

Project Management Plan

for

Management of the Dead and the Missing Person System

Version 1.0

Prepared by

Lee, Kyle Vincent V.  
Reyes, Hannah Mae E.

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# Overview

The project that is described in this document is a web application designed with the specific goal to help the agencies under National Disaster Risk Reduction Management Council (NDRRMC) who are in-charge of the management of the dead and the missing people before, during and after a disaster in the Philippines. The application is made so that it would be easier for the people in-charge of the management of the dead and the missing people cluster to find and identify missing and dead people.

The application is targeted to be a web application but designed to also fit mobile phone screens. Furthermore, the end users will find this application to be more useful that what they do now, which is manual counting and identifying of dead people and missing people. They only need a browser on their smartphone and they could already access the application, using the features that the app will contain, they can easily take a picture and input information about the missing/dead people they can find and it will automatically be saved in the database. The application also allows the user to ask and receive help from people who are also using the application.

The aim of this project is:

* To create features which will capture real customers’ needs/wants
* Develop a prototype that will showcase and demonstrate key features of the application

This document gives a view on how the team plans to accomplish the goals of the project. Each section provides steps towards achieving the goal.

* First section provides an outline of the project, discusses its deliverables and gives meaning to acronyms/definitions.
* Second section contains the authoritative structure of the executing group
* Third section indicates how the group performs and venture will be overseen from start to finish
* Fourth section contains the description of the processes
* The last two sections contain the work elements, schedule, and budget for the project.

## Project Purpose, Scope and Objectives

The National Disaster Risk Reduction Management Council (NDRRMC) consists of many different clusters, one of which is the Management of the Dead and the Missing. The purpose of this project is to help the agencies under the said cluster in performing their operations during times of disaster.

The objective of the project are as follows:

* Provide an application to help them perform their operations
* Provide an automated list of the dead and the missing
* Easily monitor data

The Management of the Dead and Missing cluster, based on Pocket Emergency Tool (see references), has 5 operations all in all. The application will cover 3 of them mainly because the other operations are not possible to be done through an application. The 3 operations that will be covered are as follows:

* Identification of the Dead
* Management of Missing Persons
* Search Operation

The final product that is to be delivered will be a web-based application written in PHP and Java. A framework will be used which is Yii2 that uses PHP.

## Project Deliverables

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Deliverable | Recipients | Delivery Date | Delivery Method | Description |
| Acceptance Test Plan | Project Sponsor | 4/3/17 | Documentation | Details a series of tests performed to validate the software meets its requirements |
| Change Management Plan | Team Members | 02/20/17 | Documentation, Presentation | Document defining activities and roles in managing and controlling change |
| Closure Report | Team Members | 4/27/17 | Documentation,  Presentation | Assess the success of the project, identify best practices for future projects, resolve all open issues, and formally close the project |
| Final Project Records | Team Members | 05/02/17 | Documentation | All project documentations |
| Formal Acceptance Letter | Project Sponsor | 04/27/17 | Documentation | Document proving acceptance of the project |
| Implementation Plan | Project Sponsor | 03/07/17 | Documentation, Presentation | Implementation Procedures |
| Lessons Learned | Project Manager | 05/04/17 | Documentation | Observation on the project's performance |
| Operations and Maintenance Plan | Team Members | 03/10/17 | Documentation, Presentation | Document to support the operation and maintenance phase of the project |
| Post Implementation Evaluation Report | Team Members | 05/08/17 | Documentation | Evaluation of the project (e.g. performance, results, etc.) |
| Progress Status Report | Team Members | 04/05/17 | Documentation | A report on the progress of the project development |
| Project Charter | Team Members | 01/24/17 | Documentation, Presentation | Document that overviews the project |
| Project Management Plan | Team Members | 02/08/17 | Documentation, Presentation | Document used to manage project execution |
| Project Proposal | Team Members | 1/18/17 | Documentation, Presentation | detailed description of a series of activities aimed at solving a certain problem |
| Requirements Management Plan | Team Members | 01/16/17 | Documentation | Document stating the requirements of the project |
| Source Code | Client | 4/27/17 | USB | The version of software as it is originally written (i.e., typed into a computer) by a human in plain text |
| System Design Document | Project Sponsor | 02/27/17 | Documentation | Document outlining the design of the project |
| System Development Plan | Project Sponsor | 3/3/17 | Documentation, Presentation | Describes a developer's plans for conducting a software development effort. |
| System Test Plan | Project Sponsor | 03/08/17 | Documentation, Presentation | Document describing the testing scope and activities |

## Assumptions, Dependencies, and Constraints

Assumptions are made about events, or facts outside the control of the Project.

