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| **SOFTWARE PROJECT PLAN** |
| HUMAN RESOURCE MANAGEMENT |
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**Document Revision History**

| Date | Revision | Description | Revised by |
| --- | --- | --- | --- |
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| 10/16/2011 | 1.0.1 | Update part 5 | LocPhan |
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# Introduction

## Purpose

This document is to establish reasonable plans for performing the software engineering and for managing the software project Human Resource Management. The customer of this project is Human Resource Department- Van Lang University

The plan includes information about the project, resource, and schedule and processes that our team apply for management.

## Scope

This document is to cover parameters of a project and to establish the appropriate project management and quality environment required to complete the project:

1. Task Scheduling
2. Resource Planning
3. Organizational Planning
4. Change Management Process
5. Project Monitor &Control

## References

| **No.** | **Document Name** | **Description** | **Version** | **Location** |
| --- | --- | --- | --- | --- |
|  | Configuration Management Document | This document is used to manage the version of document and source code in HRM project | 1.0 |  |
|  | Measurement Plan | This document include all the metric and measurement collection process of HRM project | 1.0 |  |
|  | Risk Management Plan | This document include process for manage risk | 1.0 |  |
|  | Test Plan | Descript about testing, test-case, test process |  |  |
|  | Master Plan | Tasks, role, start, finish |  |  |

## Definitions, Acronyms and Abbreviations

| **Term** | **Definition or description** |
| --- | --- |
| **HRM** | Human Resource Management |
| **PIM** | Personal Information Management |

# Project Overview

## Purpose

Human Resource System is a new system that will be a replacement forthe current Human Resource System at Van Lang University that is operated manually using Microsoft Excel.

HRM is particularly developed for human resource management in university / colleges. The system consists of key modules:

* Personal information management
* Employee labor contract management
* Recruitment & training processing
* Payroll
* Administration panel - Utilities

## Scope

The following figure shows an overall all the key features of HRM project



*Figure 1: Features data relationship of HRM project*

As shown above, HRM consists of eight key modules/features, which is described and prioritized as followed:

|  |  |  |  |
| --- | --- | --- | --- |
| ID | Name | Description | Priority |
| HRM.FE1 | System Management | Managing HRM system, include user management, authentication, configuration, etc. This feature will be hidden and filtered by users' permission; only administrator of HRM can access this feature | 2 |
| HRM.FE2 | Recruitment Management | This feature is responsible for managing recruitment process. It includes interviewing, evaluating, managing probation information. | 8 |
| HRM.FE3 | Employee Labor Contract Management | This feature is responsible for managing employee contract information: salary ratio, class, grade, contract date, staff name… Besides, this feature helps HR easy to manage payroll. Therefore, it has a definite link to Payroll Management module. | 3 |
| HRM.FE4 | Insurance Information Management | This feature is responsible forcollecting and gathering information about insurance types, and manage premium. Beside, this feature bases on salary table to update insurance types of staff (including lecturer). | 6 |
| HRM.FE5 | Assessment Management | This feature is responsible forgathering information about work of staff, lectures, discipline, reward, etc. Moreover, assessments will be updated at the end of each year. This will helps HR to calculate salary. | 7 |
| HRM.FE6 | Employee Labor Management | This feature is responsible for receiving information about staff from Personal Information Management to manage working day, working hour. This will helps HR to calculate salary. | 4 |
| HRM.FE7 | Payroll Management | Reporting and manage information about staff, lectures, salary etc. However, it is mainly about managing income of a staff of VLU | 5 |
| HRM.FE8 | Report Statistic Management | Getting information that customer wants to report | 9 |
| HRM.FE9 | Personal Information Management | It is one of the most important features. It will responsible for managing resource information and provide it for other features. | 1 |

## Constraints

|  |  |
| --- | --- |
| **No.** | **Constraint** |
| Business Constraints | |
| 1 | Resource: 8 members |
| 2 | Schedule: 30 weeks (include 22 days for Tet holiday)  Started date: 1/10/2011  Finished date: 20/5/2011 |
| Technical Constraints | |
| 3 | Development framework: .Net 4.0, WCF, Silverlight, Entity framework |
| 4 | Network: Network is ADSL/Mega WAN |
| 5 | Programming language: Using C# |
| 6 | Third-party:  - Using Microsoft Word, Excel for documenting, importing, and exporting the data.  - Use the Authentication component from Van Lang IT Department |

## Project Processes

## Development process

Human resource management project is developed following modified to suitable with team to easy manage and conduct.

