PROJECT MANAGEMENT PLAN - PMP

(CMP-CR-Reviews)

Travel Advisor Web Application

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| VERSION | OWNER | DATE | CHANGE | REASON FOR CHANGE |
| 1.0 | Amira Hassan |  | PMP Initiation | Added PMP( Risk- Problem resolution –change) |
| 1.1 | Huda Elmuhr |  | Communication  Scope (in/out) | Added communication and scope Project |
| 1.2 | Sahar Hamdy |  | Review | Added PMP (REVIWE) |
| 1.3 | Mariam Khaled |  | Risk | Modified Risk according to review |
| 1.4 | Yomna Sayed |  | Change | Modified Change according to review |
| 1.5 | Amira Hassan |  | Problem | Modified Problem according to review |
| 1.6 | Sahar Hamdy |  | Review | Modified Review according to review |
| 1.7 | Esraa Mostafa |  | CMP | Added CMP |
| 1.8 | Huda Elmuhr |  | CIL | Added CIL |
|  |  |  |  |  |

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## PROJECT PURPOSE

The purpose of the project is to develop and launch a comprehensive travel advisor website aimed at providing users with reliable and personalized travel recommendations, itinerary planning assistance, and destination insights. The website will serve as a one-stop platform for travellers to research, plan, and book their trips efficiently, catering to their preferences and interests.

## 2.0 PROJECT

## IN SCOPE

* **Gathering Customer Requirements**:
  + Engage with stakeholders to understand their needs and expectations.
  + Document detailed requirements for the Travel Advisor Web Application.
* **Design Phase**:
  + Create the architectural design for the application.
* **Development**:
  + Build the Travel Advisor Web Application based on the design.
  + Implement features such as user registration, flight booking, and rating system.
* **System Testing**:

Conduct end-end testing to make sure that the application functions behave correctly.

## OUT OF SCOPE

* + - **Unit Testing**: Detailed testing of individual components or modules.
    - **Non-Functional Testing**: Testing related to performance, security, and scalability.
    - **Marketing Campaigns and Promotions**: Marketing efforts beyond the application (e.g., promotional campaigns, advertisements) are out of scope..
    - **Third-Party Integrations Beyond Flight Booking**: Integrations with other services (e.g., hotel booking APIs, car rental services) are not included.
* 2 SDLC MODEL
* Waterfall
  1. Tools
     + **Configuration Management tools:** [Github](https://github.com/marriiiam)
     + **Timeline Tracking tools:** [Jira](https://huda3335678.atlassian.net/jira/core/projects/TAW/board)

## 2.0 DELIVERABLES

Specify the deliverables or outcomes for the project.

|  |  |
| --- | --- |
| Phase 1 (week1) | Customer Requirement  SIQ  PMP(CMP-CIL-PROBLEM-RISK-CHANGE-REVIEW)  Software Requirement(SRS) |
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|  |  |

# 4.0 COMMUNICATION MANAGEMENT PLAN

The Communication Management Plan outlines how communication will be managed throughout the project lifecycle to ensure effective information exchange among stakeholders.

4.1 Process

* Communication with stakeholders will be through email.
* Weekly meetings ( 3 days a week ) with the project manager will be via google meet.
* Daily communication among the team will be via WhatsApp group or phone and mail.

4.2 Team Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **TITLE** | **EMAIL** | **PHONE** |
| Huda Almuhr | Project Manager | [huda3335678@gmail.com](mailto:huda3335678@gmail.com) | 01005437664 |
| Esraa Mostafa | Team Member | [esraamuustafa@gmail.com](mailto:esraamuustafa@gmail.com) | 01148006863 |
| Mariam Khaled | Team Member | [mariemragheb@gmail.com](mailto:mariemragheb@gmail.com) | 01203588660 |
| Sahar Hamdy | Team Member | [saharrrhamdy@gmail.com](mailto:saharrrhamdy@gmail.com) | 01150499971 |
| Amira Hassan | Team Member | [ah1541779@gmail.com](mailto:ah1541779@gmail.com) | 01155354667 |
| Yomna Sayed | Team Member | [yomna.sayed875@gmail.com](mailto:yomna.sayed875@gmail.com) | 01155108685 |

## 5.0 RISK MANAGEMENT PLAN

5.1 PURPOSE OF RISK MANAGEMENT PLAN

The purpose of this plan is to document the risk management practices and processes that will be used on projects

5.2 OBJECTIVES

* Monitor the project to identify new or changing risks.
* Understand and minimize the cost and other impacts of project risks.
* Focus management attention on higher priority risks.
* Communicate clearly about risks with the team and project stakeholders.

