Project Team

Database EvaluatOr Management Foundations

Document history

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Purpose of this document

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|  | * To describe the overall approach for managing delivery of the project products. * To identify where, amongst the three key constraints, (scope, time and resources/cost) contingency is most likely to be placed. * To describe how the DSDM Atern approach needs to be tailored for use on this project, considering the DSDM Atern principles and the placement of contingency. * To identify individuals playing key roles on the project and defining their responsibilities (including any external resources interfacing directly with the internal members of the project team). * To describe how essential project management practices will be applied. (e.g. Risk Management, Configuration Management, Change Control, Communication, Monitoring and Control) |  |

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# Project Overview

## Objectives and Success Criteria

* **Objectives**

This project can help customers to determine the configuration parameter values for all databases securely and efficiently.

The project is on the using of Microsoft Visual Studio and SQL Server Express to develop a client application and database evaluator. Customers can download the client application from the website and execute it to get the dump files which contain the configuration parameter values for all databses, and upload files to the website, which would after diagnosis reports.

* **Success Criteria**
* Project is completed on time. According to schedule determined at project outset
* Overall Project quality objectives are met based on baseline, goals, targets, or expectations
* The project outcome (product, system, service) meet all specified requirements
* The project outcomes (product, system, service) are used for its intended purpose once completed

## Key Products, Milestones and Project Staging

|  |  |  |
| --- | --- | --- |
| **Key Products** | **Milestones** | **Project Staging** |
| Project Proposal | Project Proposal | Pro-Project Phase |
| Client brief document |
| Team contract |
| Project Plan/Gantt Chart | Project Plan/Gantt Chart | Feasibility and Foundations Phase |
| Scope of Project |
| Requirements Analysis Document | Analysis and Design Documents |
| Analysis and Design Document |
| Methodology and Techniques Document |
| Client Application | Exploration | Exploration Phase |
| Website |
| Database Evaluator | Engineering | Engineering Phase |
| System Test Plan | System Test |
| System Test Record |
|  |  | Deployment Phase |

## Major Project Dependencies

* This project needs to deveop a client application which can be executed on customers’ system to generate a dump file about the parameters of their database.
* This project needs to establish a website for customers to download the client application and upload the dump files.
* This project needs to develop a database evaluator to generate the final diagnosed report.
* Customers should download client application form a particular website which will be developed by project team.
* Customers need to execute the client application on their systime to generate the dump files
* Customers should upload the dump files via the website.

# Project Approach

## Development Approach

Dynamic System Development Model Atern (DSDM Atern) is an agile development framework which time and cost are fixed. We just need to focus on the scope of project. In addition, DSDM Atern can be used for large and small projects depending on the needs of the project. Using DSDM Atern, risks will be minimized as the project progresses because of its iterative and incremental approach.

## Management / Governance Review Strategy

The project team should follow the standards and styles which have been identified in the document of Delivery Approach Definition.

The project manager will hold the weekly advsior meeting and team meeting for discussing issues and reviewing the status of project.

Before each meeting, project manager should send the meeting agenda to project advisor and team members about the topics of the meeting. Project manager also should create the weekly progress report of the current status of project.

Each meeting should be recorded including clearly reflected in each project record, party views the current state of the project and decision-making. Project manager should make the meeting minutes after each meeting and send an email to project advisor and project team members including meeting minutes and prior meeting agenda.

When request change has been occurred, project team should follow the Change Control Process which has been created and identified to discuss and review the request.