The Architecture Centric Design Method (ACDM) address these issues and provide a more comprehensive design process that can easily be meshed with existing process frameworks Use ACDM for Requirement phase and Architecture phase because:

1. Provides techniques and structure for designing the architecture and then using the architectural design to guide the programmatic aspects of a project
2. Guides project planning, tracking, and construction

Integrate with Incremental-model for Detail design, programming, testing because easy to generates working software quickly and early during the software life cycle:

1. Less costly to change detail design, program because team member not good about detail design and programming
2. Easy to test and debug during a smaller iteration
3. Easy manage for smaller iteration



*Figure 2: Human Resource Management model process*

|  |  |
| --- | --- |
| **Phase** | **Description** |
| Requirement | In this phase, the requirement engineers will start to get the requirement list from stakeholder, analyse requirement and document them. These documents will be validated by the satkeholder and verify by team members.  After the requirements is all agreed by stakeholders. The testing team will start to design the acceptance test cases base on the customer acceptance criteria |
| Architecture | After the requirement is finalized Concept Operation Draft, the chief architect will start to create the architecture and refine them until there is no issue on architecture.  After this phase, the testing team will start to design system test cases. |
| Detail design | The system will be design in more detail. The class diagram and sequence diagram will be design to ensure that the developer can build the system as the architecture.  After this phase, the testing team will start to design intergration test cases |
| Build the system | The developers will start build the system based on the detail deisign  After the coding phase is conduct test to ensure each module in every iteration is tested deeply. |
| Testing | Tester will write test cases when completed requirement and architecture, so, test cases will release in stage 2 and satge 7 in ACDM . After the system is build. The testers will execute test cases in every iteration which are design in previous phases. *[See more in Test plan about each kind of testing]* |

## Requirement Process

|  |  |
| --- | --- |
| **Stage Name** | **DISCOVER ARCHITECTURE DRIVERS** |
| *Purpose* | Project Team will prepare list of questions before meeting with customers. Then, project team will use these questions to get requirements from customers. In addition, all requirements will be written down to concepts of operation (ConsOpt) document. Moreover, project team will continuously verify and validate ConsOpt among team and customers. |
| *Precondition* | Project Team must decompose role‘s Team members.  Customer Businesses from System Concept phase. |
| *Output* | Concept of Operation document |
| *Tool & techniques* | Drop box and SVN for managing document  Microsoft Office (Word, Excel) to create ConsOpt document |
| *Post condition* | Concepts of Operation document is in the final version for the next stage. |
| *Activities* | Team members get requirements from customers after brainstorming what need asking and how to ask  Write down requirements to concepts of operation  Verify it with team members and validation among customers  Review and fix bugs to complete ConsOpt documents |
| *Resources* | All team |
| **Stage Name** | **ESTABLISH PROJECT SCOPE** |
| *Purpose* | From Concepts of Operation document, project team has to analyze those requirements and create Software Requirement Specification (SRS) |
| *Precondition* | Concepts of Operation document |
| *Output* | Final version of Software Requirement Specification |
| *Tool & techniques* | Drop box and SVN for managing document  Microsoft Office (Word, Excel) to create SRS document |
| *Post condition* | SRS is ready for the next stage |
| *Activities* | Team members define system feature, functions and generate use cases. Then we will write scenario for system’s quality attributes. Finally, we will review with each other and improve SRS. However, if anything happens, we must roll back to stage one and make it clear with ConsOpt document. The previous action may need a meeting with customers if necessary. |

