the tip of their fingers,

Familytics,

A web app using MVC (model-view-controller) architecture

Will satisfy your data needs!

Unlike other data providers,

Our product provides **clear visualization of data**

Using **diverse graphical elements.**

Team Members

Name	Role	Responsibilities	Contact
Jacky Foo	Product owner	<ul style="list-style-type: none">• Represents stakeholders• Scrum backlog manager• Release management• Moderating merge requests	012 818 9962
Joshua Ee Xian Zhen	Development member	<ul style="list-style-type: none">• Programmer• Tester• Moderating merge requests	012 523 9901
Hou Ruiqian	Development member	<ul style="list-style-type: none">• Programmer• Tester	019 200 0228
Kuan Wai Shuet	Scrum Master	<ul style="list-style-type: none">• Ensuring the team applies Agile throughout the project.• Meeting facilitator• Protect the team	017 438 5128
Jordan Poon Kee Liang	Development member	<ul style="list-style-type: none">• Programmer• Tester	016 374 5851
Arvind Chandran	Development member	<ul style="list-style-type: none">• Programmer• Tester	019 771 4951

Team Process Model

After considering the many features of Scrum, we have identified certain features that are not practical for our team. The less ideal features will be cut and replaced with alternatives that are more suitable for the development approach taken by our team.

Features we will cut:

- Daily scrum meeting
- Sprints that take multiple weeks

What we will do instead (Alternatives):

- Meetings will be conducted once per week (more suitable for the schedule of our team members)
- Daily updates from everyone's part of the project (what have you done, what will you do, any roadblocks faced)
- One week sprints
- Follow up on any NEW clients requirements

Time and Task Tracking

Task Allocation

Allocation of tasks is important to ensure every team member gets the opportunity to contribute to the project and tasks are completed on time at the end of each sprint iteration.

Some of the points to note during task allocation are as follows:

- Allocating the tasks according to amount of work and functionalities.
- The skillset and technical knowledge of team members will also be taken into account during task allocation
- The tasks will be discussed and distributed during the weekly scrum meetings
- The task allocation can also be revised based on progress and performance of team members
- The performance of team members can be gauged from the time they spent to complete certain tasks compared to the time expected for the task to be completed (although not always entirely accurate, can also be an important metric to consider in performance analysis)

Time Management

Proper time management is important to ensure that the project is completed on time. We will track the time taken to complete tasks on Google Sheets. The reasons for doing so are listed below:

- This enables us to have a better understanding of how hard a task is.
- Time tracking against the task will allow us to have a better understanding of how much time we need to allocate for tasks to be completed in following sprints
- We are able to allocate more time for harder tasks and vice versa for easier tasks.

For this project, time spent by development members will be tracked using Google Sheets against each user story that they have implemented. This is done by entering the number of hours and minutes that they have spent completing a particular feature into the respective column prepared in the Google Sheets file titled [“FIT2101 Time Tracker”](#). The file has already been configured to automatically calculate the total time spent by each person on each user story respectively. This will provide the team with valuable data that will be evaluated during scrum meetings to decide where and how to maximize efficiency.

Progress tracking

Progress tracking is vital to ensure that development of the project stays on track and a minimum viable product (MVP) can be delivered after each sprint iteration.

Below are some of the ways our team will be tracking progress:

- Set deadlines for each task to be done
- Tracking of progress through platforms such as GitHub/Trello
- Tracking of time through Google Sheets
- Update the progress during weekly scrum meetings using zoom platform
- The progress of each team member will monitored for performance analysis purposes

Storing and managing backlogs

The product backlogs and sprint backlogs contain the features that will be implemented in the project. After discussion, our team has decided to use Trello as the platform for storing and managing backlogs.

Some of the reasons for choosing Trello are listed below:

- Able to set datelines
- Create checklist for the features
- Each checklist can set a deadline for tasks to be completed
- Clean and intuitive user interface
- Cards in Trello cannot be deleted (there is no risk of accidental deletion)

Project files

Below we have included the links to Google Drive where we store our project deliverables, the link to Trello which is used to manage our backlogs, and the link to our group repository.

1. Google Drive Folder: [Group A4 Google Drive](#)
2. Trello: [Group A4 Trello](#)
3. GitLab: [Group A4 GitLab](#)

Definition of Done:

The definition of done includes the conditions and criteria that a software solution or feature has to meet in order to be accepted by the customer. When something is done – this means that it can be released without any further work or testing.

