

**FPT UNIVERSITY**

**Taxi Caller Application on Windows Phone**

**F\_Taxi**

**Report #2 – Software Project Management Plan**

|  |  |
| --- | --- |
| F\_Taxi | |
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| Supervisor | Nguyễn Văn Sang |
| Project Code | F\_Taxi |

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# INTRODUCTION

## Purpose

The purpose of this chapter is to describe the organization and plan of the project. All team members must use this chapter as a guideline for tracking assigned tasks and deadlines. This chapter also included an overview of this project and team member. This is a document for daily meeting and meeting minute

## References

[3] Information about Iterative and Incremental software process model:

- http://www.ibm.com/developerworks/.../bittner-pdf.pdf

- http://www.ibm.com/developerworks/.../bittner-spence-pdf.pdf

# PROJECT ORGANIZATION

## Software Process Model

To develop the system, we decided to use the Iterative and Incremental Software Process Model [3].

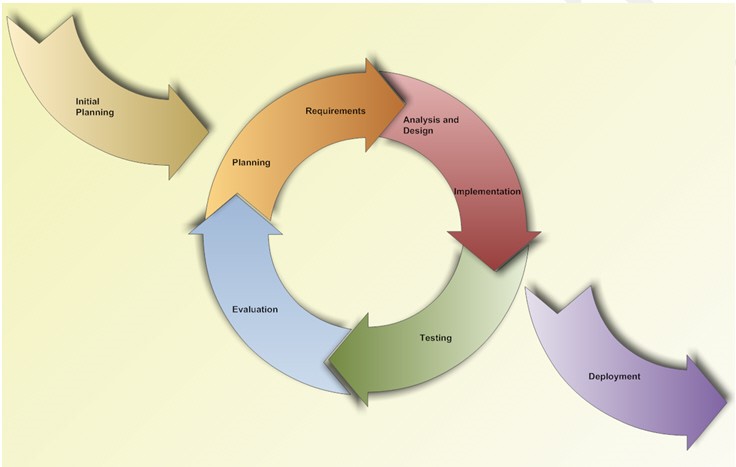
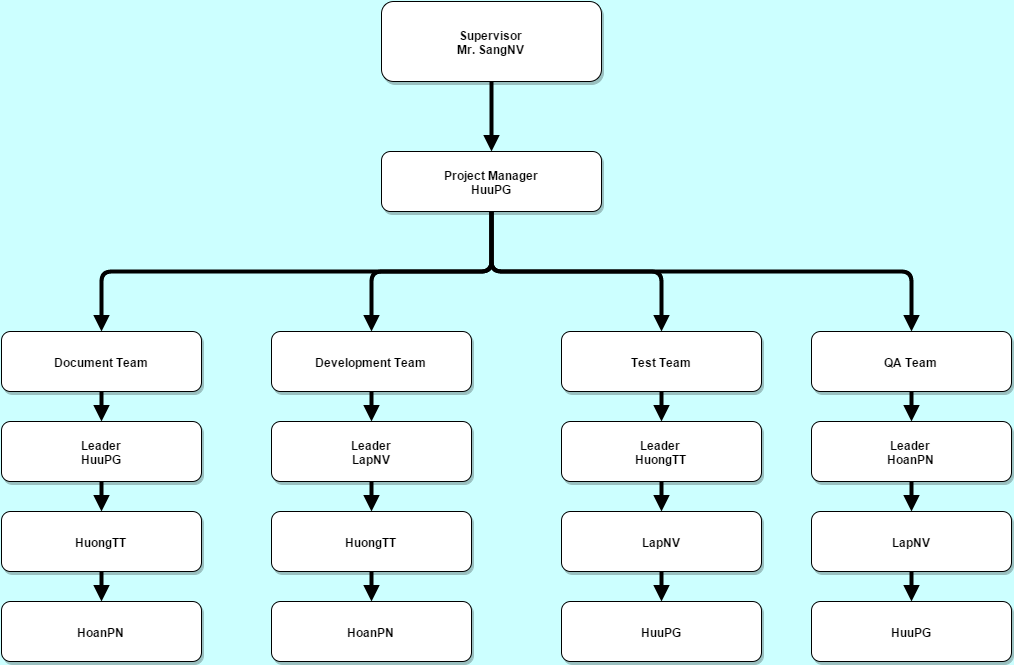


Figure 2.1: Iterative and Incremental Software Process Model

* **Why this model was chosen:**
  + We can learn from time to time during our process, and use anything we learned to improve the product.
  + Through every iteration, we are able to control scope and requirements, flexibly update or even change anything if we think it will help us to have a better product.
  + Customers can respond after each build of the product.
  + It is easy to manage risks by dividing into many pieces and solve it as quick as possible in each iteration.
  + It is also easy to test and debug during a smaller iteration.

