Purpose:

In this Second delivery students shall elaborate a document that includes elements/artifacts regarding the following aspects of the MyTGuide Project Plan: Time, Organization and Communication.

Students shall organize their report based on the provided excel template (GPI-2017-Project-Template-E2-v1.0.xlsx), but also using the MS-Project (for the Gantt chart), and also other Office tools (e.g., Excel or Powerpoint) for producing the WBS and OBS diagrams.

Layout of the document to deliver:

Cover with the identification of the shift, responsible faculty, group number, and its members (only the students who actually performed the work);

1. Time Plan: with the inclusion of both readable Gantt chart versions:
   a. Include the WBS diagram, updated version
   b. A summarized Gantt chart version (without the details of activities, but with milestones)
   c. A complete and detailed Gantt chart version (and highlight the critical path)
2. Organization Plan: with the inclusion of:
   a. Organization Breakdown Structure (OBS) [sheet "resources.obs" and a OBS diagram];
   b. Responsibility Assignment Matrix (RAM) of 2nd level (work packages level) [sheet "resources.ram"];
3. Communication Plan:
   a. Table describing the types of communication flows that will occur, namely when, what, how and who are the entities involved) [sheet "comm.flow"]
   b. Table describing the meetings plan [sheet "comm.meet"]

Notes:

1. The Organization Breakdown Structure should include the relevant individuals of your company as well as the customer representatives as described in the business case;

2. For estimation the following rules should be considered:

   a. Project start-up duration is 5 days;

   b. Project Close duration is 5 days;

c. The system realization phase spans for a maximum period of 4 months. During this phase you should manage at least two distinct teams that should have some coordination between them: TeamMApp (Mobile apps Software Engineers) and TeamWApp (Core and Web apps Software Engineers). TeamMApp shall be responsible for all the technical activities related the mobile apps design and development. On the other hand, TeamWApp shall be responsible for the other technical activities. Both teams should follow the Scrum process in what concerns its internal and external organization and dynamics.

d. The acceptance tests duration is at minimum 2 weeks;

e. Warranty period starts after the acceptance of the MyTGuide platform;

f. Any other time constraints specified in the business case should be also considered.

Delivery instructions:

All groups must deliver a hard copy of their work, until 15:00 on 27th October of 2017: groups of IST-Alameda campus must deliver it at the INESC Entrance (Portaria do INESC); whereas groups of IST-Taguspark campus must deliver it at the campus' reception, clearly identifying the respective target professor, namely "Alberto Silva", or "Rosário Bernardo".

Note: For all of those whose reports are not delivered on time and under the conditions mentioned above, their delivery will not be classified, nor will the students receive any feedback regarding their work; there will be no exceptions.