Project Plan

Schedule calendar

“Driessen”

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1. Project assignment

1.1 Context

For this project, the team will be working for the company "Driessen," an employment agency for the government, education, healthcare, and cultural sectors. They are one of the biggest employment agencies in the Netherlands.
They have tasked us to create a software solution to help automate the process of scheduling a meeting between a candidate and their recruiters.

1.2 Goal of the project

At the moment, the way Driessen schedules its appointments is between one of the recruiters and a client. Right now, it is done manually by the recruiter. The task for the “Rotterdam” development team is to solve this problem by offering a software solution that allows the client to insert a meeting instead of the recruiter doing it. The client would either apply for a vacancy on their own or be approached by a recruiter. At that point, the recruiter gives the client the ability to plan a meeting using the recruiter's calendar so that the client knows when the recruiter is available. In the end, the client should get an email to confirm that the meeting has been planned.
When this project is completed and implemented, it will be much easier for Driessen to schedule these meetings.

1.3 Scope and preconditions

Inside scope:	**Outside scope:**
1 Handle meeting appointment management	1 Handling Candidate and Recruiter data.

For the precondition, Driessen demands a list of preconditions as shown below:

- The system has to use Microsoft graph.
- The system has to integrate with Drissens’s system.

1.4 Strategy

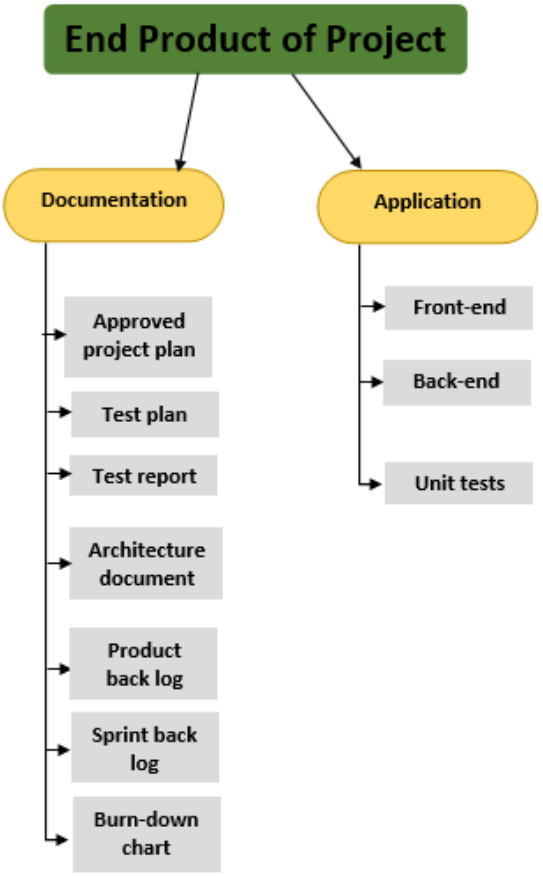
The team has decided that the strategy for this project will be an agile scrum approach. This seems like the most suitable approach for the project. After every sprint, the product owner will check in with the team with an option to give feedback and perhaps some extra functions the application should have.

1.5 Research questions and methodology

The first question is "**How to use Microsoft Graph?"** We are going to use the "available product analysis" methodology. We will focus on looking for keywords to help us find material that we can judge within the sources in order to summarize what we find.

The second question is, "**How to integrate the scheduling system with the Driessen system?"** We are going to use "explore user requirements" as a methodology for this question. We are going to talk to Driessen's representative to know more about how they expect us to integrate the two systems in order to have them work together.

