

Project Plan

PROJECT VISION

For concerned individuals who seek real-time updates on the evolving Covid-19 situation, the Covid Dashboard is a widget app that presents reliable data on Covid-19 statistics using user-friendly graphics such as charts and tables. Unlike the current choices of inconvenient publicly available Covid-19 data spreadsheets or qualitative news, our product presents reliable & high-impact information using an easily accessible and viewer friendly dashboard.

TEAM INFORMATION

| NAMES | EMAIL | PHONE NUMBER | ROLE |
|--------------------|-----------------------------|-----------------|----------------------------------|
| Cherry Kosasih | ckos0005@student.monash.edu | +62 85261913758 | Development Team |
| Giyeong Lee | glee0021@student.monash.edu | +82 1022188448 | Development Team |
| Khai Vin Ngeoh | knge0001@student.monash.edu | +60 168019606 | Development Team |
| Lars Tan Pei Sheng | ptan0047@student.monash.edu | +60 175755604 | Product Owner / Development Team |
| Louis Juliano | ljul0003@student.monash.edu | +62 81260456582 | Development Team |
| Zaeema Nashath | znas0003@student.monash.edu | +94 773342906 | Scrum Master / Development Team |

Product Owner

Identify top priority user stories and maintain product backlog condition. Liaise with the client.

Scrum Master

Establish team understanding of the Scrum theory and practice.

Guide team back to scrum methodology if team gets distracted.

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| Main Communication Platform: | Discord |
| <u>Discord</u> Discord is a communication platform. We can hold ad hoc meetings there, send messages to each other. | |
| Project Process Model: | Scrum |
| <u>Why Scrum?</u> Our team uses scrum methodology. There are several reasons for this. Firstly, this methodology ensures that team work in the most efficient way possible. Secondly, scrum breaks down big tasks to small tasks, so we can ensure that each feature is well implemented. We will designate a scrum master to help the team adhere to scrum practices. However, the daily scrum meeting is impractical since each member has their own things to do other than this project. Therefore, we change the meeting to 2 or 3 times a week. Scrum also doesn't have a fixed final iteration, which is something we want to avoid because we have a fixed deadline for this assignment; therefore, we determine when our final iteration is. | |
| Main Productivity Project App: | Trello |
| <u>Trello</u> Trello is a web application(visual collaboration tool) that assists the team on allocating tasks, keeping track of progress and keeping track of time spent on certain tasks. <ul style="list-style-type: none"> • Team members can add cards when something needs to be done. • Team members are able to claim cards as their tasks. • Each task has a thread to post about issues and progress. • Each card has its allocated due dates, this is how we track time spent. <u>How to access our Trello?</u> https://trello.com/invite/fit2101/widgetapes/e029b6b64906f3cf7e86d9bc4cf5ffd9 (invite link for trello workspace) | |
| Backlogs Platform: | Google Sheets |
| <u>Google Sheets</u> Product backlog will hold a lot of user stories. As a team, we figured that having a table format for user stories is very neat and efficient. Therefore, we decided to use Google Sheets. | |
| Definition of Done | |
| <ul style="list-style-type: none"> • Each feature syncs with user story | |

- Code fully implements a feature requirement
- Code is documented according to convention
- Code has been reviewed
- Code passes tests

Google Drive Link:

<https://drive.google.com/drive/u/6/folders/1jDt77QXeSsqWCvI5idwbdnQbCe4drByk>

| TASK ALLOCATION & TIME TRACKING POLICIES | |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ID | Policies |
| 1 | Team members will indicate the user stories they want to implement, and overall actions-needed will be distributed evenly between team during each sprint |
| 2 | Even though team members are expected to be self-reliant on implementing user stories, help should be readily given to resolve bottleneck issues. |
| 3 | Each task comes with a HARD deadline once assigned. Implementation risks removal if deadline was not met (maybe it is too hard) |
| 4 | Critical issues must be brought to the attention of the entire team, so additional resources can be allocated appropriately |
| 5 | Task & Time management issues should ideally be resolved between relevant parties with direct communication. If the issue persists then a special team meeting will be held to vote on the issue. |
| 6 | All team members must actively update the rest of the team on their current tasks via the shared Trello board |

| BACKLOG POLICIES | |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| ID | Policies |
| 1 | Only add unique user stories that adds value to the app |
| 2 | No low-level description of tasks |
| 3 | All entries will be estimated by an effort-scale: [S, M, L, XL] "Small, Medium, Large, Xtra Large" |
| 4 | Each backlog will have a priority with the range of: [Trivial, Must-Have, ASAP, URGENT] |
| 5 | Product Owner responsible for maintaining backlog and identifying high priority entries to bring up during sprint plan meeting |
| 6 | Product Owner DOES NOT dictate the product backlog, team members are responsible for adding meaningful entries and take ownership of individual entries |

Risk Register

When estimating the severity of the identified risks, the risk matrix shown below was used,

| | | Impact | | |
|-------------|--------|--------|--------|--------|
| | | Low | Medium | High |
| Probability | High | Low | Medium | High |
| | Medium | Low | Medium | Medium |
| | Low | Low | Low | Low |

Source: stakeholdermap.com

| Risk description | Likelihood of the risk occurring | Impact if the risk occurs | Severity (rating based on impact and likelihood) | Owner (Person who will manage the risk) | Monitoring strategies | Mitigating action (Actions to mitigate the risk e.g. reduce the likelihood) |
|-----------------------------------------------------------------------------|----------------------------------|---------------------------|--------------------------------------------------|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Unavailability of client (unable to contact client to clarify requirements) | Low | High | Low | Product owner | Attempts to contact the client should continue to be made and other possible ways of contact should be sought (e.g., organization representatives/ other associates of the client) | At the end of every client meeting, the next meeting should (if possible) be scheduled to ensure there is a clear time to meet with the client when moving forward. |
| Poor time management | High | Medium | Medium | Scrum master | Communicate with the development team through the daily scrum (ask team members questions, for example, what did you do yesterday?) | Decide which sets of tasks the team will attempt to implement during sprint planning including estimating how long each task will be taken. Ensure that all team members are consulted on this in order to accurately gauge how long each member is expected to take. |
| Major bug found late into the project | Low | High | Low | Development team | A separate team should be assigned to work exclusively on fixing the | Testing and debugging should be done throughout the project development including unit, |

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|-------------------------------------------------------------------------------------------|--------|--------|--------|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | | bug. While this is ongoing, other aspects of the project should not be neglected | integration and system testing if possible |
| Requirements may become overly ambitious (due to the constant refinement of requirements) | Medium | Medium | Medium | Product owner | The team should re-estimate the product backlog item periodically to capture changes in expectation in order to understand what they are capable of doing. The client should be negotiated with and more reasonable alternatives be shown. | During backlog refinement, the team can come up with some estimations and capabilities to help the product owner understand what type of requirements may be too complicated. If the client's requirements start getting unmanageable he/she should be educated on what is and is not possible by the team, taking care to state clear reasons such as budget or time constraints. |
| Misunderstanding the client's wants/needs | Medium | High | Medium | Product Owner/ Development Team | Special attention must be made in rectifying any misunderstood requirements. The team should discuss how this misunderstanding was made and work in ways to avoid such mistakes in the future | The team must not assume any requirements and should always question the client before deciding on any important aspects. Additionally, prototypes should be shown to the client during product review to ensure all requirements have been fully met. |