# Project Organisation

## Roles and Responsibilities

* Project Manager
* Manage and lead the project team.
* Manage co-ordination of the partners and work groups engaged in project work.
* Develop and maintain a detailed project plan.
* Manage project deliverables in line with the project plan.
* Record and manage project issues and escalating where necessary.
* Manage project scope and change control and escalate issues where necessary.
* Monitor project progress.
* Provide status reports of project.
* Manage project evaluation and dissemination activities.
* Manage consultancy input within the defined budget.
* Work closely with customers to ensure the project meets business needs.
* Definition and management of the User Acceptance Testing programme.
* Test Manager
* Define and implement the role testing plays within the organization.
* Define the scope of testing within the context of each release/delivery.
* Deploy and manage the appropriate testing framework to meet the testing mandate.
* Implement and evolving appropriate measurements and metrics.
* Plan, deploy and manage the testing effort for any given engagement/release.
* Manage and grow the testing assets required for meeting the testing mandate including team members, test tools and testing processes
* Database Specialist
* Work with the Project Manager to manager the creation of the project specification and requirements.
* Work with Web Developer and C# Developer to handle the database evaluation guidelines and the database queries.
* Develop project tasks with goals and schedule with project manager.
* Set up interfaces with other systems.
* Report configuration and deployment.
* Set up and maintenance of security rights and access permissions.
* Contribute to technical strategy, policy and procedure with Project Manager.
* Develop and operate of technical testing project.
* Develop the technical documentation to agreed quality standards.
* Report on progress/issues to management.
* Work with tester to solve the faults/bugs that are found in testing progress.
* Web Developer
* Develop a website that the customers can download client application and upload dump files.
* Work with Database Specialist and C# developer to integrate website, client application and database.
* Work with the Project Manager for definition of development requirements and priorities.
* Develop project tasks with goals and schedule
* Set up interfaces with other systems.
* Report configuration and deployment.
* Set up and maintenance of security rights and access permissions.
* Contribute to technical strategy, policy and procedure with Project Manager.
* Develop and operate of technical testing project.
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* C# Developer
* Develop client application and database evaluator.
* Work with Web Developer and Database Specialis to integrate website, client application and database.
* Work with the Project Manager for definition of development requirements and priorities.
* Develop project tasks with goals and schedule
* Set up interfaces with other systems.
* Report configuration and deployment.
* Set up and maintenance of security rights and access permissions.
* Contribute to technical strategy, policy and procedure with Project Manager.
* Develop and operate of technical testing project.
* Develop the technical documentation to agreed quality standards.
* Report on progress/issues to management.
* Work with tester to solve the faults/bugs that are found in testing progress.
* Tester
* Read all the documents and understand what needs to be tested.
* Based on the all documents to decide how it is to be tested.
* Inform the test lead about what all resources will be required for software testing.
* Develop test cases and prioritize testing activities.
* Execute all the test case and report defects, define severity and priority for each defect.
* Carry out regression testing every time when changes are made to the code to fix defects.
* Project Advisor
* Give the corresponding feedbacks and suggestions.

## Empowerment of Teams

The empowering team includes

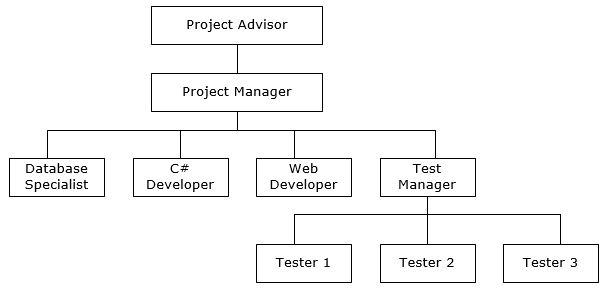
* Steve McKinlay: Project Advisor
* Changming Wu: Project Manager, Test Manager
* Hardik Rajendrakunar Kansara: Database Specialist, Tester
* Kwinno Laxamana Pineda: Web Developer, Tester
* Patrick Ian Espinosa Cura: C# Developer, Tester

From the details given above, here is a RACI chart that shows which people will be assigned to which tasks:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Tasks | Changming Wu | Hardik Kansara | Kwino Pineda | Patrick Cura | Project Advisor |
| 1. Create the Project Specification and Requirements | C | R A | C | C | C |
| 2. Create the Customer Application | I | C | I | R A | C |
| 3. Create the Project Website Application | I | C | R A | C | C |
| 4. Create the Database Evaluator | I | C | I | R A | C |
| 5. Create the Test Plan | R A | C | C | C | C |
| 6. Test the Applications | A | R | R | R | C |
| 7. Database Evaluation Guidelines and the related Query Scripts | I | R A | I | C | C |
| 8. Handle the Project Management Aspects for the team | R A | C | C | C | C |

