**CSCI 491**

**Work Plan**

Version 1.0

**Revision History**

|  |  |  |
| --- | --- | --- |
| **Revision** | **Description** | **Date** |
| 1 | Initial Work | 1/23/15 |
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# **Team Charter**

## **Team members** Bryan Holdt, Matthew Lam, Vadim Belonenko

Bryan Holdt: PHP, Javascript, Java, C, Python, HTML, CSS, MySQL

Matthew Lam: PHP, Javascript, Computer Security, C, Python, Java, MySQL

Vadim Belonenko: C, Java, SQL,

## **Team Roles/Responsibilities**

**Table 1.2-1. Responsibility Matrix**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | QA / Testing | Requirements / SRS | Planning | Configuration Management | Meeting Minutes | Primary Customer Contact |
| Bryan | X | X | X |  |  | X |
| Matt | X | X |  | X |  |  |
| Vadim | X | X |  |  | x |  |
| Name | X | X |  |  |  |  |

## **Team Rules**

We will meet in person and via Skype. We meet on Wednesdays at 4:00 PM and Thursday at 2:00 PM.

No sabotaging the repo.

# **Task**

## **Project Abstract**

We have no clue what the project is about, because Hearne does not check his email.

## **Artifacts**

List the requirements related work products that will be produced (see the RD process doc). Also outline the plan for doing them. Additionally, list the non-technical or non-deliverable products (these include drafts, logged change requests…etc)

# **Timetable/Checkpoints and Monitoring**

A schedule for when the team feels work should be completed (not necessarily the due dates) needs to be created. Include milestones and checkpoints

Unknown at this time.

# **Risks and Opportunities**

The team will track risks and opportunities that could impact project quality, schedule, etc. The team will track risks seeking early identification and mitigation to reduce the negative impact. In addition, the team will track opportunities looking for benefits that may be achieved.

**Table 6-1. Risk Log**

|  |  |  |  |
| --- | --- | --- | --- |
| Risk | Probability | Impact | Mitigation Ideas |
|  | H/M/L | H/M/L |  |

The table below illustrates how opportunities are identified and tracked.

**Table 6-2. Opportunity Log**

|  |  |  |
| --- | --- | --- |
| Opportunity | Impact | Comment |
|  |  |  |

# **Process and Product Quality Assurance**

The team members will share the responsibility for product assurance. A team member who is not the primary assignee for an artifact will review the artifact for product quality and process compliance.

# **Configuration Management/Bug Tracking**

WWU’s CS IT department can provide the configuration management and bug tracking software. (Please see them)

# **Requirements Management and Development**

The team will document requirements in a Software Requirement Specification and will review and analyze the requirements as part of developing the customer product. As questions regarding requirements arise a chosen member of the team will contact the customer via email or phone to discuss more urgent or complex questions. The team will use a change requests to communicate requirements issues with the customer and will keep a log to track changes to the customer documents.

# **Verification and Validation**

Describe the steps the team will use to verify and validate all requirements related work products.

We will use milestone markers in our repo to guarantee that certain functionality is stable at a given time. We are unsure at this time how we will ensure that the product works in all cases.