



ENG1003 Assignment 2

Project Management Plan

VERSION 2.0.0

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TEAM 133

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Contents

Contents	1
Introduction and Purpose	2
Project Information	2
Background and intended use	2
Scope	2
Deliverables/due dates	2
Personnel/HR Management	3
Decision on Processes	3
Communications Management	4
Risk Management	4

Introduction and Purpose

This document is the Project Management Plan for Team 133 of ENG1003. This document details the project information and will provide information about the team members, meeting details, and timeline of the project. It shows how the role of each team member, the team's communication management and how risk is planned to be managed within the team.

Project Information

Background and intended use

Monash University requires for a web application to be designed that will allow users to plan domestic flights within a country of their choice. The application interface should be user friendly and have information readily available. Monash University requires for a web application to be created as students would like to be able to plan trips in order to visit the country where their exchange program takes place. Also, due to the current COVID-19 pandemic, international borders are mostly closed however, most governments have started to allow for domestic travel to take place again to help maintain the economy. Therefore, a web application that helps Monash students plan domestic flights has been proposed.

Scope

The main function of the web application is to assist students to find and choose their preferred routes and airline to travel within their exchange country. The web application being developed will not allow users to book international flights due to the recent pandemic that caused countries to close all international borders and hence students are only allowed to travel domestically. The application shows all available routes and connecting flights in the chosen country during the booking process whereas price, airlines and the duration of flight are not included. This is because the route and flights chosen by the user will be sent to a booking agent to do the scheduling and booking. To protect the user's privacy, users can only save their scheduled and previous trips if they created an account in the application.

Deliverables/due dates

Timeline	Tasks to be Completed	Dependencies
Week 6 (6/9 - 10/9)	Requirements Document	-
Week 7 (13/9 - 17/9)	Design Document, Project Management Plan	Requirements Document
Week 8 (4/10 - 8/10)	Prototyping Phase	Design Document

Week 9 (11/10 - 15/10)	Implementation Phase	Prototype
Week 10 (18/10 - 22/10)	Implementation Phase (Cont.)	Previous incomplete implementation phase
Week 11 (25/10 - 29/10)	Implementation Phase (Cont.)	Previous incomplete implementation phase
Week 12 (1/11 - 5/11)	Presentation	All previous work

Personnel/HR Management

NAME	EMAIL / HP NUMBER	RESPONSIBILITY
Arthur Lee	Email: alee0058@student.monash.edu Number: +60123366712	Team Leader: Responsible for coordinating team members' work and planning out flow of project development.
Abrar Iqbal	Email: aiqb0003@student.monash.edu Number: +2368855389	Timekeeper: Responsible for completing the work delegated by the team leader and also to keep track of project deadline
Cheryl Lau	Email: clau0016@student.monash.edu Number: +60123885839	Document Reviewer: Responsible for completing the work delegated by the team leader and proofreading written documents
Germaine Pok	Email: gpok0001@student.monash.edu Number: +60172660201	Code Reviewer: Responsible for completing the work delegated by the team leader and proofreading written codes

Decision on Processes

Most of the work done by the team is during the weekly meeting and the practical classes. The platforms the teams use for storing the documents are the team shared Google Drive. These works are reviewed at least twice a week, once after every meeting and practical sessions. Google Docs is the primary software the team uses for creating and editing most the documents. The team's primary software for coding is the VS code. Besides that the group uses Trello to keep track of what tasks need to be completed and which ones are completed. The team shared Git repository is used to share the codes within the team. Most of the decisions within the team are made by discussing with each member and taking account of everyone's opinion. Email will be sent to lecturers or questions will be posted on Ed Stem forum to ask about any unsure decisions.

Communications Management

Communication within the team is handled through various social applications like WhatsApp and Zoom. WhatsApp is used to set up meetings and also for team members to ask quick questions to clear any doubts they might have. As there is an ongoing pandemic, we could not conduct an in-person meeting, hence, Zoom platform is used to conduct online meetings for team members to discuss the assignment in detail and make progress. Zoom link would be sent by Team Leader 5 minutes prior to the meeting on WhatsApp.

The response time for Whatsapp conversation varies, depending on how urgent and important the conversation is. However, the acceptable response time would be within 10 minutes or shorter. The response time during Zoom meeting is immediate, unless that certain group member is not present.

If the response time is exceeded and the situation is urgent, call the team member with the phone number listed on Personnel/HR Management.

Risk Management

RISK	LIKELIHOOD	POSSIBLE CONSEQUENCE	MITIGATION STRATEGY
Members being unable to join meetings	Low	Delayed progress causing team to not meet the deadlines for the project submission	Holding more meetings than intended before the deadline
Unresponsive team members	Low	Workload is unbalanced and may not be able to finish project by given deadline	Reach out to lecturer
Missed important details for the project	Moderate	Redoing entire or part of project due to carry forward error	Assign at least two members to double check each completed task before moving on to the next
Member not following the scheduled time	Low	Meeting times get delayed	Reminding the team 10 mins earlier before each meeting on whatsapp
Unintended deletion of partially or fully completed documents	Moderate	Redoing entire or part of project and may not be able to finish project by given deadline	Store backups of documents on multiple platforms like Google Drive and Onedrive.