**PROJECT MANAGEMENT PLAN**

**Learning Hub**

ITI

Version 1.0.0

25/3/2024

| **VERSION HISTORY** | | | | |
| --- | --- | --- | --- | --- |
| **VERSION** | **APPROVED BY** | **REV DATE** | **DESCRIPTION OF CHANGE** | **AUTHOR** |
| 1.0.0 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

| **PREPARED BY** |  | **TITLE** |  | **DATE** |  |
| --- | --- | --- | --- | --- | --- |
| **APPROVED BY** |  | **TITLE** |  | **DATE** |  |

Table of Contents

[**1. EXECUTIVE SUMMARY 3**](#_1fob9te)

[**2. PROJECT MANAGEMENT APPROACH AND GOVERNANCE 4**](#_3znysh7)

[**2.1 PROJECT SCOPE 4**](#_9cccpnodbdxb)

[**2.2 DELIVERABLES 6**](#_tyjcwt)

[**2.3 MILESTONE LIST 6**](#_3dy6vkm)

[**2.4 CHANGE MANAGEMENT PLAN 7**](#_1t3h5sf)

[**3. COMMUNICATIONS MANAGEMENT PLAN 10**](#_4d34og8)

[**4. CONFIGURATION MANAGEMENT PLAN 11**](#_2s8eyo1)

[**4.1 Introduction 11**](#_vhn4avj20jgk)

[**4.1.1 Purpose 11**](#_fu8kumjptkbd)

[**4.1.2 Scope 11**](#_wal2q9he62s6)

[**4.2 CM Processes 11**](#_2everlfhrhdh)

[**4.3 CM Organization, Roles, and Responsibilities 12**](#_e6z49eabru4p)

[**4.4 Configuration Data and Structure 12**](#_6qs8eyixm08l)

[**4.5 Configuration Management Tools 13**](#_p9bsb5bt6f97)

[**4.6 Naming Conventions 13**](#_ht2kr2aldoa8)

[**5. RISK MANAGEMENT PLAN 16**](#_lnxbz9)

[**6. REVIEWS 19**](#_xc7bpsnk2v09)

[**7. PROJECT ROLES 20**](#_d6wpdgi607hb)

[**8. APPENDICES 21**](#_35nkun2)

[**9. AUTHORIZATION SIGNATURES 22**](#_1ksv4uv)

# **EXECUTIVE SUMMARY**

| Learning Hub is a comprehensive website project designed to provide users with dynamic access to articles focused on history and languages. With a primary aim to foster learning and exploration in these two interconnected fields, Learning Hub offers an engaging platform for users of all levels of expertise to deepen their understanding and appreciation of historical events and linguistic nuances.  The website's core features include:  1. Diverse Content: Learning Hub hosts a wide array of articles covering various aspects of history and languages, ranging from introductory topics to more advanced discussions. Content is meticulously curated to ensure accuracy, relevance, and educational value.  2. User-Friendly Interface: The website boasts an intuitive and user-friendly interface, making navigation seamless for visitors. Users can easily browse through different categories, search for specific topics, and access resources tailored to their interests and learning objectives.  3. Continuous Updates: To ensure relevance and freshness, Learning Hub regularly updates its content with new articles, research findings, and educational resources. This commitment to continuous improvement enables users to stay informed about the latest developments in the fields of history and languages.  In conclusion, Learning Hub is poised to become a premier destination for individuals seeking to expand their knowledge of history and languages in an engaging and accessible manner. By leveraging innovative technologies and a commitment to quality content, Learning Hub aims to empower learners and foster a deeper appreciation for the rich tapestry of human history and linguistic diversity. |
| --- |

