

**CAPSTONE PROJECT REPORT**

**Report 2 – Project Management Plan**

– Hanoi, August 2019 –

**Table of Contents**

[I. Project Report 3](#_gjdgxs)

[1. Status Report 3](#_30j0zll)

[2. Team Involvements 3](#_1fob9te)

[3. Issues/Suggestions 3](#_3znysh7)

[II. Project Management Plan 4](#_2et92p0)

[1. Overview 4](#_tyjcwt)

[1.1 WBS & Estimation 4](#_3dy6vkm)

[1.2 Project Objectives 4](#_1t3h5sf)

[1.3 Project Risks 4](#_4d34og8)

[2. Management Approach 5](#_2s8eyo1)

[2.1 Project Process 5](#_17dp8vu)

[2.2 Quality Management 5](#_3rdcrjn)

[2.3 Training Plan 5](#_26in1rg)

[3. Master Schedule 5](#_lnxbz9)

[4. Project Organization 6](#_35nkun2)

[4.1 Team & Structures 6](#_1ksv4uv)

[4.2 Roles & Responsibilities 6](#_44sinio)

[5. Project Communication 6](#_2jxsxqh)

[5.1 Communication Plan 6](#_z337ya)

[5.2 External Interface 7](#_3j2qqm3)

[6. Configuration Management 7](#_4i7ojhp)

[6.1 Tools & Infrastructures 7](#_2xcytpi)

[6.2 Document Management 8](#_1ci93xb)

[6.3 Source Code Management 8](#_3whwml4)

# I. Project Report

## 1. Status Report

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Work Item** | **Status** | **Notes (Work Item in Details)** |
| 1 |  | Pending |  |
| 2 |  | In Progress |  |
| 3 |  | Completed |  |

## 2. Team Involvements

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Task** | **Member** | **Notes (Task Details, etc.)** |
| 1 |  | KienNT |  |
| 2 |  | TuanTV |  |
| 3 |  | AnhLM |  |

## 3. Issues/Suggestions

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Issue** | **Status** | **Notes (Solution, Suggestion, etc.)** |
| 1 |  | Pending |  |
| 2 |  | In Progress |  |
| 3 |  | Completed |  |

# II. Project Management Plan

## 1. Overview

### 1.1 WBS & Estimation

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **WBS Item** | **Complexity** | **Est. Effort** |
| ***1*** | ***Initiating*** |  |  |
| 1.1 | Collect requirement | *Simple* | 4 |
| ***2*** | ***Planning*** |  |  |
| 2.1 | Create project plan document | *Simple* | 2 |
| ***3*** | ***Executing*** |  |  |
| 3.1 | Analysis |  |  |
| 3.1.1 | Software requirements specification(SRS) | *Medium* | 4 |
| 3.2 | Design |  |  |
| 3.2.1 | Software design document | *Medium* | 4 |
| 3.2.2 | User Interface | *Medium* | 5 |
| 3.3 | Implementation |  |  |
| 3.3.1 | Web admin | *Complex* | 14 |
| 3.3.2 | Mobile app | *Complex* | 14 |
| 3.4 | Testing |  |  |
| 3.4.1 | Reviewing | *Medium* | 1 |
| 3.4.2 | Unit Test | *Medium* | 2 |
| 3.4.3 | Integration Test | *Medium* | 2 |
| 3.4.4 | System Test | *Medium* | 2 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| ***Total Estimated Effort (man-days)*** | | | ***54*** |

### 1.2 Project Objectives

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Quality Stage** | **No. of Defects** | **% of Defect** | **Notes** |
| 1 | Initiating | 4 |  |  |
| 2 | Planning | 4 |  |  |
| 3 | Analysis | 2 |  |  |
| 4 | Design | 1 |  |  |
| 5 | Implementation | 1 |  |  |
| 6 | Testing | 2 |  |  |
| ***Total*** | | ***Xxx*** | ***100%*** |  |

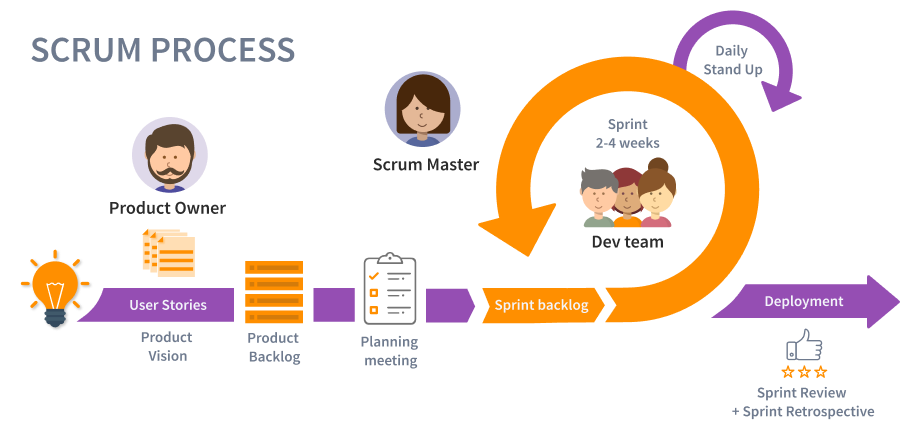
### 1.3 Project Risks

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Risk Description** | **Impact** | **Possibility** | **Response Plans** |
| 1 | Time Risks | High | 40% | Our team does not have good time management skills |
| 2 | Technology Risks | High | 30% | Our team is not familiar with flutter |
| 3 | Scope change | High | 30% | Our team have to change scope of the project after the review |

## 2. Management Approach

Scrum will be applied to this project because of the flexibility with changes that occur in the development.