## Architecture Process

|  |  |
| --- | --- |
| **Stage Name** | **Create/Refine Architecture** |
| *Purpose* | * Create the initial architectural design, or refine the architectural design based on the results of the architectural evaluation.   + If this is the first iteration in stage 3, then the initial notional architecture design will be created.  + If the decision is to continue refining the design (stage 5), then issues uncovered in the evaluation are addressed after stage 5. |
| *Precondition* | The architectural drivers must be analyzed and documented as described in stage 2 vis-à-vis the architecture driver specification. If this is the second (or nth) time through stage 3, the issues raised in the stage 4 evaluation must have been addressed by the architecture design team through experimentation after stage 5. |
| *Output Document* | The initial architectural design or the refined architectural design and the associated documentation artifacts. |
| *Post condition* | * The notional architecture design is completed (first time through stage 3), or the architecture design is refined based on experiments conducted after stage 5 (nth time through stage 3). * The notional architecture design is documented (first time through stage 3), or the architecture design documented is updated after refining the architecture based on experimentation after stage 5 (nth time through stage 3). |
| *Activities* | Create or refine the architecture design. After initial design the architect (or architecture team) will return to this step after the productions go/no go decision (stage 5) to refine the architecture. |
| **Stage Name** | **Architecture Review** |
| *Purpose* | The primary purpose of stage 4 is for the architecture design team to evaluate the initial architectural design, or reevaluate the refined design after architectural evaluation and experimentation. |
| *Precondition* | The architecture design must be sufficiently complete to facilitate the design evaluation. At a minimum, the architecture design must be designed and documented in preliminary fashion with representation from the three primary perspectives. In addition to drawings, there must be sufficient prose to describe the design and its rationale. |
| *Output Document* | A list of issues uncovered during the evaluation that impact the design’s ability to satisfy the architectural drivers. |
| *Post condition* | Architecture design is evaluated and key issues identified and documented |
| *Activities* | Review the architecture to discover and document issues that may compromise the satisfaction of the architectural drivers. |
| **Stage Name** | **Production Go/No Go Decision** |
| *Purpose* | * The architecture design team to analyze the issues uncovered in stage 4 during the architectural design evaluation and devise concrete strategies for how to address each issue * The architecture design team to resolve issues uncovered during the evaluation in stage 4 by carrying out the actions described for each issue in the issue deposition document developed in stage 5 |
| *Precondition* | * The architecture design must have been evaluated and the issues from the evaluation recorded and available to all of the architecture design team * The architecture design team must have developed the issue deposition   document and assigned responsible engineers to each issue for experimentation |
| *Output Document* | * Issue deposition document template * The experimentation template. |
| *Post condition* | * There is a concrete strategy for how the issues uncovered during the stage 4 evaluation will be addressed by the architecture design team. A decision is made as to whether the team will **further refine the architecture design through the production Go/No Go decision** (stage 5), or if the team will **begin planning the implementation** of the design in the production stages (detail design stage). * The experiments have been conducted for each issue according to the issue deposition document. |
| *Activities* | 1. Preparation before meeting 2. Conduct analysis meeting. Team discusses or debates on the issues and reaching consensus on these matters can be challenging. 3. Make decision: refine or implement the design 4. Review The issue disposition document should be reviewed and circulated among the broader stakeholder community for comment 5. Experimentation planning: Each responsible engineer will develop a short plan for how he or she will perform the action described for each issue he or she is responsible for according to the issue deposition document. 6. Experimentation: Each responsible engineer will conduct the experiments specified in his or her experimentation plans. He or she will collect all relevant technical data and will track the time spent on each experiment. 7. Experimentation review: One the experiments are concluded, the team will share and review the outcomes and the data collected during the experiments |