## Roles and Responsibilities



**Figure 2.2: Project Organization**

|  |  |  |
| --- | --- | --- |
| **Member** | **Roles and Responsibilities** | |
| **Roles** | **Responsibilities** |
| HuuPG | * Project Manager * SRS Analysis Leader * Designer * Developer | * Defining project scope, planning and developing schedules * Allocating resources * Being responsible for make team keep focusing on the main goal at all, and the right goal at a time * Analyzing, documenting and communicating requirements, identifying and verifying solutions meets the requirements * Involving to design user interfaces, specifying the design direction |
| LapNV | * Technical Leader * Developer Leader * Designer Leader * Tester | * Being responsible for the underlying architecture of the software program * Leading and coordinating use cases modeling, outlining the system’s functionality * Assigning tasks, training and mentoring other team members about new technologies * Being responsible for developing the product, including create database, develop functions, … |
| HuongTT | * SRS Analysis * Test Leader * Developer | * Involving to create SRS document * Being responsible for testing execution, including setting up and running test, creating test cases, recording test results * Involve to develop the product, analyze the “Matching” module |
| HoanPN | * QA Leader * Developer * Tester | * Ensuring the product meets the certain standards of quality from requirements * Involving to develop and test product. |

# TOOLS AND INFRASTRUCTURES

## Software

Table 2.1: Tools and infrastructures

|  |  |
| --- | --- |
| **Title** | **Details** |
| Operation System | * Microsoft Windows 7 * Microsoft Windows 8 * Microsoft Windows 8.1 * Microsoft Windows 10 |
| Development and Design Software | * Microsoft Visual Studio 2013 |
| Management and Document Software | * Microsoft Office 2013 * Microsoft Project 2013 * Microsoft Visio 2013 |
| Development Framework | * ASP .NET * Window Phone Emulator |
| Subversion Tool | * TortoiseSVN 1.8 or higher |
| Version Controller | * GitHub |
| Contact Software | * Gmail * Skype 7.0 or higher * Facebook |

## Hardware

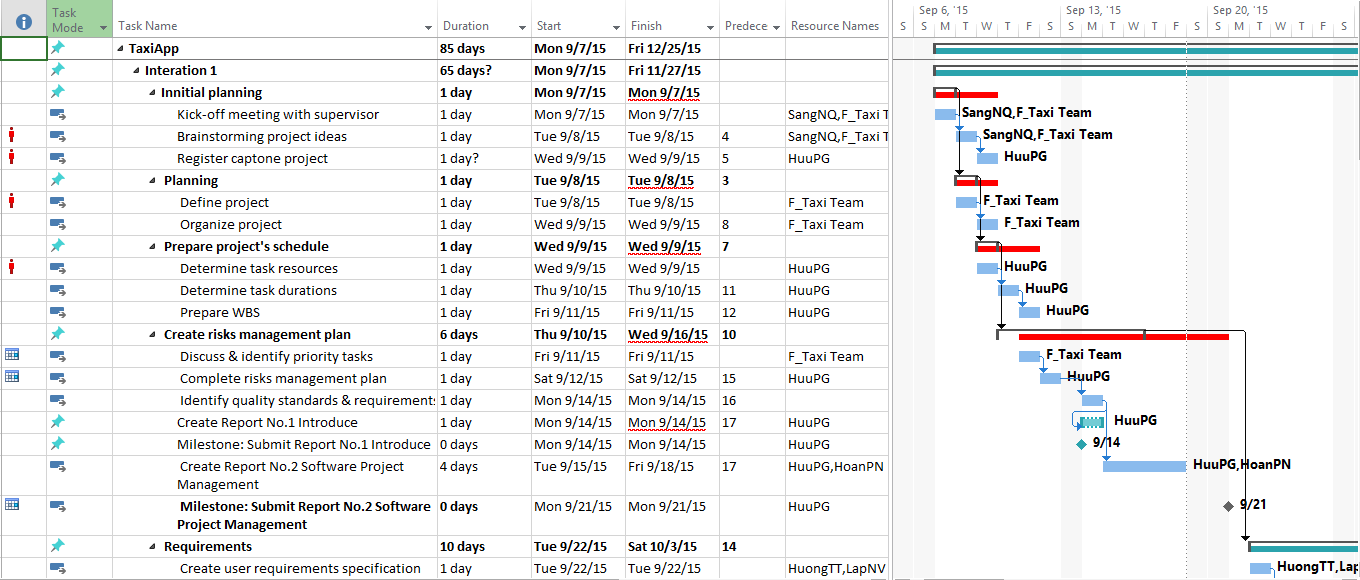
* Personal computer for developing/testing with the minimum configuration: 2GB Ram, 80GB of hard disk, Processor Intel Core 2 Duo (4M Cache, 2.20 GHz, 800 MHz FSB).
* Smart phone which has operating system is windows phone.
* Internet network connection with minimum speech 512kbit/s.

## Other

* A room for team’s meeting.
* Internet and mobile phone services are needed for communication.