5.3 RISK MANAGEMENT PROCESS

Step 1: Risk Identification

**Who:** Project Manager   
**Action:** Collaboratively identify potential risks associated with the project, development tasks, testing process, and quality assurance practices.  
**Output:** Documented list of identified risks with detailed descriptions, likelihood, and potential impact.

Step 2: Risk Assessment and Prioritization

**Who:** Project Manager, Developers, Testers   
**Action:** Evaluate and prioritize identified risks based on their severity, likelihood, and potential impact on project objectives.  
**Output:** Prioritized list of risks, categorized by severity and potential impact.

Step 3: Risk Response Planning

**Who:** Project Manager  
**Action:** Develop risk response strategies to address prioritized risks, including mitigation, avoidance, transfer, or acceptance.  
**Output:** Documented risk response plan outlining agreed-upon strategies for managing identified risks.

Step 4: Risk Mitigation Implementation

**Who:** Developers, Testers   
**Action:** Implement risk mitigation measures according to the agreed-upon strategies outlined in the risk response plan.  
**Output:** Implemented risk mitigation measures aimed at reducing the likelihood and impact of identified risks.

Step 5: Ongoing Risk Monitoring and Control

**Who:** Project Manager, Developers, Testers   
**Action:** Continuously monitor project activities and the external environment for new risks or changes to existing risks. Take corrective actions as necessary to control and mitigate identified risks.  
**Output:** Regular updates to the risk register, documentation of changes in risk status, and adjustments to risk response strategies as needed.

Step 6: Communication and Reporting

**Who:** Project Manager, Developers, Testers, QA Engineers  
**Action:** Communicate regularly with stakeholders about identified risks, their impact on project objectives, and the status of risk response efforts.  
**Output:** Timely communication and reporting on risk-related matters to ensure stakeholders are informed and engaged in the risk management process.

Step 7: Lessons Learned and Continuous Improvement

**Who:** Project Manager, Developers, Testers   
**Action:** Conduct post-project reviews to identify lessons learned from risk management efforts and incorporate them into future projects.  
**Output:** Documented lessons learned and recommendations for improving risk management practices in future projects.

**Risk Response Plan**

**Project Name: [Insert Project Name]**

**Project Manager: [Insert Project Manager Name]**

**Date: [Insert Date]**

1. Introduction

The Risk Response Plan outlines the strategies and actions to manage identified risks throughout the project lifecycle. It aims to mitigate potential negative impacts on project objectives and ensure successful project delivery.

2. Risk Identification

Refer to the documented list of identified risks in the Risk Register for details on potential threats and opportunities to the project.

3. Risk Response Strategies

For each identified risk, the following response strategies have been developed:

**Risk 1: [Insert Risk Description]**

* **Strategy:** [Describe the chosen risk response strategy (e.g., Mitigation, Avoidance, Transfer, Acceptance)].
* **Action Plan:** [Outline specific actions to implement the chosen strategy, including responsible parties, timelines, and resources required].
* **Expected Outcome:** [Describe the expected outcome or impact of implementing the chosen strategy].

4. Contingency Plans

In addition to the primary risk response strategies, contingency plans have been developed for high-impact risks or those with high uncertainty:

**Risk 1: [Insert Risk Description]**

* **Contingency Strategy:** [Describe the contingency plan to be implemented if the primary strategy fails or if the risk materializes].
* **Trigger:** [Specify the conditions or events that would trigger the activation of the contingency plan].
* **Action Plan:** [Outline specific actions].
* **Expected Outcome:** [Describe the expected outcome].

5. Risk Monitoring and Control

Regular monitoring and evaluation of identified risks will be conducted throughout the project lifecycle. Adjustments to response strategies and contingency plans will be made as necessary to ensure their effectiveness.

6. Communication and Reporting

Stakeholders will be kept informed about the status of identified risks, response efforts, and any changes to the Risk Response Plan. Regular reports will be provided to stakeholders to maintain transparency and facilitate decision-making.

7. Review and Update

The Risk Response Plan will be reviewed and updated regularly to reflect changes in project circumstances, new risks, or lessons learned from risk management efforts.

8. Approval

This Risk Response Plan is subject to approval by the project manager and relevant stakeholders.

RISK REGISTER

5.3.2 RISK ANALYSIS

Risk analysis includes two main tasks:

* Risk Assessment
* Risk Prioritization

5.3.2.1 Risk Assessment

Risks will be assessed according to two factors: probability, impact.