## Detail Design Process

**Re-Detail Design**

**Re-Collection**

*Figure 3: Detail design process*

|  |  |
| --- | --- |
| **Stage Name** | **DEFINITION** |
| *Purpose* | The primary purpose of that stage is for the detail design team to have overview of all the functions that detail design team will implement. |
| *Precondition* | All the requirements and the architecture design phase must be clearly established |
| *Output* | List of all the functions of HRM\_PIM module |
| *Post condition* | * All the Function must clearly identified * Architecture design must completed |
| *Activities* | . |
| **Stage Name** | **ANALYSIS** |
| *Purpose* | The primary purpose of that stage is for the detail design team to analyze the complex of each function by identify the actions, solution, impact to system. |
| *Precondition* | Each factor of function in Function list must be clearly identified that meet requirement specification |
| *Output* | The complexity function specification and the updated master detail design plan. |
| *Post condition* | The complexity function specification is completed |
| *Activities* |  |
| **Stage Name** | **EVALUATION** |
| *Purpose* | The primary purpose of that stage is to evaluate the priority function |
| *Precondition* | The actions, solution and impact of each functions must be clearly identified |
| *Output* | The priority function list specification |
| *Post condition* | The priority function list specification is completed |
| *Activities* |  |
| **Stage Name** | **DETAIL DESIGN** |
| *Purpose* | The primary purpose of that stage is for implement to have detail overview about each function before implementing |
| *Precondition* | The priority function list specification must be completed |
| *Output* | Detail Design Specification |
| *Post condition* | Detail Design Specification is complete |
| *Activities* |  |
| **Stage Name** | **VERIFICATION** |
| *Purpose* | The primary purpose of that stage is to exam detail design that follow analysis phase. |
| *Precondition* | Detail Design Specification must be completed |
| *Output* | List of functions is passed and fail |
| *Post condition* | List of functions is passed and fail that complete |
| *Activities* |  |

## Testing Process

**Definition:**

The course of software being tested in a well-planned way is known as Software test life cycle.

*Figure 4: Testing process*

|  |  |
| --- | --- |
| **Stage Name** | **TEST PLANNING** |
| *Purpose* | * The testing team creates a test plan. * The test plan defines the objectives and scope of the testing effort, and identifies the methodology that your team will use to conduct tests |
| *Precondition* | * All members of team should review and approve its team’s test plan before it is integrated into the general test plan * Complete Requirement to write system test cases in stage 2 of ACDM method and Architecture to write acceptance test cases in stage 7 of ACDM method. |
| *Output* | * Documents Involved: * Test Plan * Test cases |
| *Tool & techniques* | * Meeting with team |
| *Post condition* | * The initial master test plan has been created and is updated as required after each architecture driver elicitation workshop. |
| *Activities* | * It include: * Define testing scope and objectives * Define testing methodology * Identify required resources * Identify the features and functions to text * Identify risk factors * Establish a testing schedule |
| **Stage Name** | **TEST DEVELOPMENT** |
| *Purpose* | * The primary purpose of stage 2 is focused on test requirement analysis and documentation in the form of a test specification |
| *Precondition* | * The consolidated test plan from stage 1 must be available. |
| *Output* | * Documents Involved: * Test Plan * Test cases: System test cases, Acceptance test cases |
| *Tool & techniques* | * Meeting with team |
| *Post condition* | * The testing specification is completed and reviewed and formally accepted by the stakeholders. |
| *Activities* | * Gather initial information and test intent * Propose a test solution with preliminary requirements * Solidify test requirement * Develop/Document test solution * Validate test solution * Deliver test solution to production environment |
| **Stage Name** | **TEST EXECUTION** |
| *Purpose* | * Executing Test cases * Testing Test Scripts * Capture, review and analyze Test Results * Raising the defects and tracking for its closure |
| *Precondition* | * The Test Development plan must be analyzed and documented as described in stage 2 and the Testing specification |
| *Output* | * Documents Involved: * Test Cases * Test Execution report * Bug report |
| *Tool & techniques* | * Meeting with team |
| **Stage Name** | **DEFECT REPORTING** |
| *Purpose* | * A Defect Report describes defects in released software and documentation products. Defect Reports have a priority rating that indicates the impact the problem has on the customer * Defect reports are probably primary work product for most of the software testers * Write reports for: * Defect logging * Assigning defect and fixing * Retesting * Defect closing |
| *Precondition* |  |
| *Output* | * Documents Involved: * Test report * Bug Report |
| *Tool & techniques* | * Meeting with team |
| **Stage Name** | **RETEST DEFECTS** |
| *Purpose* | * Defects fixed without changing code as in environment defects were retested and closed immediately. |
| *Precondition* | * Defect fixes requiring code changes were included in a build package and were retested and either closed or reopened depending on the outcome of the test. |
| *Output* | * Documents Involved: * Test report |
| **Stage Name** | **PRODUCT DELIVERY** |
| *Purpose* | * Analysis of the results of running tests * The results analysis provide management and the development team with a readout of the product quality |
| *Precondition* |  |
| *Output* | * Documents Involved: * Test summary reports |

