Project Plan

PROFESSIONAL WEBSITE

Group IT1F1
28-2-2019
Ian, Zaco, Alex, Gideon, Solomon,
Ramon & Nish.

0.Introduction

Goal of this document

The goal of this document is to define the project, manage the basics of it and to make it possible to reach completion.

The two most important reasons for this document are:

- To define the basics of this project.
- To serve as a document of which we can measure the progress, evaluate changes and assess questions regarding the viability of the project.

Index

1.Background information

The "University Project" is commissioned by Board of Governors' Raymond Blakesteijn and is being sponsored by The University of Applied Sciences, undertaken by "Company" in Emmen, specifically the IT department in the informatica branch in collaboration with the University's representative Rene Laan, the board of directors and their IT department.

Motivation for this undertaking is largely in part by the fact that internationalization has been a key stance in this University, therefore the goal of this project is to introduce 100 international students to this institution via a fully functioning website. The stakeholders consist of the board of governors, board of directors, school faculty and the students and student's parents.

The University of Applied Sciences here in Emmen, is an institution capable of turning unskilled students into skilled professionals in their respective fields of commercial economics, aeronautic angineering, banking insurance and helicopter maintenance. The University of applied sciences holds the number 3 rank position in the country and has owed much of their success to their focus on individual students rather than having large classrooms, this adds emphasis to the personal approach the school takes to get to know their students, and in result is able to assist and teach them better.

The project manager in this case is Rene Laan, as he has given the written assignment through a module book that states this project that is to be carried out. The project team consist of a group leader (D. Ian), marketing team (G. Ramon & G. Alexandru), treasurers (D. Zaco & S. Gideon), and secretaries (M. Nish & A, Solomon).

2.Project results

- Create a full functioning website.
  - Be complete by the 5th of April.
  - Goal is to attract 100 international students per year
- The website will be scalable.
  - all multiple screen size devices can view the website.
- The website will be multilingual.
  - Different language options will be available.
- Influx of revenue to the school.
  - International students have to pay a fee of 8000 euros compared to their EU counterparts.

3.Project activities

Preparation Phase
1. Setting up a Project Plan
    ### 1.1 Hold Group Meetings
    - The group leader will book a room to conduct group meeting.
    - Have a session of brainstorming to come up with the questions to ask the client about the project plan.
    - The secretaries (Solomon & Nish) will take notes about the discussion.
    - The notes will be presented to the group leader.
    - The team members will all agree on the questions.
    - Close the group session.

    ### 1.2 Conduct interviews (with the client)
    - The group leader will book a room to conduct an interview with the client.
    - Invite the client over to the room.
    - Ask the client the questions that was discussed in the group meeting concerning how to come up with the project plan.
    - The Secretaries (Solomon & Nish) will take notes of what is discussed in the meeting.
    - Close the meeting session.
    - Client will sign the minutes.

    ### 1.3 Plan the project plan
    - Hold group meetings to discuss about the project plan.
    - The secretaries will take notes.
    - The team members will pick the task they wish to carry out for the project.
    - The date to hand in the assignments will be agreed upon.
    - Close group meeting session.

    ### 1.4 Carry Out Research (working on the project task).
    - The team members start working on their project task;
    - Get the books from the library needed to work on the project plan.
    - Hold discussion with past students and experts that have knowledge about a project plan.
    - Use the internet and all other resources needed for finishing the project task(s).

    ### 1.5 Handing in the project tasks
    - The team members will hand in their project task(s) to the group leader.
    - The assignments will be collected by the group leader.

    ### 1.6 Submitting the project plan
    - The project plan will be put together by the group leader.
    - The project plan will be agreed upon by the team members.
    - The group leader will hand in the final project plan to the client.

2. Drafting the website
   1.1 Installing software needed;
   - Installing software like photoshop.
   - Installing code editors, this is needed to design the website like Sublime Text and Netbeans.
   - Installing a web server like Xampp.
   1.2 Creating a structure for the website;
   - Hold brainstorm meetings to talk about the structure of the website.
   - Each team member will create individual draft for the website using the software mentioned above.
   - The drafts will be submitted to the group leader.
   - Each group member will individually present their draft to the client.
   - The client will decide on the draft he likes.

