SOEN 6841 SOFTWARE PROJECT MANAGEMENT

Problem Identification Report

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Group No: 26

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Project GitHub Repository:

https://github.com/mahimrahman/SOEN-6841-Software-Project-Management

THE PROJECT REPORT IS PREPARED FOR

SOEN 6841 SOFTWARE PROJECT MANAGEMENT GROUP PROJECT

WINTER 2024

Problem Identification Report

Title: Unveiling opportunities, Problem Identification and Initiating a creative project management tool

Contents

Introduction:

A collaborative project management tool is a platform designed to coordinate and streamline the efforts of a team working towards a common goal. It provides a centralized space where team members can plan, track, and execute tasks, ensuring everyone is on the same page. It makes the collaboration easier and more productive.

CoLabFlow:

First and foremost, we decided to call our project **"CoLabFlow".** It is a combination of the words "collaboration" and "flow," which expresses the philosophy of smooth teamwork and workflow control in the project management tool. ***Collaboration:*** The prefix "Co" stands for collaboration, highlighting the main objective of the tool, which is to facilitate cooperation and teamwork among project participants.

Flow: The word "flow" describes how the activities and procedures inside the project go along smoothly and continuously. It implies productivity, effectiveness, and a smooth workflow.

So, CoLabFlow will be known as a tool that helps team members communicate, share information, and complete tasks more easily, by speeding up project completion and boosting overall productivity.

Objective:

Our project's main goal is to make project management simpler and more efficient. We're starting by doing a deep dive into the current market. We're looking at existing project management tools, and understanding their strengths and weaknesses. This will help us see what's already available and where there might be gaps that we can fill. But we're not stopping at just spotting these issues, we want to truly understand them and how they affect the creative process.

We're planning not just to create another project management tool but a tool that solves a real problem or meets a real need. And we believe that this focus will set our tool apart from the rest.

In the end, our objective is simple, to create a project management tool that makes a difference. A tool that helps project teams collaborate better, work more efficiently and achieve their goals. And every step we take - from the research we do to the problems we identify, to the solutions we develop - is guided by this objective. We're excited about the journey ahead and the impact our tool can make.

Problem/Opportunity Statement:

Problem statement:

Creative teams have a big task in finding project management tools that are in tune with the peculiarities of their workflow. It is not uncommon for these solutions to fail to consider the collaborative and iterative nature involved in creative projects leading to inefficiency and unnecessary extensions.

The need for a tool that offers advanced, real-time collaboration features while being user-friendly and affordable. Many existing tools either lack robust collaboration features or are too complex and expensive for small to medium-sized teams. This gap presents an opportunity for us to develop a tool that meets these specific needs. As projects become more complex and teams more distributed, especially in the wake of the shift to remote work, a tool that facilitates seamless collaboration can greatly enhance productivity and project outcomes.

Further exploration of this challenge reveals more complexities:

1. **Insufficient collaboration features:** creative teams require more than mere assignments when it comes to collaboration. At times, available instruments may lack advanced collaborative features hence hampering the smooth exchange of ideas, feedback, or creative inputs.
2. **Lack of visual project representation:** visual elements characterize most creative projects. The absence of tools that represent the progress and milestones graphically makes it difficult for teams to understand the overall journey of creativity.

3. **Limited flexibility in task management:** in an environment where tasks are flexible and adaptable creativity thrives. Existing project management solutions may enforce rigid structures on task management thereby inhibiting agility and creativeness needed by creative teams.

4. **Inadequate support for remote collaboration:** current tools may be insufficient as remote working continues to gain ground

Significance:

This issue holds considerable weight within the creative domain, as project efficiency, collaborative processes, and timely release of high-quality creative work all suffer when several different tools and software programs are used to share assets. In a creative work environment, there are relatively few specialized tools for collaborative teams who provides all the features a creative team wants, and this lack of support can lead to mistakes and confusion due to too many channels of communication, rolling deadlines, a lack of oversight of creative resources, and so on. Each of these areas is a problem beyond procedure, they're blocks in the flow of creative interactions that underpin the collaborative spirit and time-sensitive release of high-quality creative work.

Stakeholder analysis:

1. Creative teams:

- Interests:
    - Creative teams prioritize tools that promote seamless collaboration and smooth workflow.
    - They seek features that accommodate the evolving nature of creative projects, facilitating adaptability.
    - The ideal tools not only assist in project management but also ignite creativity.
- Concerns:

- Concerns revolve around the potential hindrance to idea generation and project completion in the absence of suitable tools.
- Project delays due to inadequate tools are a significant worry, impacting deadlines and work quality.

2. Project Managers:

- Interests:
    - Project managers seek tools that aid in efficient project planning, tracking, and timely completion.
    - Clear and real-time communication features are crucial for effective team coordination.

- Concerns:
    - Challenges include tracking project changes and managing creative iterations, which can lead to confusion and delays.
    - Worries about delays in the creative process affecting project timelines and causing disruptions.
    - Ensuring everyone stays aligned poses challenges, with concerns about misunderstandings slowing down projects.

3. Clients and External Stakeholders:

- Interests:
    - Clients and external stakeholders value tools that provide transparency into project progress and timelines.
    - Easy collaboration with the creative team is essential, along with quick access to project assets for efficient reviews and approvals.

- Concerns:

- Uncertainty about project timelines poses challenges for planning and coordination.
- Understanding the creative process is difficult, raising concerns about appreciating the value of the work.

4. Software developers:

- Interests:
  - Software developers aim to create tools that seamlessly integrate with the workflow of creative teams and adapt to their changing needs.
  - Scalability and handling complex projects are primary considerations.
- Concerns:
  - Addressing technical complexities to ensure smooth integration and functionality.
  - Ensuring software design aligns with creative workflows without causing disruptions or added complexities.

Relevance to software solution:

Our initial thoughts on the scope of the software solution include the following components: task management, version control, document sharing, team communication, progress tracking, and integration with other commonly used tools. The exact features and specifications will be further refined based on user feedback and market trends. Here are some descriptions of what we are planning for the solution:

Addressing the problem through software development:

In response to the challenges identified, our proposed collaborative project management platform aims to be a game-changer. This platform is designed to bridge the gap in project management for creative teams. By integrating features like real-

time collaboration, version control, and task management tailored specifically to creative workflows, the software solution intends to revolutionize how creative teams operate. The overarching goal is to boost team efficiency, streamline project workflows, and establish a centralized hub for managing creative assets seamlessly.

Initial thoughts on scope:

The software solution envisions a comprehensive scope that prioritizes user-friendly interfaces, advanced collaboration features, and efficient version control. It aims to facilitate real-time communication, ensuring a smooth and responsive collaborative process. Emphasizing intuitive task management acknowledges the need for flexibility in creative projects. Client collaboration is pivotal, with features integrated to provide transparency and engagement throughout the creative process. Additionally, scalability is a critical consideration to ensure the software can adapt to the evolving needs of creative teams over time.

Addressing the situation:

To tackle the identified challenges, we will conduct in-depth research and user testing to understand the specific pain points of creative teams. Our development process will involve iterative feedback loops, allowing us to refine features based on user input. We will collaborate closely with creative professionals to ensure the software meets their unique needs and integrates seamlessly into their workflows. Continuous improvement and updates will be a core aspect of our approach, ensuring the software remains relevant and effective in addressing evolving challenges faced by creative teams. Ultimately, we aim to provide a transformative solution that empowers creative teams to unleash their full potential.