1.6 End products



2. Project organization

2.1 Stakeholders and team members

Name	Abbreviation	Role and functions	Availability
Ali Odaci ali.odaci@fontys.nl	Ali	Internal stakeholder	
Johnny Tielemans	Mister Tielemans	Project owner	
Lucas Jacobs l.jacobs@student.fontys.nl	Lucas	Developer	Monday: 15.00 – 23.00 Tuesday: 9.00 – 16.00 and 20.00-23.00 Wednesday: 9.00 - 16:00 Thursday: 9.00 – 16.00 Friday: 9.00 – 16.00 Saturday: 16.00 – 20.00 Sunday: 13.00 – 23.00
Tom Strijbos 479570@student.fontys.nl	Tom	Project leader/ scrum master	Monday: 9.00 - 16:30 Tuesday: 9.00 – 16.00 Wednesday: 9.00 - 16:30 Thursday: 9.00 – 16.00 Friday: 9.00 – 16.00 Saturday: 9.00 – 14.00 Sunday: Not available

Jessie van Nuenen jessie.vannuenen@student.fontys.nl	Jessie	Developer	Monday: 9.00 – 14.00 Tuesday: 9.00 – 16.00 Wednesday: 9.00 – 19.00 Thursday: 9.00 – 16.00 Friday: 9.00 – 18.00 Saturday: 12.00 – 16.00 Sunday: 14.00 – 18.00
Keano Dussel 459574@student.fontys.nl	Keano	Developer	Monday: 9:00 - 23:00 Tuesday: 9.00 – 23.00 Wednesday: 9.00 – 23.00 Thursday: 9.00 – 23.00 Friday: 9.00 – 23.00
Niels Roefs 458526@student.fontys.nl	Niels	Developer	Monday: 9.00 – 23.00 Tuesday: 9.00 – 16.00 and 21.00 – 23.00 Wednesday: 9.00 – 22.00 Thursday: 9.00 – 22.00 Friday: 9.00 – 17.00 and 21.00 – 23.00 Saturday & Sunday: 19.00 – 23.00 (no work then 11.00 – 23.00)

Saeed Ba Wazir s.bawazier@student.fontys.nl	Saeed	Developer	Monday: 09:00 - 16:00 Tuesday: 09:00 - 16:00 Wednesday: 09:00 - 16:00 Thursday: 09:00 - 16:00 Friday: 09:00 - 16:00 Saturday: Not available Sunday: Not available
Bojidar Belov 478948@student.fontys.nl	Bojidar	Developer	Monday: 9.00 – 23.00 Tuesday: 9.00 – 23.00 Wednesday: 9.00 – 23.00 Thursday: 9.00 – 23.00 Friday: 9.00 – 23.00 Saturday: 9.00 – 23.00 Sunday: All day

2.2 Communication

The group meets regularly every Thursday and on Wednesdays when needed. During these gatherings, the progress of every single member of the team is discussed, and new long-term and short-term tasks are assigned to everyone. The meetings will take place both online and onsite.
The onsite meetings normally take place in the R10 building of Fontys: University of Applied Sciences in Eindhoven. As the starting time of the meeting, it is considered to be 9:00 a.m., and usually, it will take place until 4:00 p.m., unless agreed otherwise.
As for the online sessions, "team Rotterdam" consists of 7 developers in total, which means that a field optimized for supporting online meetings with large numbers of participants is needed for the normal working flow. The social platform “Discord” has been chosen as the main meeting point for online gatherings since it meets the requirements for the project. Microsoft “Teams” is a substitute option for online meetings as it also meets the demands of the group.
In regards to Driessen, the communication with the client is going to be established via MS Teams messages, which are going to be between the company representative Johnny Tielemans and the development team’s scrum master Tom Strijbos.
When it comes to communication with the teacher, Ali Odaci, he will be available for meetings in person every Wednesday from 9:00 a.m. until 4:00 p.m. The semester coach is also available on Microsoft Teams.

3. Activities and time planning

3.1 Phases of the project

Sprint A:
In this sprint, the team will be starting the group project.
This is where the team will be introduced to the product owner and what they would like to see from the end product. After the meeting, the team will convert what the owner wants into requirements for them to work with.

Sprint B, C, and D:
In these sprints, the team will be meeting with the product owner and presenting how far we have come since the last sprint. During every meeting, the team will get feedback and, if asked, new requirements. The team will then continue working on the application.

Sprint E:
This is the last sprint. In this sprint, the team will finish the application and show the final version to the product owner before delivering it to them.

3.2 Time plan and milestones

The team will have scrum meetings on Wednesday and Thursday before we continue working on the application to see how far everyone is.