# **PROJECT MANAGEMENT APPROACH AND GOVERNANCE**

# **PROJECT SCOPE**

| 1. **Project Summary:**   The Learning Hub is an online platform designed to serve as a comprehensive encyclopedia, offering a wealth of information across various domains of life. Users can freely explore and acquire knowledge while also participating in a community where they can contribute and share their own expertise through articles, videos, and voice recordings.   1. **In Scope:**  * Validate the gathered requirements. * Establish a process for managing changes to the requirements. * Develop wireframes and mockups. * Implement the front-end user interface. * Build the back-end using the chosen technologies. * Develop the database schema. * Execute user acceptance testing. * Report any bugs or issues discovered during testing.  1. **Out of scope:**  * Infrastructure management. * System integration with external applications. * Ongoing system maintenance and support. * Unit Testing. * Integration Testing.  1. **Project Deliverables:** 2. **Project Plan:** A comprehensive project plan outlining the project scope, objectives, timeline, resource allocation, and milestones. 3. **Design Mockups:** Visual representations or wireframes of the learning hub website's user interface, showcasing the layout, navigation, and design elements. 4. **Functional Website:** A fully functional learning hub website with user registration and authentication, category-based content organization, user upload and management capabilities and user notifications and subscriptions. 5. **Content Approval System:** An administrative interface or functionality that allows the admin to review and approve or reject uploaded content before it is published on the website. 6. **Testing and Quality Assurance:** Documentation and reports of testing activities conducted to ensure the website functions as intended, meets user requirements, and performs optimally across different devices and browsers. 7. **Documentation:** Detailed documentation describing the project's technical specifications and architecture. 8. **Constraints:** 9. **Budget Constraint:** Not Applicable. 10. **Technology Constraint:** The website will be built using specific technologies such as HTML, CSS, JavaScript, a backend framework like Django or Ruby on Rails, and a database management system like MySQL. 11. **Compatibility Constraint:** The website must be compatible with google chrome browser. 12. **Assumptions:**  * **User email:** It is assumed that the user will use real and valid email for registration. * **User Content Editing and Deletion:** Users will not have the ability to edit or delete the content they have uploaded after it has been submitted. * **User Feedback and Ratings:** The website will not include a user feedback or ratings system for content, restricting users from providing feedback or rating the posts. * **User Follow Functionality:** Users will not be able to follow each other or establish connections within the platform. * **Limited Admin Features:** The admin will have no additional features beyond the ones available to regular users, except for the ability to approve or reject user-submitted posts. * **No Comments or Likes:** The website will not include a comments section or the option for users to like or interact with posts through such features. |
| --- |

## **DELIVERABLES**

Specify the deliverables or outcomes for the project.

|  |
| --- |

## **MILESTONE LIST**

| MILESTONE | DESCRIPTION | DATE | Review Comments |
| --- | --- | --- | --- |
| **Documentation Deadline** | The Learning Hub Website Documentation must be developed, reviewed and approved | 27/3/2024 |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Deadline Constraint** | The learning hub website must be fully developed, tested, and deployed by the specified deadline of April 27 2024. | 27/4/2024 |  |

## CHANGE MANAGEMENT PLAN

| **2.4.1. Change Request Management Strategy:**  **2.4.1.1 change request activities**  Each change request should be:   * Uniquely identified with ID * Described in details * Recorded in a centralized sheet * Analyzed * Implemented * Assigned to the initiator * Explain the reason of it   The project manager is responsible for filling the data in the change request sheet and assigning the tasks of implementation to team members.  **2.4.1.2 Status model**   * Open (New change request is waiting for analysis) * Under investigation(Change request is being analyzed) * Approved for implementation(Change requests approved for implementation and ready for implementation) * Allocated(Resources allocated for implementing approved change requests) * Implemented(changes successfully implemented) * Fixed(Issues addressed and resolved.) * Closed(Change request cycle completed)   **2.4.1.3 Analysis criteria**  Project manager is responsible for analyzing the change request by analyzing the:   * Resources required * Rescheduling the timeline and put a deadline for the change to be done * Impact of risks * Related work products or other change requests that are affected by this change request. * Related Problems (if problems happen) should be linked with the change that caused it.   and put this analysis in the change request sheet.  **2.4.1.4 Approving criteria before implementation**  The approval will be done by the **project manager** in case of internal and external CR.  When the change is affecting the cost or the delivery date to customer, then customer approval should be taken also.  The approving is according to:  The prioritization of change requests (based on the analysis results - availability of resources - allocation to releases)  There will be an attribute in the change request sheet that shows the request is approved by who.  **2.4.1.5 Review crieria**  After finishing the implementation of the change request , it will be assigned back to its owner (initiator) to review it and check/ensure that the change has been done correctly as he wanted.  The owner could be   1. Customer in case of the external change request 2. Project manager or the team member who asked for the change in case of the internal change request   The output will be:   1. Change is accepted and is implemented as required   OR   1. Change will go back to the implementation stage in case of any adjustment needed.   **2.4.1.6 Follow up the change request tasks**  The project manager will follow up on the undergoing tasks during the daily meeting with the team members and if there is any problem or delay he will investigate what is the problem and re-estimate time (if needed) to finish the task.  **2.4.2. Change Request Process (list of actions):**   1. Identify and record the change requests according to the strategy (in section 2.4.1.1) 2. Record the status of change requests according to the status model (in section 2.4.1.2) 3. Analyze and assess change requests according to the strategy (in section 2.4.1.3) 4. Approve change requests before implementation according to the strategy (in section 2.4.1.4). 5. Implement the changes. 6. Review the implementation of change requests according to the strategy (in section 2.4.1.5). 7. Track change requests to closure by following up as mentioned in the strategy (in section 2.4.1.6).   This Excel sheet contains the template of the change request table.  [Change Request.xlsx](https://1drv.ms/x/s!AqDHhTuX7hK4hSAb-lsyr4GYAK5A?e=VJpP9b) |
| --- |

