

Project Management Plan

for

After Life (Management of the Dead and the Missing)

Version 1.0

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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 before, during and after a disaster in the Philippines. The application is made so that it would be easier for them to find and identify missing and dead people.

The application is targeted to be a web application since the app needs to be compatible with raspberry pi that will be connected to a LAN, but it can still be used through mobile phones. 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 first, to create features which will capture real customers' needs/wants as precisely as possible. Secondly, a prototype that will be developed that will showcase and demonstrate the key features of the application.

This document gives an arrangement for how the team means to accomplish the requirements. The first section provides an outline of the project, discusses its deliverables and gives meaning to acronyms/definitions that might be encountered in the rest of the document. The authoritative structure of the executing group is given in the second section while the third section indicates how the group performs and the venture will be overseen from start to finish. The processes used are described in the fourth section, while in the last two sections, the work elements, schedule, and budget for the project are detailed.

## Project Purpose, Objectives, and Success Criteria

The purpose of this project is 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.

The objective is to provide an application that will help improve the said agencies in performing their operations when there are disasters present.

The final product that to be delivered will be a web-based application written in Java, JavaScript, and jQuery with a back end Cassandra database. The scope of the project will cover the following:

* Helping with the identification of dead/missing people.
* Help with the counting of total number of dead/missing people

## Project Deliverables

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Deliverable | Recipients | Delivery Date | Delivery Method | Comments |
| System Analysis | Stakeholders | January 2017 |  | Analysis of the system and its required components |
| Proposal | Stakeholders | January 2017 |  | Proposal of the system |
| System Design | Stakeholders | January, February 2017 |  | Diagrams, Database Model, Process Flows, etc. |
| Project Documents | Stakeholders | January, February, March, April 2017 |  | Documents supporting the project. (Ex. Project plan, Quality Plan, etc.) |
| System Prototype | Stakeholders | April 2017 |  | A mock-up application that will showcase the key features of the application |

## Assumptions, Dependencies, and Constraints

AS-1: There is a need to use the app because a disaster has happened

AS-2: Users have smartphones that are able to access a web browser

AS-3: End users are capable of using the application and its features

DE-1: The application works on devices that can access the web browser and internet

DE-2: The application needs to mesh network to work in case there is no connection

CO-1: The application will not be able to send data without connection to the internet

CO-2: Limited memory of the server

CO-3: Different screen sizes of smartphones that may result to the form not fitting the screen.

## References

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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 and Acronyms

**Cassandra** A distributed database

**Features** Attributes that the application contains

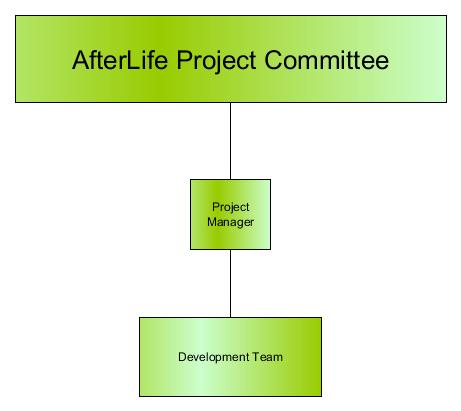
**jQuery** A JavaScript library that can perform animations

**NDRRMC** National Disaster Risk Reduction Management Council

**Raspberry Pi** A Micro computer

**Prototype** A model or a mock-up of the actual application

# Project Organization

The After Life project will be effectively implemented through the joint efforts of different organizations and responsible parties, who will cooperate as a unified team giving different levels of performance to guarantee a successful result for the project.

## 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. Communication between the client and the team is done via the class professor. Every meeting is performed during every Thursday and Friday class. 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 internal team structure with the role of the teams separated. The team structure is hierarchical. A team leader is present and the rest of the roles are assigned to the remaining team members. All members have their own area of responsibility and each member is expected to perform their best and contribute equally for the completion of the project. The members are encouraged to give their input for the decisions that the team has to make. Decisions are made using a voting system in which each team member will have a chance to voice out their opinion. The team members are expected to change his/her role as the project progresses. This will allow the team to be more involved in different aspects of the project performing different roles. Furthermore, team members will communicate by e-mail. Personal communication between team members is also strongly encouraged.

## Roles and Responsibilities

The responsibilities of the various positions are described below:

**Project Manager**

The project manager plays an important role in the project, and is also in charge of the project's successful results. The job of the manager is to guarantee that the project continues within the given deadline and under the pre-constructed plan while accomplishing all of its objectives. The project manager ensures that projects given enough resources while also managing the relationship with project stakeholders.

* Elaborates on initial requirement
  + Verifies that all requirements are met
  + Develop a project plan
  + Manage deliverables according to the plan
  + Recruit project staff
  + Lead and manage the project team
  + Determine the methodology used on the project
  + Establish a project schedule and determine each phase
  + Assign tasks to project team members
  + Provide regular updates to upper management
  + Leads the project’s development and testing

**Project Team Member**

The project team members are individuals who are actively working on one or more parts of the project. Project team members may be staff or external consultant, who are working on the project on a part-time or full-time basis. Team member roles varies differently according to each project

* Contributing to overall project objectives
* Completing individual deliverables
* Providing expertise
* Working with users to establish and meet business needs
* Documenting the process

**Customer/Client**

An individual, or a group that is interested or has a concern in an organization. Stakeholders can influence and be influenced by the actions, objectives and the policies of the organization

* Making their detailed requirements known
* Community Member affected by participating in the project
* Keeping informed of project progress