# Project Resource Plan

## Project Organization Chart

|  |  |
| --- | --- |
| **Name** | **Responsibility** |
| Team Leader | * Prepare reports and maintain records of work accomplishments and administrative information * Report to the mentor periodically on team and individual work accomplishments, problems, progress in mastering tasks and work processes, and individual and team training needs * Create an environment oriented to trust, open communication, creative thinking, and cohesive team effort * Provide the team with a vision of the project objectives * Motivate and inspire team members. * In ACDM: as Managing Engineering, coordinating the overall system design and development effort |
| Lead Requirement | * Communicating with customer to gather the requirement * Assigning and Arranging the tasks that related with requirement * Creating and supporting in Concept Operation and SRS * In ACDM: as requirements engineer, coordinating the gathering and tracking of the architectural drivers |
| Lead Architect | * Articulating the architectural vision, conceptualizing and experimenting with alternative architectural approaches, creating models and component and interface specification documents, and validating the architecture against requirements and assumptions. * Communicating with Requirement Team for Architecture Driver Document * Creating and Supporting in Architecture Design Document * In ACDM, responsible for architecture design |
| Lead Design | * Managing a team of designers to ensure the highest level of output for the customer * Effectively collaborating with the project team * Ensuring the quality of individual work within a project and that of the design team * Efficiency of individual and team output including ongoing awareness of performance againstthe budget * Responsibility for budget awareness for each individual piece of work completed * Ensuring suitable communication/updates to relevant project and account teams on the statusof your work * Identification of opportunities to improve end product creatively if applicable * To develop project timelines, working on a tight schedule to produce top quality work. * In ACDM, as Product Engineers, focus on detailed design, implementation, and integration of the elements to compose the system |
| Lead Test | * Understanding and documenting testing requirements, provide test estimates, create and review test cases, execute and review test results, create and submit test reports to stake holders. * In ACDM, as Quality Process Engineer, ensure that ACDM and other defined processes are follwed as prescribed to ensure project quality goals are met |
| Technical Lead | * Be responsible for the underlying architecture for the software program, as well as for overseeing the work being done by any other software engineers working on the project |
| Support Engineer for Chief Requirement in ACDM | * Set up and maintains the design team’s support tools and environments |
| Chief Scientist, support for Lead Architect in ACDM | * Planning, coordinating, tracking, experiments used to refine the design |

## Knowledge

* Developers must have basic knowledge about C#, WCF, SQL Server, Silverlight.
* Besides developers know to get requirement, design, architect, basic code.

## Skill

* Project management
* Teamwork
* Negotiate
* Listen
* Problem resolve

## Training Needs

Training about C#, Silverlight for team.