# **COMMUNICATIONS MANAGEMENT PLAN**

| **NAME** | **TITLE** | **EMAIL** |
| --- | --- | --- |
| Mohammed Hassan | CEO | mycoursesemail22@gmail.com |
| Youssef shaaban | Customer | youshaaban98@gmail.com |
| Amr Mokhtar | Coach | AmrAHelal1989@gmail.com |
| David Nabil | Project Manager | davidnabil51@gmail.com |
| Marym Nasr | Software Tester | marymnasr00@gmail.com |
| Ahmed Seddik | Requirement Engineer | ahmeddik22@gmail.com |
| Gehad Hassan | Software Developer | gehadelfaramawy305@gmail.com |
| Salma Yasser | Designer | Salmayasser3110@gmail.com |
| Sara Ahmed | Software Developer | saraheldaly230@gmail.com |

| COMMUNICATION TYPE | DESCRIPTION | FREQUENCY | MESSAGE DISTRIBUTION | DELIVERABLE | DELIVERABLE OWNER |
| --- | --- | --- | --- | --- | --- |
| Online Meeting | Review and approve deliverables with Coach | Weekly |  | PMP | PM |
| Online Meeting | Review Progress and TimeLine Plan with CEO | Weekly |  | TimeLine Plan | PM |
| Online Meeting | Review Progress with the team | Daily |  | Task board | PM |

# **CONFIGURATION MANAGEMENT PLAN**

# Introduction

# Purpose

This document describes the Configuration Management (CM) approach that will be applied to the Learning Hub project. It defines the CM principles, methods, roles, responsibilities, tools and processes.

CM defines how a system’s Configuration Data is managed to enable its orderly storage, baselining.

# Scope

The CM Plan applies to the entire Learning Hub project, including all Configuration Items.

CM applies to the entire life of the product and shall maintain conformance between the design domain, production domain and operational domain of the observatory.

CM activities include CM planning, configuration identification, configuration status.

Configuration management supports the Systems Engineering and Project Management processes as defined in Automotive SPICE Version 3.1.

# 4.2 CM Processes

This section defines the main organizational processes that are required for the effective implementation of a CM system.

## 4.2.1 CM Planning

CM planning involves creating the plans, procedures, forms, and tools that are required to manage all the CM activities.

## 4.2.2 Configuration Identification

Configuration identification is the process of defining the naming and numbering attributes of Configuration Items and Configuration Data. It defines the naming and numbering standards that shall be applied consistently throughout the project, including the management of versioning, serialization, and modification status.

# 4.3 CM Organization, Roles, and Responsibilities

This section defines the project organizational structure, roles and responsibilities that are required to support an effective CM system.

## 4.3.1 Configuration Manager

A Configuration Manager shall be appointed for the Learning Hub project who shall assume overall responsibility for the CM processes

Besides the oversight of all the processes, the configuration manager shall specifically be responsible to

1. Create and maintain the CM management planning documentation.
2. Ensure that the submission of documents and other Configuration Data to the CM system supports this CM Plan. This is achieved by ensuring that only appropriately trained persons have write access to the CM system.
3. Provide training materials and support to all users of the CM system.
4. Ensure that the Configuration Data is safely stored and backed up.

# 4.4 Configuration Data and Structure

This section defines how the Configuration Items will be structured in the CM system and how the data items associated with Configuration Items will be defined.