Probability

|  |  |  |
| --- | --- | --- |
| Probability | Score | Assessment |
| High | 3 | Greater than 70% probability of occurrence |
| Medium | 2 | Between 30% and 70% probability of occurrence |
| Low | 1 | Below 30% probability of occurrence |

Impact

|  |  |  |
| --- | --- | --- |
| Impact | Score | Assessment |
| High | 3 | Risk that has the potential to greatly impact project cost, project schedule or performance |
| Medium | 2 | Risk that has the potential to slightly impact project cost, project schedule or performance |
| Low | 1 | Risk that has relatively little impact on cost, schedule or performance |

Assign Risk Assessment score

* Assign numerical scores to each risk based on its probability and impact assessments.
* You may use a scale such as 1 to 3, with 3 representing high probability or impact, 2 representing medium, and 1 representing low

Calculate Overall Risk Score

* Calculate the overall risk score for each risk by multiplying its probability score by its impact score.
* This results in a numerical value that represents the combined assessment of both probability and impact for each risk

5.3.2.2 Risk Prioritization

* Risks with higher overall scores indicate greater potential impact on the project and should be considered higher priority.
* Review the prioritized list of risks and adjust priorities as necessary based on additional factors such as:

Project objectives, resources available for risk mitigation, and stakeholder tolerance for risk.

* Determine Category for Priority: RED, YELLOW, GREEN

|  |  |  |
| --- | --- | --- |
| Priority | Score Level | Category |
| High | 6-9 | Red |
| Medium | 3-4 | Yellow |
| Low | 1-2 | Green |

5.3.3 RISK HANDLING

There are four main types of risk handling:

**1. Avoid:** Change the Project Plan and Schedule to avoid the risk completely

**2. Accept:** Document and communicate the risk, but do not plan to take action

**3. Transfer:** Transfer the risk to another party through insurance or contracting out

**4. Mitigate:** Take action to reduce the probability and impact of a risk to a reasonable threshold.

There are two types of risk mitigation activities:

**Prevention:** These are activities the team can do before the risk occurs to reduce its probability and impact. Planned prevention activities answer the question “what can we do now?”

**Contingency:** These are activities the team can do once the risk occurs to reduce its impact. These activities can be written in a Contingency Plan. Contingency activities answer the questions “what can we do if the risk happens?”

All risks categorized as red will have Contingency Plans. These plans will be developed in consultation with the

Project Manager.

The Risk Manager will assign risk response activities to appropriate team members and is responsible for monitoring whether or not these activities are being completed and whether or not they are effective in reducing the probability or impact of a risk.

Risk response activities are the responsibility of the Risk Manager, who will work within the following rules:

**Avoid** **Criteria:** Risks identified as candidates for avoidance, where eliminating the cause of the risk could prevent

its occurrence entirely.

**Action:** The Risk Manager will assess risks to determine if avoidance is feasible and beneficial to the project.

**Communication:** The decision to assess risk avoidance and the associated actions will be communicated to

The Project Manager.

**Accept Criteria:** Risks with low impact and low probability will be accepted.

**Action:** The Risk Manager will assess risks and determine those deemed acceptable based on

their impact and probability.

**Communication:** The Project Manager will be promptly informed of all accepted risks.

**Transfer Criteria:** Identify risks based on financial impact, probability, and transfer options availability, Assess risks that Can be transferred via insurance, contracts, or outsourcing

**Action:** Analyze risks to determine transfer suitability. Evaluate transfer options (e.g., insurance, contracts) for

each risk. Collaborate with stakeholders to execute transfer arrangements.

**Communication:** Inform Stakeholder and relevant parties, including Project Manager and Steering Committee, About transfer decisions.

**Mitigate** **Criteria:** Risks categorized as red (high impact and/or high probability) will be subject to mitigation.

**Action:** The Risk Manager will develop and implement mitigation strategies to reduce the impact

Likelihood of occurrence of identified risks.

**Communication:** Mitigation plans for red risks will be developed in consultation with the Project

Manager and Steering Committee to ensure alignment with project objectives and strategies.

5.3.4 RISK MONITORING AND CONTROL

In this phase, the project team continuously monitors identified risks and implements appropriate control measures to mitigate their impact on the project. This involves:

* + - **Regular Monitoring:** Continuously tracking the status of identified risks throughout the project lifecycle to ensure timely detection of changes.
    - **Risk Response Evaluation:** Assessing the effectiveness of implemented risk response strategies and making adjustments as necessary to address emerging risks.
    - **Issue Management:** Addressing any new risks or issues that arise during project execution promptly and effectively.

