**Project plan**

In sprint 1(Proposal till mid-term), we have done this below:

● Project Initiation accomplished - 2018/11/06

● Planning accomlished - 2018/11/18

● Data Collection - 2018/12/18

● Website accomplished - 2019/01/15

● Database accomplished – 2019/02/01

**Brief Quality Plan**

Before releasing the formal version of the app, it will be tested first by testing groups.

The app should contain all functions and requirements from customers, and make sure

all software functions have been achieved and logically normal. The standards are start

time, response, cpu memory, traffic consumption, affect power consumption, and these performance problems. And testers need record all data from

testing, and we are able to find some problems in it. If there are bugs, we will

discussion user stories again and verify the requirements.

**Brief Risk register and risk planning**

The top 5 risks are several members responds slowly, sick members, different opinions, delay of

work, miss yourself tasks deadline. We can contact with client using Skype for

convenience, have a discussion during the meeting in case of conflict, and set a

reminder for upcoming turn in documents. If someone is sick, we will reconsider the

schedule and re-assign the tasks.

**Brief Change Management plan**

If the requirement is changed, the change is logged in the change log. The change

request is reviewed by the team. The team determines the impact to the project. The

change is accepted or rejected. Then notify the team and the requestor of the decision.

Finally, finish change implementation.

**Brief communications plan**

The team talks about to do list and sends it to Product Owner by email. And he makes

decisions and prioritizes it. The detailed information of this project is sent to the CIO,

who sponsors the project by the team. The changes of requirements are sent to the

change manager. The mockup is shown to customers and determines whether it satisfy

their requirements, and find out problems.