## 4.4.1 Configuration Folder Structure

## 

| 1.Code | 1.1FrontEnd | 1.1.1 HTML |
| --- | --- | --- |
|  |  | 1.1.2 CSS |
|  |  | 1.1.3 javaScript |
|  | 1.2 BackEnd |  |
| 2.Tests | 2.1 Manual Tests |  |
|  | 2.2 Automated Tests |  |
|  |  |  |
| 3.Documents | 3.1 Reviews |  |
|  | 3.2 Plans |  |
|  | 3.3 Additional documents |  |
| 4.Scr |  |  |
|  | 4.1 Pictures |  |
|  | 4.2 Videos |  |
|  |  |  |
| 5. Screenshots |  |  |
|  |  |  |

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 4.5 Configuration Management Tools

GitHub repository will be used for configuration management [(GitHub Link)](https://github.com/gehad305/Learning-Hub-Web-App-QA-Workshop)

All documents will be written using google (docs, sheets) and updated **daily** to the GitHub link defined above.

# 4.6 Naming Conventions

Unique File identification is required to associate a Configuration Item with all its Configuration Data. This section defines how items are identified for Learning Hub.

## 4.6.1 Code Files

## <project name> \_ <page name>.<file extension>

## ex: “LearningHub\_Home.html”

## : “Learning Hub\_Registeration.css”

## 4.6.2 Test Files

## <project name> \_ <System Under Test>\_ Test

## ex: “LearningHub\_Registeration\_Test”

## 4.6.3 Document Files

## <project name> \_ <document name>\_<file type>

## ex: “LearningHub\_CMP\_review”

## 4.6.4 Scr Files

## <project name> \_ <page name>\_<element name>.< file extension >

## ex: “LearningHub\_Home\_categoriesPicture1.jpg”

## : “LearninhHub\_Posts\_BookVideo2.mp4”

## 

## 4.6.7 Screenshot Files

## <project name> \_” Screenshot” \_ <page name>.png

## ex: “LearningHub\_Screenshot\_Home.png”

4.6.8 Technical Requirements

SRS\_<feature name>\_*<*sub feature*>*\_Id

ex : SRS\_UMP\_Content\_001

## 

4.7 Branching and Merging Strategy

* Team member will push any updated Output to the development Branch
* Team member then request a push to the repository
* Project Manager Will then review and approve the Change made by team member
* The Changed Work product will be pushed into the main branch

# **RISK MANAGEMENT PLAN**

5.1 Introduction:

The purpose of this Risk Management Plan is to identify, assess, and manage risks associated with the development of the Learning Hub website project.

By proactively addressing potential risks, we aim to minimize their impact on project objectives and ensure successful project completion.

5.2 Risk Management Approach:

- Risk management will be an ongoing process throughout the project lifecycle.

- Risks will be identified, assessed, prioritized, and responded to promptly.

- Regular risk review meetings will be conducted to monitor and control risks.

- The Risk Management Plan will be communicated to all project stakeholders and team members.

5.3 Roles and Responsibilities:

- Project Manager: Overall responsibility for risk management activities.

- Stakeholders: Provide input on risk tolerance and review risk response strategies.

5.4 Risk Management Process:

**5.4.1 Risk Identification:**

* Conduct brainstorming sessions with project team leader to identify potential risks monthly.
* Utilize historical data, expert judgment, and industry best practices to identify risks.
* Document identified risks in the Risk Register.

**5**.**4.2 Risk Analysis:**

* Assess the probability and impact of each identified risk as an output of the mentioned sessions.
* Every risk has weight = probability \* impact.

**5.4.3 Risk Response Planning:**

* As an output of Risk analysis: Develop strategies to address identified risks.
* Avoidance: Implementing measures to eliminate the risk.
* Mitigation: Implementing actions to reduce the probability or impact of the risk.
* Transfer: Shifting the risk to a third party through contracts or insurance.
* Acceptance: Accepting the consequences of the risk without taking action.

5.5 Risk Monitoring and Control:

* Monthly review the Risk Register and update risk status.
* Monitor identified risks and their triggers throughout the project lifecycle.
* Implement risk response plans as required and adjust them based on changing circumstances.
* Communicate risk status and updates to stakeholders regularly.

5.6 Documentation and Reporting:

* Maintain detailed documentation of all risk management activities.
* Provide monthly reports on risk status, including any changes or updates, to stakeholders.
* Ensure transparency and clarity in risk communication to all relevant parties.