5.3.5 RISK DOCUMENTATION AND REPORTING

This process involves documenting all aspects of risk management activities and communicating relevant information to stakeholders. Key aspects include:

* + - * **Risk Register Updates:** Maintaining a comprehensive risk register that includes details of identified risks,
      * Their probability, impact, response strategies, and current status.
      * **Reporting:** Regularly communicating risk-related information to stakeholders through status reports,
      * Meetings, or other communication channels.
      * **Documentation:** Ensuring that all risk management activities, including assessments, response plans, and
      * Monitoring activities, are adequately documented for future reference and audit purposes.
      * **Lessons Learned:** Documenting lessons learned from risk management activities to inform future projects
      * And improve risk management processes.

5.4 ROLES AND RESPONSIBILITY

|  |  |
| --- | --- |
| Role | Responsibilities |
| Project Manager | Overall risk Planning , Monitor and control Risk Management  Resource Allocation, Decision-making, Communication |
| Risk Manager | Risk Identification, Risk Analysis, Risk Response Planning, Monitoring and Control,  Documentation and Reporting. |
| Whole Team | Risk Identification, Risk Assessment, Risk Response Implementation,  Monitoring and Reporting, Collaboration. |

5.5 RISK MANAEMENT TEMPLATE

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME** |  | | | | | | |  | **OBJECTIVE** |  | | | | | | |
|  |  | |  | |  | |  |  |  | |  |  |  |  | |  |
| **REF / ID** | **P R E - M I T I G A T I O N** | | | | | | |  | **HANDLE** | **MITIGATIONS / WARNINGS / REMEDIES** | | **P O S T - M I T I G A T I O N** | | | | |
| **RISK** | **RISK Probability** | | **RISK impact** | | **RISK LEVEL** | | **Category** | **RISK SEVERITY** | **RISK LIKELIHOOD** | **RISK LEVEL** | **ACCEPTABLE TO PROCEED?** | |
|  |  | **LOW (1)**  **MEDIUM (2)**  **HIGH (3)** | | **LOW (1)**  **MEDIUM (2)**  **HIGH (3)** | | **LOW**  **MEDIUM**  **HIGH** | | **GREEN**  **YELLOW**  **RED** | **ACCEPT**  **AVOID**  **TRANSFORM**  **MITIGATE** |  | |  |  |  | **YES / NO** | |
| 001 | Technical skills | **2** | | **2** | | **4** | | **YELLOW** | **MITIGATE** | Provide trainings | |  |  |  |  | |
| 002 | **Resource Constraints** | **2** | | **2** | | **4** | | **YELLOW** | **MITIGATE** | Prioritize tasks and allocate resources effectively to optimize project | |  |  |  |  | |
| 003 |  |  | |  | |  | |  |  |  | |  |  |  |  | |
| 004 |  |  | |  | |  | |  |  |  | |  |  |  |  | |
| 005 |  |  | |  | |  | |  |  |  | |  |  |  |  | |
| 006 |  |  | |  | |  | |  |  |  | |  |  |  |  | |

## 6.0 PROBLEM RESOLUTION MANAGEMENT PLAN

6.1 PROBLEM RESOLUTION MANAGEMENT PROCESS

The Problem Management Plan outlines a structured approach to identify, analyse, manage, and control issues throughout

The project lifecycle, ensuring effective resolution to project progress.

6.1.0 Problem Request Initiation

* A problem is reported by a customer, or through system monitoring.
  + 1. Problem Identification
* Problem Manager reviews the problem request to understand the reported issue, assessing its context and severity.
* Decide if the problem needs a quick action based on experience
* Record and Log Problem in [Problem Resolution document](https://docs.google.com/spreadsheets/d/1DwWOTzMuegOs_PCHf5i-DvEKNgtfpKNk7tugiMdNmhM/edit#gid=564619128)

Result of Identification Phase

* A clear understanding of the problem
* Identification of any immediate Quick actions required to address the problem or mitigate its impact.
* [Problem Resolution document](https://docs.google.com/spreadsheets/d/1DwWOTzMuegOs_PCHf5i-DvEKNgtfpKNk7tugiMdNmhM/edit#gid=564619128)

|  |  |
| --- | --- |
| Role | Problem Manager |
| Document | Problem resolution Log as part of Problem Resolution document. |
| Problem Status | new |
| Priority | High, Medium, Low Based on Experience |