Artifacts	Effort	Sprint
1 Product backlog	4/10	A
2 Sprint backlog	6/10	Every sprint
3 Burn down chart	2/10	Every sprint
4 Final demo	6/10	E

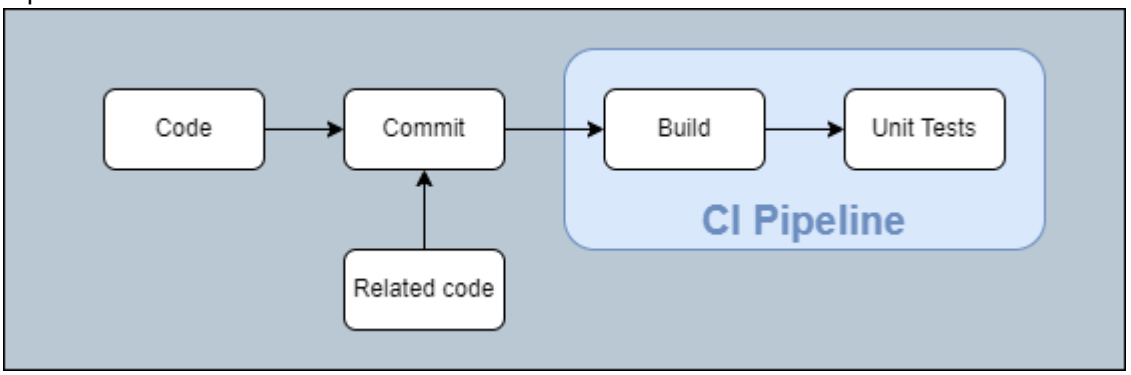
4. Testing strategy and configuration management

4.1 Testing strategy

For our testing strategy, the team is, first of all, using the unit testing methodology. This strategy will make sure that the back-end code works the way it is intended to. Over time, they might be using other methodologies as well.
Furthermore, when the code changes because there are new functionalities to implement, the team will first test everything before delivering the product.
In the future, SonarQube will be used to ensure that the code quality is up to standards.

4.2 Test environment and required resources

For our team, we will be creating a CI/CD environment on GitLab. Before the team commits something to GitLab, they first test their own work. When it all passes, they will commit it, and the CI/CD pipeline will run, testing the project to make sure everything is correctly implemented.



4.3 Configuration management

First of all, the team will be using Fontys Gitlab. When someone starts working on a feature, they create a branch for it. When the feature is finished on the branch, it can go up for code review before it is merged into the development branch.
At the end of a sprint, the development branch can be merged into the main branch. The main branch should be a functional and deployable product.

5. Finances and risk

5.1 Project budget

The budget that "team Rotterdam" has agreed to use and spend on the project is € 0.00. The materials and the software that are going to be used for the production of the final product are either going to be free of charge or provided by either Fontys: University of Applied Sciences or Driessen itself.

5.2 Risk and mitigation

Risk	Prevention activities	Mitigation activities
1 Having to use paid software for certain features.	Searching for an open-sourced equivalent as much as possible.	Either developing the product with the cheapest possible solution that is available or discussing the option of cutting the feature off
2 A member of the team decides to abandon the project or the group.	The whole team will gather and discuss the situation.	The work that the specific person was supposed to do will be assigned to another member of the group, or it will be divided into small pieces and distributed among all the other members.
3 Not understanding what the full idea of the client about the expected final version of the product is.	Making a sufficient number of questions that are formatted in such a way that the team can obtain as many details as possible from the responses that will be received	Trying to get in touch with the client to request more details, although this action will be complicated since the communication with the client will go through a third party
4 A member of the team does not respect and follow the main rules and agreements that the group has agreed to follow.	The whole team will need to approve the rules and agreements that are going to be set during the daily SCRUM meetings. In this way, it will be possible to filter	The problem will be approached with team talks. If this fails, the project owner or semester coach will be informed and asked to take action himself.

	the conditions so that everyone is satisfied with the workflow.	
5 A member of the team is unable to meet the deadline for their work.	The team will split the work depending on the skills of each person to ensure maximum efficiency.	If possible, extra time will be given to the person to finalize their work. If this is not possible, another member of the team will help develop the problematic feature.