Project Team

Database EvaluatOr

Outline Plan

Document history

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Purpose of this document

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|  | * To outline the proposed project management approach for the whole project. * To provide management with preliminary estimates of the financial and resource implications of the proposed project as a whole. * To provide a basis for agreement of timescales for the project. * To define the high-level acceptance criteria for the proposed deliverables * To identify any particular facilities which the Solution Development Team(s) will require (e.g. clean rooms, collocation, video-conference facilities). * To outline the approaches to configuration management, change control, reviews and risk management. * For the Foundations phase, to define in detail:   + The objectives for the phase   + The project organisation, roles and responsibilities   + The approach to delivering the Foundations products   + Key activities to be carried out   + The likely timescale for the phase   + Any constraints assumptions and risks that may impact the scope, timeliness or quality of the Foundations work |  |

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# Outline Plan

## Project Management 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.

## Resources

* Human resources

The project team of this project as follows:

* Steve McKinlay: Project Advisors
* 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

Project team will spend 31 hours of work each week on this project, totalling 435 hours and 14 weeks (11/07/16 – 16/10/16).

Steve McKinlay as the project advisors and give the corresponding feedbacks and suggestions during the weekly advisor meeting.

## Environment – Facilities and Tools

* Kwinno Pineda as the Web Developer will use the following material:
* Eclipse Php editor
* Notepad ++
* XAMPP and MySQL Database
* GIMP
* Wordpress
* Patrick Cura as the Software Developer for the Client Application and Database Evaluator will use the following material:
* Microsoft Visual Studio 2015 Enterprise Edition
* Install Shield Limited Edition for Visual Studio
* Microsoft .NET Framework 4.5.2
* SQL Server Express
* SQL Server Management Studio

All of the materials mentioned are available over the internet and will be downloaded by the developer in need of them.

## Governance

* Collocation

Project team should work in the Lab B105 every Monday to Wednesday at Weltec. The rest time they should work in their home or private space to follow the form which includes the tasks and schedule that they have created at the beginning at the week.

* Weekly meetings

In order to track the project management, the development team will use 0.5 to 1 hour to have weekly meeting.

In weekly meeting, the development team will summarize and analyse the weekly project status, reflect and discuss issues which cannot be solved, and adjust the project tasks for next week plan.

* Advisor Meeting

The development team will use 0.5 hour to have weekly meeting with project.

The project advisor will inspect the completed work on weekly schedule of the development team and give the corresponding feedbacks and suggestions.

* Meeting Agenda

Before each meeting, project manager should send the meeting agenda to project advisor and team members. The meeting agenda should include the following:

(1) Familiarize participants with the topics to be discussed and issues to be raised; (2) Indicate what prior knowledge would be expected from the participants;

(3) Indicate what outcome the participants may expect from the meeting

* Weekly Progress Report

Project manager also should create the weekly progress report of the current status of project.

* See Weekly Progress Report Template
* Meeting Minutes

Each meeting will to 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 minute after each meeting and send an email to project advisor and project team members including meeting minute and prior meeting agenda.

* Daily administration

Daily administration is for developers to record daily work content, time spent and the problems encountered in the course of their work, ideas and solutions to problems.

* Management tool

This project will use Github to manage materials in progress, and the deliverables. It is not only can create a repository to make sure everyone has good access to the work product but also it can backup appropriately and write comments for each changed.

Hardik will take the weekly backup from Github to Google Drive.

* Change control Form

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 Template

## Project Control

* **Identify and Submit Change Request**

Any member of the project team to submit a request for a change to the project.

* Identifies a requirement for change to any aspect of the project
* 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 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
* Impact 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

## Project Control Risks

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 manager will document the risk factor and the mitigating strategy.

## Deployment Issues

## Schedule

## Foundation Phase Plan

### Objectives

The project will use DSDM methodology. This process has five phases: Pre-Project, Feasibility and Foundations, Exploration, Engineering and finally Deployment. Project team will follow the guideline of deliveables and pick up the supportive documents of DSDM.

* Pre-project phase
* The Pre-Project phase will ensure that only the right projects are started and that they are set up correctly. In this phase, project will create the documents as the following list:

The main documents:

* Project Proposal
* Gantt Chart
* Scope of project

**Other supportive documents:**

* Client Briefing
* Team contract
* Delivery Approach Definition
* Management Foundations
* TermsOfReference
* Project Roles Summary
* **Feasibility and Foundations phases**
* The Feasibility and Foundations phases will be completed sequentially. This project will be divided into two small projects. One part is client application and website. Another is database evaluator. These phases could be combined in small projects, the key thing is to understand the scope of work, and how it will be carried out. In this phase, project team will create the deliverables as the following list:

**The main documents:**

* Requirements Analysis Document
* Analysis and Design Documents:
  + Website Analysis and Design Document
  + Client Application Analysis and Design Document
  + Database Evaluator Analysis and Design Document

**Other supportive documents:**

* Porject Plan
* Feasibility Assessment
* Outline Plan
* Business Area Definition
* Business Foundations
* Issue Register list
* Prioritised Requirements List
* Risk Log
* System Architecture Definition V1.0
* **Exploration phase**
* During the Exploration phase, all or some parts of the problem or opportunity is investigated and a partial solution is created. This project will be divided the Exploration phase into three iterations. In this phase, project team will create the deliverables as the following list:
* Client Application
* Website
* Database Evaluator
* Test Report
* Client Applictation Test Report for each Iteration
* Website Report for each Iteration
* **Engineering phase**
* During the Engineering phase, this partial solution is made robust enough for operational use. This project will be divided the Engineering phase into three iterations. In this phase, project team will create the deliverables as the following list:
* Client Application
* Website
* Database Evaluator
* Test Report
* Client Applictation Test Report for each Iteration
* Website Report for each Iteration
* **Deployment phase**
* The Deployment phase places the solution created in an increment into operational use. The main task of this phase is System Test. In this phase, project team will create the deliverables as the following list:
* Test Plan for System Test
* Test Cases for System Test
* Test results for for System Test

### Organisation

The project team of this project as follows:

* Steve McKinlay: Project Advisor
* Changming Wu: Project Manager, Test Manager
* Hardik Rajendrakunar Kansara: Database Specialist, Tester
* Kwinno Laxamana Pineda: Web Developer, Tester
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### Delivery Approach

The standards and styles that the project team should follow have been defined in the Delivery Approach Document.

* See DeliveryApproachDefinition

### Schedule

|  |  |  |
| --- | --- | --- |
| **Key Products** | **Milestones** | **Date** |
| Project Plan/Gantt Chart | Project Plan/Gantt Chart | 18/07/16 |
| Scope of Project | 13/07/16 |
| Requirements Analysis Document | Analysis and Design Documents | 15/07/16 |
| Analysis and Design Document | 05/08/16 |
| Methodology and Techniques Document |  |

### Constraints, Risks and Assumptions

* **Constraints**
* 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.
* **Risks**
* Schedule Risk:
* Project schedule get slip when project tasks and schedule release risks are not addressed properly.
* Technical risk:
* The lack of training
* The insufficient understand of the methods, tools, and techniques
* The lack of experience in the field of application
* To use the new technologies and the development method on the project
* Risk management:
* The insufficient planning and definition for the tasks
* The actual project status
* The communication between the project members
* Other risks:

Market development - have the similar product

* Assumptions

The assumptions supporting the Project are:

* The sufficient staff resource is available for all aspects of the project
* The adequate time is made available.
* The deliverables meet the prospective requirements

# Appendix A – Atern Project Approach Questionnaire