Below are some of the conditions and criteria that have been identified:

- Passes test cases
- Satisfies requirements set by our team
- Fact check by all team members
- Good software engineering practices are maintained
- User Interface satisfies the requirements stated in the Design Requirements

Risk Register

	Risk Description	Likelihood of happening	Impact to the project	Severity	Owner	Mitigating actions	Monitoring strategy
1	Risk of development members getting interrupted or delayed when working on their task due to earthquake	Low	High	Medium	Development members	Constant reminding each development member to save and push their progress into github or cloud storage so that other development members can help to follow up and continue his/her task for catching up the due date. Or else, ask for extension from the client if the project cant be finished within the due date.	Scrum master should be constant monitoring of the environment and the current condition or situation that the development team is in.
2	Risk of development members getting interrupted or delayed when working on their task due to flooding.	Low	High	High	Development members		
3	Risk of development members getting interrupted or delayed when working on their task due to fire.	Low	High	High	Development members		
4	Risk of development	Low	High	High	Development		

	members getting interrupted or delayed when working on their task due to hardware breaking down.				members		
5	Risk of development members getting interrupted or delayed when working on their task due to sudden power loss.	Low	High	High	Development members		
6	Risk of development members getting interrupted or delayed when working on their task due to accidents like spilling coffee or water on the laptop.	Low	High	High	Development members		
7	Risk of development members getting interrupted or delayed when working on their task due to any	Low	High	High	Development members		

	other unforeseen circumstances.						
8	Risk of development members getting interrupted or delayed when working on their task due to lightning strikes.	Medium	High	High	Development members	Buying a surge protector and using the surge protector as the main power source for the development members PC/laptop.	
9	Risk of development members getting interrupted or delayed when working on their task due to wifi issues.	Medium	Medium	Medium	Development members	Development members could temporarily use mobile data just to save and push their progress into github or cloud storage. If they don't have mobile data, try to use their parents' mobile data. If they are staying alone, borrow their neighbours' wifi. If there are no neighbours, go to the nearest public WiFi (assuming no lockdown restrictions).	Constant monitoring the wifi service provider web page or social media. If the service provider has scheduled maintenance, development members can mitigate risk in advance.
10	Risk of mental health issues due to stress and over work	High	Medium	Medium	Scrum master & Development members	Voice it out if you need help and scrum master should keep development members on track so that they do not do work at the last minute. Or else, ask for extension from the client if the project cant be finished within the due date.	Check in on members regularly. If a member isn't able to finish the work on time, we can delegate the task to other members. The member involved should mention it to the Scrum Master.

11	Risk of a development member falling ill during development phase	Medium	High	High	Scrum Master & Product Owner	Check in on members regularly especially if they fall ill. If a member isn't able to finish the work on time, we can delegate the task to other members. Or else, ask for extension from the client if the project can't be finished within the due date.
12	Risk of a development member's family falling ill during the development phase and they need to constantly attend to that.	Medium	High	High	Scrum Master & Product Owner	Ask for extension from the client if the project can't be finished within the due date.
13	Risk of a development member needing to attend to emergencies during the development phase	Medium	High	High	Scrum Master & Product Owner	
14	Risk of a development member needing to go away from home for a period of time during the	Low	High	Medium	Scrum Master & Product Owner	

	development phase						
15	Risk of a development member unable to finish their task within the due date due to other assignments affecting his schedule	High	High	High	Scrum Master, Product Owner & Development Member involved		
16	Risk of a development member unable to finish their task within the due date due to any other unforeseen circumstances	High	High	High	Scrum Master, Product Owner & Development Member involved		
17	Failure to complete the project on time	Low	High	Medium	Product owner & Scrum master	Ask for extension from the client if the project cant be finished within the due date.	Have a daily check on each team member, checking their progress by updating on discord and trello.
18	Failure to integrate different features into the system, and git conflicts which causes the program to fail	High	High	High	Development members	Have an emergency meeting with team members to solve the conflict.	Jacky and Joshua will be responsible for managing all merge requests.

19	Risk of the hosting website going down after the program has been delivered to the client.	Medium	Low	Medium	Product Owner	Inform the client and contact the host company.	Prepare 2 different service hosting websites so that we can redirect the client to the other website.
20	Client changing requirements which makes it difficult to complete the feature within the due date.	High	High	High	Product Owner	Renegotiate the due date with the client.	Product owner needs to keep a good line of communication with all development members.
21	Risk of the requirements being too complex to implement	Medium	High	High	Product Owner	Negotiate the requirement with the client.	
22	Risk of the requirement being too time consuming where implementing it will exceed the due date.	High	Medium	Medium	Development members		
23	Risk of incorrect estimation of the amount of time and resources required to implement a requirement	Low	High	Medium	Product Owner	If possible, reschedule the time and resources for the implementation. Or else, renegotiate the requirements with the client or ask for extension for the due date.	Scrum master should keep a close eye on the estimation time of the features. If incorrect estimation can be spotted in advance, perform mitigation action immediately.

24	Risk of client being unsatisfied with the program	Medium	High	High	Product Owner	Inform the client that the requirements have been met based on the written proof. If they are still unsatisfied, then renegotiate with the client for an extension of the due date and renegotiate the requirements to meet in between.	Check and update the client requirement constantly and ensure that all requirements have been written down as proof.
25	Risk of client unable to cooperate by attending important meetings	Medium	High	High	Product Owner	Renegotiate the due date with the client.	Discuss the next meeting date with the client early to ensure the client is able to attend the meeting.
26	Risk of failure to recognise other risks and prepare mitigating actions for it.	Medium	Medium	Medium	Product Owner & Scrum Master	Come up with solutions on the fly and apply the best solution to mitigate the problem. If the problem cannot be solved without the involvement of the client, then consult the client and negotiate a solution with them for the problem.	Scrum master should keep a close eye on any other possible risk during development. If risks are spotted in advance then perform mitigating actions immediately.