### 2.1 Project Process

**

Reference: <https://www.tuleap.org/agile/agile-scrum-in-10-minutes/>

### 2.2 Quality Management

* Defect Prevention
* Reviewing
* Unit Testing
* Integration Testing
* System Testing

### 2.3 Training Plan

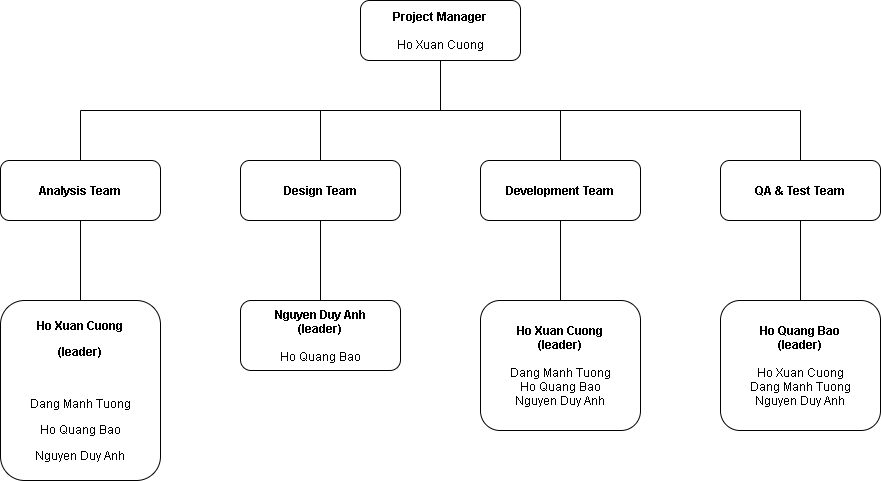
|  |  |  |  |
| --- | --- | --- | --- |
| **Training Area** | **Participants** | **When, Duration** | **Waiver Criteria** |
| Java Spring Boot | Ho Quang Bao | 7 days | Mandatory |
| Flutter | Nguyen Duy Anh  Ho Quang Bao  Dang Manh Tuong | 7 days | Mandatory |

## 3. Master Schedule

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Deliverable** | **Due Date** | **Deliverable Scope** |
| 1 | Project Plan | 15/09/2020 | Planning a task plan, the targets to perform |
| 2 | Use case diagram | 25/09/2020 | Use case diagram, Business rule, use case specification |
| 3 | ERD | 30/09/2020 | Physical ERD |
| 4 | Database | 1/10/2020 |  |
| 5 | SRS | 10/10/2020 | Software requirements specification document |
| 6 | Design | 20/10/2020 | Architecture Design, Screen Design |
| 7 | Code Package | 25/11/2020 | Code & Unit test, System test cases |
| 8 | Final Report | 30/11/2020 | All report documents |
| 9 | Final Package | 10/12/2020 | Final Codes & documents, User manual |

## 4. Project Organization

### 4.1 Team & Structures



### 4.2 Roles & Responsibilities

|  |  |
| --- | --- |
| **Role** | **Responsibility** |
| Project Manager | Ho Xuan Cuong |
| Analysis Leader | Ho Xuan Cuong |
| Analysis Member | Nguyen Duy Anh, Ho Quang Bao, Dang Manh Tuong |
| Design Leader | Nguyen Duy Anhh |
| Design Member | Ho Quang Bao |
| Development Leader | Ho Xuan Cuong |
| Development Team | Nguyen Duy Anh, Ho Quang Bao, Dang Manh Tuong |
| Test Leader | Ho Quang Bao |
| Test Member | Nguyen Duy Anh, Dang Manh Tuong |

## 5. Project Communication

### 5.1 Communication Plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Communication Item** | **Who/ Target** | **Purpose** | **When, Frequency** | **Type, Tool, Method(s)** |
| Project report | Project supervisor, Team member | Checking the progress of the project, asking and answering questions that need advice | Weekly | Meeting |
| Meeting minute report | Project supervisor | Meeting content of Project report | Weekly | Email |
| Daily meeting | Team member | Track the work progress of each member | Daily | Meeting |

### 5.2 External Interface

#### a. FU Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| **Function** | **Contact Person**  **(name, position)** | **Contact address**  **(email, telephone)** | **Responsibility** |
| Supervisor 1 | Lại Đức Hùng | hungld5@fe.edu.vn | - Provide document template - Give instruction to project team - Review deliverables - Supervise project status |
| Supervisor 2 | Nguyễn Thế Hoàng | HoangNT20@fe.edu.vn | - Answer questions about the project  - Review deliverables |

## 6. Configuration Management

### 6.1 Tools & Infrastructures

|  |  |
| --- | --- |
| **Programming languages** | Java, JavaScript, Dart |
| **Framework** | Java Spring Boot, Flutter, ReactJS |
| **API** | Rest API |
| **DBMS** | Microsoft SQL Server |
| **IDEs/Editors** | Spring Tool Suite |
| **UML tools** | StarUML |
| **Version Control** | Git |
| **Deployment server** | Microsoft Azure |
| **Project management tool** | Microsoft Project |

### 6.2 Document Management

We use Google Drive to manage our document

### 6.3 Source Code Management

We use Github to manage our code