# Project Schedule

## Phases / Iterations

| **No.** | **Phase** | **Star Date** | **End Date** | **Comment** |
| --- | --- | --- | --- | --- |
| 1. | Requirement Analysis | 10/1/2011 | 11/20/2011 | Update until week 22 |
| 2. | Architect Design Analysis | 11/6/2011 | 12/25/2011 | Update until week 22 |
| 3. | Detail Design Analysis | 12/25/2011 | 3/4/2012 | Update until week 22 |
| 4. | Implement | 3/4/2012 | 4/4/2012 |  |
| 5. | Testing | 4/4/2012 | 4/14/2012 |  |
| 6. | Deploy Product | 4/15/12 | 4/17/2012 |  |

## Milestones

| **No.** | **Milestone** | **Description** | **Due Date** | **Comment** |
| --- | --- | --- | --- | --- |
| 1 | Start Up | Beginning get Requirement | 1/10/2011 | Major |
| 2 | Requirement Analysis | Finishing get Requirement | 24/1/2012 | Major |
| 3 | Architect Design Analysis | Review between team members and mentor about the ADD | 11/2/2012 | Major |
| 4 | Design Database | Review between team members and mentor about the Architecture Design document | 29/2/2012 | Major |
|  | Testing | Release test reports | 15/2/2012 | Major |
|  | Deliver to customer | Give product for customer | 22/5/2012 | Major |

## Detailed Schedule

[Insert Gantt Chart, or MS Project or MrProject® tool here]

[List all project main tasks in high level that will be performed and relevant schedule and resources allocated.]

## Project Stakeholders Involvements

|  |  |
| --- | --- |
| **ROLE** | **NAME** |
| Mentor | Nguyen The Quang  Dinh Duc Tri |
| Development team | Human Resource Team |
| Customer | Van Lang uni.PhongNhan Luc |

# Project Communication Plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name** | **Role** | **Represent for** | **Contact Info** |
|  | Human resource department | Customer | VLU | Address: 45 Nguyen KhacNhu, Q1, HCM  Email:[p.kh@vanlanguni.edu.vn](mailto:p.kh@vanlanguni.edu.vn) |
|  | Nguye The Quang | Mentor | HRM team | Phone:0989990017  Email: [quangsm1994@gmail.com](mailto:quangsm1994@gmail.com) |
|  | Dinh Duc Tri | Mentor | HRM team | Email: [nguyenanhnhan@vanlanguni.edu.vn](mailto:nguyenanhnhan@vanlanguni.edu.vn) |
|  | Nguyen Anh Nhan | Mentor | HRM team | Email: [dinhductri@vanlanguni.edu.vn](mailto:dinhductri@vanlanguni.edu.vn) |
|  | Huynh Thi Hong Nhung | Team Leader | HRM team | Email: [nhunghuynhthihong@gmail.com](mailto:nhunghuynhthihong@gmail.com) |
|  | Tran Nguyen Hoang Tan | Team Member | HRM team | Email: [hoangtanvlu@gmail.com](mailto:hoangtanvlu@gmail.com) |
|  | Nguyen Kim Tuong | Team Member | HRM team | Email: [kimtuongvlu@gmail.com](mailto:kimtuongvlu@gmail.com) |
|  | Dinh Nguyen Khoi Nguyen | Team Member | HRM team | Email: [shadow141206@gmail.com](mailto:shadow141206@gmail.com) |
|  | Phan Gia Ba Loc | Team Member | HRM team | Email: [tuongcuop.ali@gmail.com](mailto:tuongcuop.ali@gmail.com) |
|  | Nguyen Khac Quyet | Team Member | HRM team | Email: [nguyenkhacquyet89vl@gmail.com](mailto:nguyenkhacquyet89vl@gmail.com) |
|  | Nguyen Ngoc Tung | Team Member | HRM team | Email: [haycogang0207@gmail.com](mailto:haycogang0207@gmail.com) |
|  | Nguyen Tien Dang | Team Member | HRM team | Email: [dangnguyen2409@gmail.com](mailto:dangnguyen2409@gmail.com) |

| **Audience/ Attendees** | **Topic/ Deliverable** | **Frequency** | **Method** |
| --- | --- | --- | --- |
| Mentors | Progress Review | Weekly | - Project Weekly Report |

----------- End of Document -----------