Assignment 1

FIT2101 - Software Engineering Process & Management

Project Management Plan (PMP)

## Team Organisation

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| --- | --- | --- | --- | --- |
| **Name** | **Role** | **Responsibilities** | **Tasks** | **Contact Info**  (Phone #, Monash authcate) |
| **Izad Tan** |  | Maintaining Risk Register | Risk Register | 0422 210 168 imuh0001 |
| **Jack Hamill** | Scrum Master | Maintaining PMP | PMP | 0419 776 009  jham0007 |
| **Marcus Marinelli** | Product Owner | Maintaining Analysis of Alternatives | Analysis of Alternatives | 0400 123 226  mmar0017 |
| **Paul Papadopoulos** |  | Maintaining Risk Register | Risk Register | 0413404470  pcpap2 |
| **Richard How** |  | Maintaining PMP | PMP | 0409 022 288  rhow0003 |
| **Thomas** |  | Maintaining Analysis of Alternatives | Analysis of Alternatives | 0412 700 676  ldin0001 |

Any new members of the team are asked to contact the Scrum Master in order to gain access to the team’s group message service.

Scrum is not regarded as agile development it is itself a subsection of the agile software process model. The Scrum model is divided into three primary branches which are Artifacts, Roles and Time boxes. The Scrum model applies more effectively to the software engineering process than a waterfall or agile model as it has more specific requirements and is more refined for such product developments. This is because the Agile and waterfall development method do not have as many regular checks on team development and project requirements as Scrum. Scrums requirements of almost daily interviews/meetings of 15 minutes a day acknowledges the fact that challenges and speed bumps can be encountered on the road to reaching the final product.

As such the team thought it would be appropriate to adopt the Scrum as our software process model (with minor alterations). Primarily there will not be daily meetings for scrum master to relay all information. The scrum meetings will only occur twice to three times a week with the team performing weekly to biweekly sprints.

The process being used is Scrum, with 1 week long sprints. Due to the nature of the project, daily standup meetings will not be implemented.

## Time and task tracking

We will allocate tasks to people by volunteers first then the rest will be allocated by either Scrum Master based on informed opinions on their capabilities.

The amount of time spent on the project will be measured by the quality and quantity of the of the report writing and the amount of code for each person in the final project. The quality will be dependent on how relevant the task was to the project, based on the marking rubric. The quantity will be dependent on how much the final product contains their work.

Our Google Drive will be uploaded onto gitlab.

## Definition of done

The team’s definition of done will require: 50% or more of the team deciding it is done or the Product Owner says so. The team will keep track of progress by setting a list for what to do within each week and whether or not we are behind or not.The team will store and manage the backlog on a empty file in the GitLab group which will be updated and checked.

## Vision statement - Elevator Pitch

For tutors who need a program to help mark Google Doc revisions, the Scrum-hoc’s product is a gitinspector for Google Drive, that displays the revision history in a timeline. Unlike gitinspector our product can be used for Google Drive.

**Info about the project**

The main deliverable of the project is a software system that can be described as a statistical analysis tool. This system will have the ability to create finished documents explaining team members contributions, changes and suggestions to a project. This software will be largely based upon the GitInspector tool online but it will be based upon documents from Google Drive. It will be designed primarily for teachers wanting to assess the amount of work completed by individual members of a team.

This project has a relatively short timeline and has an expected delivery date of Friday 14th October 2018. The team will create planning documents and provide proof of concept software to be delivered to the client before the final deliverable date. As the software will integrate the work and changes made online within *Google’s “Google Drive”* software, we expect the user to have some form of familiarity with the online file storage system. The software will require access to the internet as it will be based as a web application.

The team will work closely alongside the client, Mr. N and employ a largely Agile-Scrum method of development to ensure the client’s implicit and explicit needs are met. The team’s Scrum Master Paul will ensure the team remains on track any artifacts are aligned with the PBI’s. The role of Product Owner will be shared amongst team members and moved to the member who will be most appropriate to get in contact with Mr. N.

**Info about the context**

The stakeholders are the tutors and lecturers. They are interested in a specific type of product and if they are not present then the product owner or someone else appointed by the scrum master is to take responsibility for the project. They have the capability of making us fail if they tell us the wrong stuff or we don’t do as they say.