AS-1: The client does not have/own any system regarding the matter.

AS-2: Project team members are available any day of the week.

Dependencies are activities which need to be completed before an Internal Activity can proceed.

DE-1: A task is dependent on the logistics module.

DE-2: The application will not work without internet connection.

Constraints are limitations which are outside the control of the Project.

CO-1: The developers were allotted 3 months to finish the project.

CO-2: Project was given limited budget (Php 400, 000)

CO-3: Limited information about the subject matter.

CO-4: Client unavailability to attend meetings due to busy schedules.

## References

Legunsen, O., Lindee, C., Lloyd, K., Matcovschi, R., Morin, B., & Shaw, S. et al. (2010). *Software Project Management Plan Project Phase 2* (1st ed., pp. 4-5). Retrieved from <https://www.utdallas.edu/~chung/RE/Presentations10F/Team-hope/5%20-%20Project%20Plan.pdf>

Malo, M. (2001). *Software Project Management Plan for ROCIT* (1st ed., pp. 8-9). Retrieved from http://www.slideshare.net/Samuel90/example-project-management-plandoc

Schwalbe, K. (2011). Information Technology Project Management (6th ed.). CENCAGE Learning. Retrieved from http://moodle2.apc.edu.ph/pluginfile.php/96374/mod\_resource/content/1/PM%20E-%20Book%20%286%20Edition%29.pdf

## Definitions, Acronyms and Abbreviations

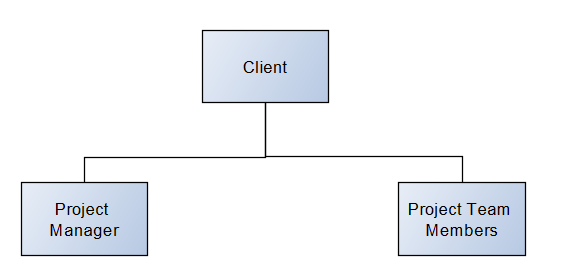
The following are explanation of uncommon or domain-specific terms.

* Cassandra:A distributed database
* Features:Attributes that the application contains
* jQuery:A JavaScript library that can perform animations
* NDRRMC: National Disaster Risk Reduction Management Council
* Mesh Network:Data Network
* Prototype:A model or a mock-up of the actual application

# Project Organization

The Project Management Plan will identify all external entities and their connection with the project team. The plan will also show the internal structure of the project team and their roles and responsibilities.

## External Interfaces



The client for this project is National Disaster Risk Reduction Management council (NDRRMC) response cluster, particularly the agencies in charge of the management of the dead and the missing. All formal communication with the client is facilitated. Constant communication is done by the clients and developers through emails. Every meeting is performed during every Thursday and Friday. All team members are expected to participate in the meetings. All meetings with the client shall be recorded and made available for retrieval and reviewing.

## Internal Structure

The chart shows the structure of the project team. Hierarchical structure is followed by the team. There is a team leader, and the remaining roles are assigned to different project team members, and each member are expected to exert effort and contribute equally to the project.

The structure shows that the project manager is in communication with the sponsor and handles all other team members which are the Senior Programmer/Analyst, Quality Assurance Test Lead, System Designer, and the Database Administrator. All of these roles reports to the manager. Other roles included are the Junior Programmer and the Quality Assurance Tester who reports to the Senior Programmer and Quality Assurance Test Lead respectively.

The team members are encouraged to give their personal inputs in every decision that the team makes. Every decision is made via voting system to ensure that each member agrees and the same page as everyone.

The team members are also encouraged to change their halfway into the project development. This will allow each member to not only do one role on the project and grow on other roles.

The team will have regular weekly meetings. Besides that, team members are encouraged to communicate via e-mails on a needed basis. Personal communication between the members of the team is highly recommended.