1. Database Specialist will handle the creation of the project specification and requirements because it is his domain of expertise. He will consult and inform of the team of the scope so as to get a consensus if the team can do it as per their current skills.
2. C# developer will mainly be in charge of creating the customer application (the one to be distributed to customers) and the Database Evaluator. Because database knowledge is needed in getting the needed information from a customer’s computer, the Database Specialist needs to be consulted and asked for help. The other members will be informed of the software development progress.
3. Web Developer will be in charge of creating the website that the customers will be using. He will consult the Database Specialist and C# developer as there might be a chance that their applications will interact in the future. All team members must also be informed of the website development progress.
4. Test Manager will handle the creation of the Test Plan document and will consult and inform the developers and specialist regarding the validity of the test that will be created.
5. Everyone in the team will do testing. Each one will test an application that they did not create to avoid biased testing. The test manager should ensure that everyone will contribute to the testing.
6. Database Specialist will handle the creation of the Database Evaluation Guidelines and the Database Queries associated with it. This is the heart of the project and the specialist will have to apply his expertise for this. The query scripts will be provided to the C# Developer who will generate the database evaluation report.
7. PM would handle the project management aspects for the team and would constantly consult the team if they have issues and needs.

## Organisation Structure and Reporting Lines



* Steve McKinlay: Project Advisor
* Changming Wu: Project Manager, Test Manager
* Hardik Rajendrakunar Kansara: Database Specialist, Tester
* Kwinno Laxamana Pineda: Web Developer, Tester
* Patrick Ian Espinosa Cura: C# Developer, Tester

In the project based structure, the reporting line is from bottom to top. Developers report directly to the project manager about the status and issues of progress. The project manager is responsible for all aspects of the delivery of the solution. Complete line authority over project efforts affords the project manager strong project controls and centralized lines of communication. This leads to rapid reaction time and improved responsiveness.

Testers report directly to the test manager about the test results of project. Test manager reports directly to the project manager the progress and test results of project.

# Project Controls

## Monitoring and Control Procedures

* The project manager will hold the meetings regularly with the project advisor and team members to monitor progress and manage arising issues.
* When initiating the project, agreeing the plan of project and reviewing the progress of the project, the project manager will hold the meetings to offer advise to manage exceptions.
* The project manager will regularly produce reports for the project advisor and team members about the project progress and on exceptional circumstances produce reports.
* Any risk and issues or changes that arise during the Project will be kept to record.
* Change Management controls will be introduced to manage all aspects of Project. Because any risk and issues or changes will be take into account importance, impact and priority for the change when they occur.
* Project team will use the change control form to control all the necessary change in the project which will be sign by the all agreed project members.
* See on Change Control form

## Change Control Process

* **Identify and Submit Change Request**

This process provides the ability for any member of the project team to submit a request for a change to the project. The Change Requester:

* Identifies a requirement for change to any aspect of the project (e.g. scope, deliverables, timescales and organization) ©
* Completes a Change Control Form (CCF) and distributes the form to the Project Manager.
* **Review Change Request**

The Project Manager reviews the CCF and determines whether or not additional information is required for the Change Control Board to assess the full impact of the change to the project time, scope and cost. The decision will be based on factors, such as:

* Number of change options presented.
* Feasibility and benefits of the change.
* Complexity and/or difficulty of the change options requested.
* Scale of the change solutions proposed.

The Project Manager will record the CCF details in the Change Log to track the status of the change request.

* **Approve Change Request**

The Project Manager will forward the Change Request From and any supporting documentation to the Change Control Board (CCB) for review and final approval. The CCB will determine the feasibility of this change by examining factors, such as:

* Risk to the project in implementing the change.
* Risk to the project in NOT implementing the change.
* mpact on the project in implementing the change (time, resources, finance, quality).

After a formal review, the CCB may:

* Reject the change
* Request more information related to the change
* Approve the change as requested
* Approve the change subject to specified conditions.
* **Implement and Close Change Request**

If the change is approved, the following will occur:

* An implementation date of the change will be identified.
* A test of the change will be scheduled and performed.
* The change will be implemented.
* The implementation of the change will be reviewed and deemed successful or corrective actions taken.
* The success of the change implementation will be communicated to all parties.
* The change request will be closed on the Change Log.

## Risk Management Process

The individual identifying the risk will immediately notify the project managers. The individual notified will assess the risk situation.

If required, the project managers will identify a mitigating strategy, and assign resources as necessary.

The project risk manager will document the risk factor and the mitigating strategy.

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The individual notified will assess the risk situation.

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The project manager will document the risk factor and the mitigating strategy.

# Appendix A- Atern Project Approach Questionnaire

# Appendix B - Delivery Plan