5.7 Contingency Planning:(Action plan)

* Develop contingency plans for risks with significant potential impact.
* Identify triggers for activating contingency plans and assign responsibilities for their execution.
* Monthly review and update contingency plans based on evolving project conditions.

5.8 Lessons Learned:

* Conduct a post-project review to analyze the effectiveness of risk management processes.
* Document lessons learned and best practices for future projects.
* Incorporate improvements into future project plans and risk management strategies.

| **Risk #** | **Date Raised** | | **Risk Description/Text Description** | **Risk Impact** | **Risk Severity** | **Risk Owner** | **Response (Tr/Av/Cn)**  **(In/Ac)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | |  |  |  |  |  |
|  |  | |  |  |  |  |  |
|  |  | |  |  |  |  |  |
|  |  | |  |  |  |  |  |
| **Total** |  | |  |  |  |  |  |
| Response Legend: | | Tr | **Transfer**. Reassigning the risk to another group, department, or organization. | | | | |
|  | | Av | **Avoid**. Change the project plan using Change Control processes | | | | |
|  | | Cn | **Contain**. Mitigation and contingency planning. Mitigation seeks to reduce the probability or impact of a risk to an acceptable level. Contingency planning identifies alternative strategies to be used to ensure continued project success if specific risk events occur. | | | | |
|  | | In | **Insure**. Involves preplanned arrangements with external organizations or third parties. | | | | |
|  | | Ac | **Accept**. Accept the consequences of the risk occurrence without further action. | | | | |

# **REVIEWS**

| Review Process   1. when document finished send Email to the project Manager that the task is finished and needs to be reviewed**.** 2. Project Manager Select the document and Identify the specific document for review. 3. The Document that need to be reviewed the project manager assign task for the team that have skills and availability to review it 4. The Documentations that need to review upload them on GitHub to start Review Process. 5. project manager establish a review plan with start and end times, assign a skilled team according suitable skills and availability. 6. In the review plan project manger need to define scope Also Update Deadline on Trello if needed. 7. Skilled team will review the document identifying strengths, weaknesses and areas for improvement according to their experience. 8. Reviewers team will make an excel sheet to write the results and Upload that sheet on GitHub 9. Excel sheet will contain a column for Comments if No Comment is needed will be checked on it “No comment ” then the document will be approved by the reviewer. 10. If The Reviewer Team found some Problems will put all the comments on excel sheet then upload on GitHub to fix all the problems 11. After all The problems are detected, the manager will assign a task to someone on the team to fix it. 12. After the Problems are fixed the version need to change to be submitted. 13. This loop will end after all the updates are fixed Then Finally the document will be approved.   **-Snapshot for Table of Project Manager assigns task**   | **Selected Document** | **Who?** | **When?** | | --- | --- | --- | | **[Document Name]** | **[Assigned Team Member]** | **[Review Date]** | |
| --- | --- | --- | --- | --- | --- | --- |

# **PROJECT ROLES**

## 

| **NAME** | **TITLE** | **EMAIL** | **PHONE** |
| --- | --- | --- | --- |
| David Nabil | Project Manager | davidnabil51@gmail.com | 01095514284 |
| Marym Nasr | Software Tester | marymnasr00@gmail.com | 01208584486 |
| Ahmed Seddik | Requirement Engineer | ahmeddik22@gmail.com | 01025237223 |
| Gehad Hassan | Software Developer | gehadelfaramawy305@gmail.com | 01201504257 |
| Salma Yasser | Designer | Salmayasser3110@gmail.com | 01128796677 |
| Sara Ahmed | Software Developer | saraheldaly230@gmail.com | 01125676258 |

## 

# **APPENDICES**

Attach or link to separate plan documents or other reference document. *Optional.*

| ATTACHMENT NAME | LOCATION / LINK |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# **AUTHORIZATION SIGNATURES**

**PREPARED BY**

|  | |
| --- | --- |
| *Name and Title (Printed)* | |
|  |  |
| *Signature* | *Date* |

**RECOMMENDED BY**

|  | |
| --- | --- |
| *Name and Title (Printed)* | |
|  |  |
| *Signature* | *Date* |

**APPROVED BY**

|  | |
| --- | --- |
| *Project Sponsor Name and Title (Printed)* | |
|  |  |
| *Project Sponsor Signature* | *Date* |