# SCHEDULE

## Detailed Schedule



**Figure 2.2: Gantt chart (*Reference file: F\_Taxi\_Ganttchart.mpp*)**

## Meeting Schedule

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Project:** | | Taxi caller | | **Project Code:** | | F-Taxi | |
| **Project Manager:** | | Phạm Gia Hữu | | **Conductor:** | | Nguyễn Văn Sang | |
| **Secretary:** | | Phạm Gia Hữu | |
| **Date:** | | 2015/09/20 | | **Time:** | | 13:00 AM – 15:00 | |
| **Venue:** | | FPT University Hòa Lạc | | | | | |
| **Meeting topic:** | | Check report 1 and remind plan | | | | | |
| **Attendees:** | | | | | | | |
| **No** | **Full name** | | **Unit/Group** | | **Position** | | **Attendance** |
| 1 | Nguyễn Văn Sang | | FPT University | | Supervisor | | Present |
| 2 | Phạm Gia Hữu | | F-Taxi team | | Project manager | | Present |
| 3 | Nguyễn Văn Lập | | F-Taxi team | | Member | | Present |
| 4 | Phạm Ngọc Hoàn | | F-Taxi team | | Member | | Present |
| 5 | Tạ Thiên Hưởng | | F-Taxi team | | Member | | Present |
| **Objectives:** | | | | | | | |
| Meeting review report 1 and remind plan | | | | | | | |
| **Agenda:** | | | | | | | |
| * Team member problems * Project introduction | | | | | | | |
| **Contents:** | | | | | | | |
| 1, Team member problems   * All the activities, the issues will be discussed and reported with supervisor in last week. * Discuss all issues & problems on the job last week * Discuss the working plan next week   2, Project introduction   * Instruct the direction for project team to deal with the problems * Support & comments the working ​​plans next week | | | | | | | |
| **Conclusion:** | | | | | | | |
| **Discussed Items** | | | **Decisions** | | | | |
| 1, Team member problems | | | Project manager need to hold a meeting with all members’ present, discuss and re-report in the next meeting | | | | |

# RISK MANAGEMENT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ID** | **Risk Content** | **Probability** | **Effect** | **Solution** |
| **#** | **People Risks** |  |  |  |
| 1 | Team member may not follow deadlines. | HIGH | SERIOUS | * Find out reasons * Depending on circumstances, may set penalty rule. |
| 2 | Team members are sick, cannot complete task under deadline. | HIGH | SERIOUS | * Increase project team’s working effort in “peace period”. * Allow all team members clear about what others do, so that they can cover the tasks when necessary. |
| 3 | Conflict between team members. | HIGH | SERIOUS | * Setup an open-talk environment in project team. * “*Do not criticize*” is set as a rule. * Organize team-building more often. * In some cases, manager must use his power to make decisions. |
| 4 | New technology is hard to apply for project | HIGH | SERIOUS | * List tasks and check continuously. Evaluate quality and progress weekly. * Send email to other member or supervisor to ask for help. |
| 5 | Problems in communication breakdown makes changing time, work and delay plan | HIGH | SERIOUS | * We need using words more clearly, improve our communication skills * Using note and email to confirm information. |
| **#** | **Technical Risk** |  |  |  |
| 6 | Team member need to be trained about new technology. This can causes the project to be delayed | HIGH | SERIOUS | * Divided knowledge into many technology research groups, each member just need to learn about things that are necessary to complete their own tasks. * Send technical issues to supervisor who has experience to get support. |
| **#** | **Process Risk** |  |  |  |
| 7 | Underestimate the scope of project, difficulty level of tasks and effectiveness of risks. | HIGH | SERIOUS | * Estimate project scope with supervisor and experience people. * Assign task weight value to make task evaluation easier. * Involve all team members into risk management process, ask supervisor for his opinion. |
| # | **Requirement Risk** |  |  |  |
| 8 | Misunderstand system process, so we can have mistaken in describing the essential functions | HIGH | SERIOUS | * Receive advice from experts * Develop prototypes and review prototypes with experts and supervisor |
| # | **Management Risk** |  |  |  |
| 9 | Poor experience of management so that team makes plan unrealistically | HIGH | SERIOUS | * Team leader will tightly co-operate with team members during planning phase. * Get advice and review from supervisor about the plan. |

**Table 2.4: Risk Manager**

# COMMUNICATION MANAGEMENT

## Communication between team members

* **Face-to-face meeting**: at least twice per week, Monday and Friday. This is the most effective way to communicate, and we can solve problems easily.
* **Email and message**: Gmail, Skype and Facebook are used to communicate online. It helps us to keep track of team’s progress.
* **Mobile phone**: In an emergency situation, we use mobile phone to contact directly with other members.
* **Collaboration tool**: TortoiseGIT is used for managing document and source code.

## Communication with Supervisor

* We have a weekly meeting on every Tuesday, so the supervisor can keep track of the team’s progress.

# CODING CONVENTION

* The project team will follow this coding conventions:
* [http://se.inf.ethz.ch/old/teaching/.../CSharpCodingStandards.pdf](http://se.inf.ethz.ch/old/teaching/ss2007/251-0290-00/project/CSharpCodingStandards.pdf)
* Role of coding conventions in software development:
* Recommends programming style, practices and methods for each aspect of a piece program.
* Improve the readability of source code, allow engineers to understand new code more quickly and thoroughly.
* Following a coding convention can help reducing the cost of software maintenance and make it easier.