## Roles and Responsibilities

The responsibilities of the various positions are described below:

**Project Sponsor**

The project sponsor is the one who commands others to finish project deliverables. Normally, they are a senior member of staff and will be affected by the result of the project. They are the ones involved since the commencement of the project. Once the project is in development, they are the ones who should actively review the status of the project.

* Ensures the resolution of issues given notice by the Project Manager and the Project Board
* Communicates the goals of the project to the organization
* Makes key decision for the project
* Provides essential project resources
* Approves the budget of the project

**Project Manager**

One of the most important role in project development is the Project Manager. The manager is the person in charge of ensuring the successful outcome of the project. The manager is also in charge of keeping the project within the given deadline and under the pre-constructed plan whilst also accomplishing all enlisted objectives. The manager should maintain good relationship with the stakeholders of the project and should be in constant communication with the sponsor and the board to ensure that the project is given enough resources to be finished.

* Ensure that all deliverables of the projects are finished on schedule
* Developing project scopes and objectives
* Ensure project has enough resources
* Create a detailed project plan for progress tracking
* Use proper techniques to manage changes in project scope, schedule, and costs.
* Report to management as needed
* Maintain good relationship with the client and other stakeholders
* Manage project risks
* Create detailed project documentation

**Senior Programmer/Analyst**

The role of the Senior Programmer/Analyst is to define, develop, test, analyze and maintain new software application in line with the organization's business requirements. This includes coding, testing, and analyzing software programs and applications. The Senior Programmer/Analyst also needs to research, design, document, and modify software specifications throughout the development of the project. This individual will also provide guidance and mentoring to the Junior Programmer

* Collaborate with other developers, programmers, and designers to plan the conceptualization and development of new software for the project
* Analyze existing business process and procedures
* Define software development project plan
* Research, identify, analyze, and fulfill requirements of all internal and external program users.
* Identify and fulfill different requirements of internal and external application users
* Enhance functionality and performance of company applications as necessary
* Test new and existing programs for quality purposes
* Generate and write reports for management on the status of programming process
* Train end users to operate programs
* Install software products as required
* Provide mentoring and guidance for junior team members

**Junior Programmer**

Software developers that writes codes to create different software programs for the company. They are also responsible for debugging programs to ensure that these programs produce the expected results.

* Recommend software and hardware fix solutions
* Develop software
* Develop responsive interfaces for users and client displays
* Handle technical designs and complex application features
* Develop and test different software prototypes
* Build prototypes to demonstrate ideas
* Coordinate with other developers.

**Customer/Client**

A group or an individual that is interested in the project. A major stakeholder. Stakeholders can influence and be influenced by the actions, objectives, and policies of the organization

* Making detailed requirements
* Affected by participating in project development
* Keeping informed about the progress of the project.

**Quality Assurance Test Lead**

The role involves quality & testing, resource planning & management, and resolution of issues that will arise from the number of testing made.

* Testing the software programs
* Takes all responsibilities of test planning.
* Checking of required resources for testing.
* Create status reports of testing activities
* Prepare the status report of testing activities.
* Constantly updates the project manager about the project testing.

**Quality Assurance Testers**

The following are the roles and responsibilities of any Tester in any Software Organization:

* To analyze all documents and identify what needs testing.
* Decide how things should be tested.
* Inform test lead about all the required resources for testing.
* Develop test cases.
* Prioritize testing activities.
* Execute all test cases and report all irregularity, also the impact of these irregularities.

**Database Administrator**

A database administrator (DBA) is responsible for keeping the database up and running 24/7. The goal of this person is to provide an uninterrupted flow of information throughout the company both in backend data structure and frontend accessibility for end-users.

* Build a high quality and availability database that is fit for the user’s needs.
* Create and implement a database according to users’ needs and views
* Define the users and enable correct data distribution, distributing data to the right recipient in an appropriate format and timely manner
* Use different recovery techniques and also backup company data
* Minimize downtime of the database and manage it to provide fast query responses
* Determine and implement database policies, procedures and standards
* Perform tests and evaluations regularly to ensure data security, privacy and integrity
* Monitor the performance of the databases, implement changes and update whenever required.