Execution Phase
   3. Creating a website;
   - Hold brainstorm meetings to talk about the website.
   - The amount of work that needs to be done for creating the website will be calculated and divided evenly amongst the project members or rather shared in groups.
   - Organize the content for the website like the images and logos that are going to be used in the website.
   - Start creating the website with PHP, (X)HTML and CSS.
   - Meeting up with the client to discuss our progress and get details of the content of the website.
   - Feedback from the client.
   4. Testing the website;
   - Test if the website is resizeable.
   - Check if all images and links are working perfectly.
   5. Present the website;
   - Give a presentation on the website to the client.
   6. Hosting the website;
   - Choose a web hosting company.
   - Decide on the domain name.
   - Pay for the domain name.

Met opmerkingen [ID1]: Photoshop is a software for resizing and saving images for the web.

Met opmerkingen [ID2]: is a text editor for code. It supports PHP, (X)HTML and CSS which is used to create web pages same as Netbeans.

Met opmerkingen [ID3]: Stands for cross-platform (X), Apache (A), MariaDB (M), Php and Perl. Xampp is a web server. It simply helps in testing the website locally.

Met opmerkingen [ID4]: Stands for Hypertext Preprocessor is use for developing web applications. Php can generate dynamic page content, it can create, open, read and modify files on the server.

Met opmerkingen [ID5]: Stands for Hypertext Markup language. It is used for creating web page.

Met opmerkingen [ID6]: Stands for Cascading style sheets. It is use for styling the web page. Like adding colors, styles and fonts.

Met opmerkingen [ID7]: the activity or business of providing storage space and access for websites.

Met opmerkingen [ID8]: the part of a network address that identifies it as belonging to a particular domain.

Aftercare Phase

7. Maintenance
- Update and improving the content of the website when necessary.
- Delete irrelevant information on the content of the website.
- Regular website back-ups.

8. Managing
- Organizing the daily and weekly affairs of the website.

9. Updating the Project plan
- Checking if we are following the project plan.
- Amending the project plan when necessary.

10. Final Analysis
- Meet and discuss with the client if we reached the goal.

4. Project limits

The project is going to be dedicated for our client's university, the "length" of the project is when the professional website of the university is delivered with the client's approval, before the 5th of April with the usage of the budget, which consists of 7500 Euros.

The "width" of the project is to create a full functioning website that is multilingual and scalable throughout all devices, which will allow the university to attract foreign students and for the university's brand name to be known throughout the world, which will educate young people up to professional when they leave, for two departments; Aero space (200 students for the course of Helicopter maintenance and 300 students courses for Aero flight engineering. Economics (600 students for the course of bank and business and 100 students for commercial economy).

The design of the website is going to controlled fully by the project carries, and the conditions the must be fulfilled for the success of the project are; delivering it on time and having weekly meetings with the clients, an environment where the project team will be able to work such as; working internet, library, electricity, and its ultimately the client's decision regarding which design to go with.

5. Quality control

The project will be a fully functional website that is multilingual and scalable throughout all devices, and it will be made using the following languages; PHP and HTML/CSS, and it will also include graphic designing, the software that is going to be used is NetBeans, XAMPP and Photoshop, also for code validation, W3C Validator will be used.

The intermediate results will be assessed based on the weekly meetings, day to day inquiring, and interviews with the client to obtain feedback and guarantee the quality of the project.

The schedule of the project plan will be included and will display how the objectives of the team are organized, how many hours are spend where and when to guarantee thorough planning and eliminate the doubts the sponsors might have regarding the quality of the project.

Seeking advice from experts from outside the team such as; Mr. Rob Smit, Ms. Weenie Van Schilt and Mr. Gerjan van Oenen to assure quality of the project.

Met opmerkingen [ID9]: The Markup Validation Service is a validator by the World Wide Web Consortium that allows Internet users to check HTML and XHTML documents for well-formed markup. Markup validation is an important step towards ensuring the technical quality of web pages.

The first interview with the client was a basic one that supplied the project team all kinds of answers about the website and the goal of the client, however the client was focused mainly on the project plan itself before anything else gets to be done.

The second interview with the client was more prepared than the first one where the project team asked plenty of questions mainly about the final project plan and the client answered accordingly.

