Team L&M

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Project Plan

1.    Purpose of Web Site

**a.    Who is the site for and what is the organization about?**

The organization SGF (Student Green Fee) is who we are making the proposal submission site for. The organization focuses on using the green fee collected from students at WSU to create sustainable and green changes or projects at WSU.

**b.    What is the website supposed to do for this organization?**

The website is supposed to create a submission form for faculty, staff, or students at WSU to submit a proposal for a project that the student’s green fee can be used on. The website can then store the information to a database that can be pulled from for members of the SGF committee to review the submissions.

**c.    What should the website not be doing?**

Our website should not allow the user to submit blank statements, it should not give a plain or hard to use form to either the student, faculty, or staff who may submit a proposal, and it should not erase information after a user inputs data if they walk away from the form.

2.    Design Goals for site

**a.    What are your two or three most important design goals for the site?**

Allow the user to easily tell where they are in the form, fit the theme of the Winona State websites, and make it easy to input/change form answers.

**b.    Explain what they mean in the context of your users.**

There will be a progress bar so the user can tell how much more they have to do before they can submit it and allow for easy access to jump back or forward in the form if they need to edit answers before submission. The form will look like it is an official WSU form for its students/faculty/staff to use, which will make the user feel like they are submitting a proposal that is official and secure. The form will allow the user to come back and continue editing answers if they do not have time to fill it all out right then. It will also make it easier for the user to enter in the right type of information and not have to type out answers that could be simply yes or no boxes.

**c.    Explain why they are important**.

These are important as they highlight the usability and functionality of the form for the user. We want to make the form as easy to use as possible, but also secure and official.

3.    Audiences, and functionality for each

**a.    Who are the different audiences for the Web site?  Who is the primary audience?**

There are 3 different audience of the website: Students, Faculty and Winona State Staff. It is difficult to say who is the primary audience is anyone who wants to submit a proposal so they could a student, faculty or staff. For now we assume all of them are primary users.

**b.    What differentiates each group?**

Students might request smaller projects while faculty/staff might submit proposals that involves many students in a club or group or as a class project. There are also different questions on the form for students versus faculty/staff. The students have questions in regards to what group is behind the proposal with what advisor or if the proposal is strictly the individual students.

**c.    What functionality will be provided for each audience? (What do you want the members of the different audiences to understand or know after having visited the site?)**

We want each audience to know how they can use the form right from the start by making the inputs easy and straight-forward. We also want our audience to understand what is needed of them to gather to submit a proposal to the organization.

4.    Development Environment and Initial Implementation Ideas

**a.    What are your initial ideas for implementing this site – number of  html pages; front-end scripting; back end databases and server scripting languages; etc.**

We want at least 6 form pages, no less than the original website page. We will make use of html to build the content and use CSS for design and JavaScript and PHP for structure as well as PHP for transferring data to a database for easy retrieval for the review form. We will also use Bootstrap as a basis for responsive design so that our form could be used on a desktop or on a mobile device.

**b.    What development tools are you planning to use?**

We plan to use GitHub for organization and sharing amongst our group, Bootstrap for responsive design, and jQuery for easier structuring.

**c.    Will your site be accessible? If so, how will you ensure this? If not, why not?**

Our site will be accessible to anyone who has the link to the form. We do not believe that we have the capabilities to make it so that only those with a WSU login can access the form as we would need access to the WSU database of logins to do so.

5.    Timeline

**a.    Short-term: what do you plan to get accomplished in the next 2 weeks**

In the next 2 weeks we plan to create a basic outline for our site, with basic form functionality that works smoothly. We really want to get as much done on the back-end as possible before we worry about stylistic aspects. We also hope to meet at least twice a week and divvy out work appropriately.

**b.    Long-term: what is your weekly schedule for the rest of the semester, including final presentations.  Include team meetings, prototype designs and code, and testing.  Include parallel efforts to study different technology solutions.**

We discovered that is hard to base our weekly schedule for the rest of the semester as many of us have group work in other classes that changes each week, however we did list our typical available time to meet below.

Available Time To Meet:

Marshall Halleck: weekdays after 4:00

Luyang Sun: Mon, Wed after 4:00 Tu, Th, Fri  after 1:00

Lucas: Mon, Wed after 5:30pm or fridays after 3pm

Megan: Mon after 4:00pm, Tue/Thu after 4:30, Wed from 6-7pm and then any time after 8pm, Friday any time after 2pm, Sunday all day

After each meeting we plan on picking a time we can all meet for the next one and divvying out parts to work on in between the meetings. Those of us who are unfamiliar with GitHub and Bootstrap are to do our research in between meetings so that we can keep up with the weekly work. We also plan to meet right before any milestones so that we can all see where we are and where we need to be.

**c.    Potential Problems: list potential problems with your project timeline and discuss how these will be addressed.**

Some potential problems could be that we might not all be able to meet as much as we would like to if we start to get busy with other classes, we might have conflicting ideas, and we are all very busy in general. We will have to learn to balance this big project with the rest of our classes. If we can’t meet and can’t keep up we will have to learn to divide and conquer parts on our own when we have time. We have to also keep communication skills up to help combat any problems we might run into. Helping each other learn is also very important to making sure we are all on the same page and create something we are proud of.

6.    Project Management

**a.    Who is doing which Project Management jobs for your team?**

1.     *Timeline Taskmaster* – Megan

2.     *Meeting Facilitator* – Lucas

3.     *Code Repository Coordinator* – Marshall

4.     *“User”* – Luyang

7.    Open Questions

**a.    What are things you need to research?**

Things we need to research (some more than others) are Bootstrap, jQuery, GitHub, and Winona State’s style guidelines.

**b.    What are things you need to write test-code for?**

Things we need to write test-code for are cross form tracking and the ability to change where you are in the form without losing information.

**c.    What are things you need to find out from your client?**

Things we need to find out from our client could include what type of questions they may add to the form later on, what their preferred format to receive answers in is, and what they expect for the content and format of the answers.