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|  | **MINISTRY OF EDUCATION AND TRAINING** |

**FPT UNIVERSITY**

**Taxi App**

**<TaxiApp>**

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

|  |  |
| --- | --- |
| TaxiApp | |
| Group Member | SE02707 - Phạm Gia Hữu |
| SE02900 - Tạ Thiên Hưởng |
| SE02268 - Phạm Ngọc Hoàn |
| SE02314 - Nguyễn Văn Lập |
| Supervisor | Nguyễn Văn Sang |
| Project Code | TaxiApp |

HaNoi, 09/2015

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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].

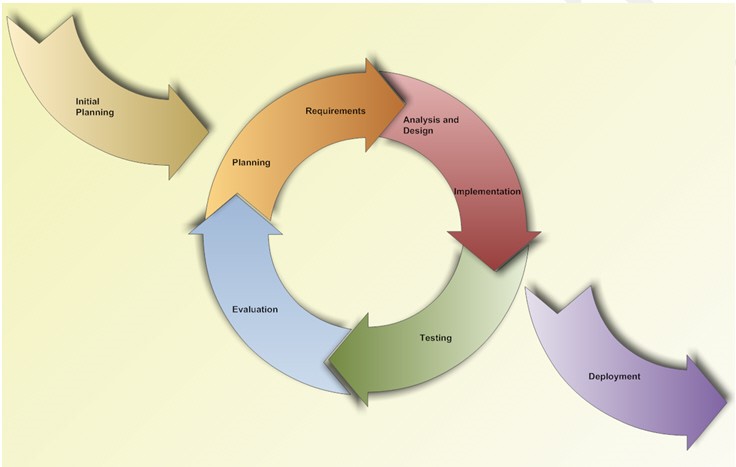


Figure 2.1: Iterative and Incremental Software Process Model

* **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

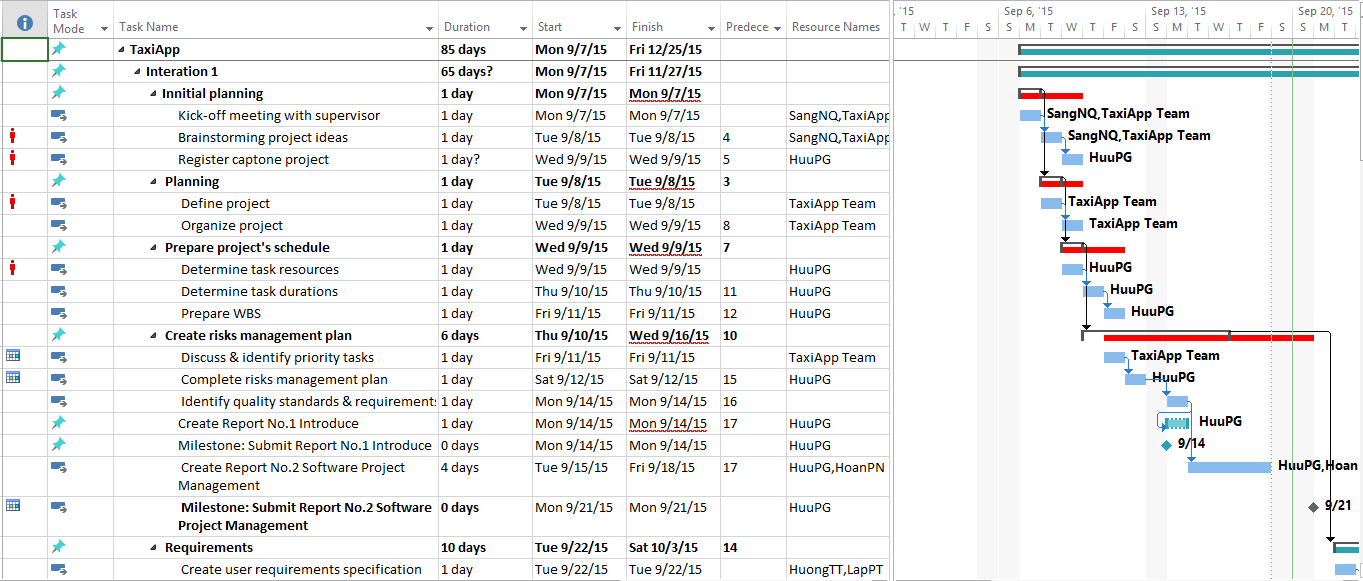
# TOOLS AND INFRASTRUCTURES

|  |  |
| --- | --- |
| **Title** | **Details** |
| Operation System | * Microsoft Windows 7 * Microsoft Windows 8 * Microsoft Windows 8.1 |
| Development and Design Software | * Microsoft Visual Studio 2013 * Microsoft SQL Server 2012 |
| 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 |

Table 2.1 : Tools and infrastuctures

# SCHEDULE

## Detailed Schedule



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

## Meeting Schedule

All team member and supervisor have a meeting in Tuesday/every week. At FPT University Hoa Lac.

Meeting minute have a template below :

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  | meeting minuteS | | | | | | | | |
| **Project:** | | TaxiApp | | **Project Code:** | | TaxiApp | |
| **Project Manager:** | | Pham Gia Huu | | **Conductor:** | | Nguyen Van Sang | |
| **Secretary:** | | Nguyen Van Lap | |
| **Date:** | | 07/09/2015 | | **Time:** | | 13:00 PM – 15:00 PM | |
| **Venue:** | | FPT Hoa Lac | | | | | |
| **Topic of meeting:** | | Brainstorming project | | | | | |
| **Attendees:** | | | | | | | |
| **No** | **Full name** | | **Unit/Group** | | **Position** | | **Attendance** |
| 1 | Pham Gia Huu | | TaxiApp | | Project Manager | | Present |
| 2 | Ta Thien Huong | | TaxiApp | | Developer | | Present |
| 3 | Phạm Ngọc Hoàn | | TaxiApp | | Developer | | Present |
| 4 | Nguyễn Văn Lập | | TaxiApp | | Technical Leader | | Present |
| 5 | Nguyễn Văn Sang | | FPT University | | Supervisor | | Present |
|  |  | |  | |  | |  |
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|  |  | |  | |  | |  |
|  |  | |  | |  | |  |
|  |  | |  | |  | |  |

Content :

**Table 2.3 : Meeting template**

# RISK MANAGEMENT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ID** | **Risk Content** | **Propability** | **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**

# 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.