The project is going to be phased in three parts:
1- Preparation
2- Execution
3- Aftercare

6.Project organization

Project members:
- Project Manager – René Laan;
- Group leader – Ian Donker;
- Project Secretary – Nish Marovanidze, Solomon Asezebhobor;
- Treasurer – Zaco Djaballah, Gideon Elangwe Sakwe;
- Marketing – Gherghelas Alexandru, Ramon Gonzalez Ordaz.

The stakeholders are:
- The board of governors;
- Board of directors;
- School faculty;
- Students;
- Parents of the students.

Communications between the project group and the client :
- Weekly meetings;
- E-mail.

Internal communications between the project members:
- Weekly meetings (3 times per week)
- Call/sms
- E-mail

A weekly report will be provided to the client including the registration timesheet .

Contact:

NAME	PHONE	E-MAIL
Asezebhobor Solomon	+447405141037	solomon135@gmail.com
Donker Ian	+31646159508	Iandonker12@hotmail.com
Djaballah Zaco	+213557796094	zacowurze@hotmail.com
Elangwe Sakwe Gideon	+31685006586	gideon.elangwe@hotmail.com
Gherghelas Alexandru	+31618982195	gherghelass.alexandru@gmail.com
Gonzalez Ordaz Ramon	+31638025249	gonzalez.ramon@gmail.com
Marovanidze Nish	+263784156748	nishmarova@gmail.com

7.Schedule

The time we can spend per person is 64 hours. The group counts 7 persons which makes it a total of 448 hours. Of these 448 hours are 384 hours planned to make the product. For each product is a buffer made to recover from any downtime. The buffer time counts 48 hours which makes the total 432 hours. This leaves us with 16 hours which can be used to discuss things.

The project needs to be finished on week 14.

See appendix 1 for the Gantt Chart.

8.Costs and benefits

8.1 Budget and costs

Budget: 7500 euro
The project costs:
- Domain: 18 €/year;
- Client time: 10h/week;
- Current number of students: 1200;
- Estimate number after the project: 1000 student in 5 years ;
- Aftercare: 100 €/year.

Factors	Cost
Setup	300€
Design and Building	5,000€
Content Creation	600€
Training to use it	600€
Maintenance	500€
TOTAL	7,000€

(The rest of the budget will be used for emergencies)

8.2 Project benefits:
- A good image. Having a website means that people are always able to find your university anytime, anywhere. Even outside of business hours, the website continues to find and secure new customers. It offers the user convenience as they can access the information they need in the comfort of their own home.
- Market expansion. As the site is accessible to anyone all over the world, the ability to break through geographical barriers has never been easier. Anyone, from any country, will be able to find the university.
- Websites provide an easier way to handle customer service. Offering answers to regularly asked questions in a FAQ (Frequently Asked Questions) section, it can reduce customer service costs and save time and money, as well as providing more information.

9. Interim results

- The overall project plan submitted to the client by the project leader.
- Presentation by PowerPoint by two appointed group members in the presence of client.
- Code of conduct.
- Feedback from the client.
- The final product itself.
- Time registers.

10.Project risks

Type of Risk	Prevention Method	Minimizing risk impact
No experience working in a project based way	Research	Seek external advice
Required technical training or learning curve is longer than anticipated	-	Seek external assistance
Changes to the composition of the team	-	Special meetings to update and adjust
Unnoticed Technical errors	Use of checklist	Prioritize fixing errors
Deadline is too fixed	Ask client for more time	Better time management
Project is behind schedule	Setting early deadlines leaving room for slack	Add more working hours per week
Delay due to sickness or other personal issues	-	Reassign tasks accordingly
Resources cannot be secured as anticipated	Multiple options of where to acquire the resources	Seek external assistance
Design is difficult or impossible to code	Use simple website design	Seek professional help
Design lacks features or flexibility	Design a dynamic website	Seek professional help
Market size shrinks	-	-
Competitors introduce competing products	-	Design more efficient and equally competing website
Stakeholders add a scope that was unknown at project planning	-	Reassign tasks accordingly and increase working hours per week
Clients are too busy/unavailable for meetings	Reschedule for appropriate time	Use of social media and other forms of communication
Tasks get added without approval (Scope Creep)	Use of project checklist	Reassign task and increase workload
Important risks are not identified immediately.	Constant comparison of risks and project progress	Increase workload and prioritize risk mitigation
Response plans are inadequate and slow	Early detection	Immediate risk mitigation