* Priority (Based on Problem Manager Experience)

|  |  |  |
| --- | --- | --- |
| Priority | Score | Criteria |
| HIGH | 1 | Have an immediate and severe impact on operations, safety, or customer satisfaction. |
| MEDIUM | 2 | Not require immediate attention but should be addressed in a timely manner |
| LOW | 3 | Have minimal immediate impact on operations or customer experience. |

* Status

|  |  |
| --- | --- |
| Status | phase |
| NEW | Identification |
| OPEN | Analysis |
| IN PROGRESS | Management |
| DONE | Monitor and Control |

* + 1. Analyze the problem
* Problem Manager and the team employ problem Analysis.
* Utilize techniques like the 5 Whys or root cause analysis to identify underlying issues.
* Conduct detailed analysis to determine root cause.
* Assess impact on Process, Team, Users, Systems, and Business Operations.
* Result of Analysis Phase
* Identification of root cause(s).
* Evaluation of impact on various aspects.

|  |  |
| --- | --- |
| Role | Problem Manager collaborates with the Team |
| Technique | using 5 WHYs |
| Document | Problem Analysis as part of Problem Resolution document. |
| Problem Status | Open |
| Priority | High, Medium, Low Based on Experience |

* + 1. Manage the problem
* Problem Manager prioritize identified problems based on severity, impact, and urgency, and assign tasks to appropriate team members for resolution.
* Team Implement Solutions or workarounds to address the problem.
* Team communicate updates and progress to stakeholders, including users or customers affected by the problem.
* Result of Management Phase
* Implementation of solutions to resolve the problem.
* Communication of resolution status and any follow-up actions required.

|  |  |
| --- | --- |
| Role | Problem Manager collaborates with the Team |
| Document | Problem Resolution document. |
| Problem Status | In progress |

* + 1. Monitor and Control the problem
* Problem Manager monitors performance and user feedback to confirm effective resolution.
* Review relevant metrics and key performance indicators for signs of recurrence or related issues.
* Update documentation with resolution details and lessons learned.
* Result of Monitor and control Phase
* Confirmation that the problem has been successfully resolved.
* Documentation of resolution details and any recommendations for future prevention or mitigation.

|  |  |
| --- | --- |
| Role | Problem Manager |
| Document | Problem Resolution document. |
| Problem Status | Done |

* + 1. Problem Trend Analysis

Problem Manager or Assigned Team Member

* Collect and aggregate data on past problem incidents, including frequency, severity, and common root causes.
* Analyze the data to identify patterns, recurring issues, or emerging trends in problem incidents.
* Identify Improvement Opportunities for process improvements, preventive measures, or corrective actions based on the analysis.
* Result of Trend Analysis Phase
* Identification of long-term trends and patterns in problem incidents.
* Recommendations for proactive measures to address recurring issues and prevent future problems.

|  |  |
| --- | --- |
| Role | Problem Manager or Assigned Team Member |
| Document | Problem Resolution document. |

**7.0 CHANGE MANAGEMENT PLAN**

**Priority of Customer-Requested Changes:**

* Changes requested by the customer to the project will be prioritized as the highest priority to ensure customer satisfaction.

**Responsibility of Project Leader:**

* The project leader will be responsible for managing any customer requests and will take charge of addressing them.

**Handling Change Requests:**

* When receiving a change request, the project leader and the team members will respond as soon as possible and initiate discussions with the customer.

**Discussion of Change Consequences:**

* During discussions, the team will outline the potential consequences of the requested change to the customer.

**Assessment of Implementations:**

* The team will evaluate whether the requested change can be implemented within the current release or if it needs to be deferred to a future release.

**Agreement with Customer:**

When reaching an agreement with the customer, the status of the change request will be announced as either open, agreed, or deferred.

# 8.0 REVIEW MANAGEMENT PLAN

8.1 OBJECTIVE

Ensure technical accuracy, adherence to project specifications, and high-quality deliverables.

8.1 PARTICIPANTS

* **Team Members**: Developers, testers, and other relevant stakeholders.
* **Coaches**: Quality assurance experts who guide the team.
* **Managers**: Oversee project progress and alignment with planned deliverables.
* **Customers**: Validate that the product meets their needs.

8.1 REVIEW TRIGGERS

* **End of Development Phase**: After completing a significant portion of work (e.g., a sprint or feature development) the author will inform the project manager that the work is done and needs to be reviewed.

8.1 REVIEW PROCESS STEPS

5.3.1 PREPARATION

* The authorsends their code, documentation and design to the reviewers.
* The project manager set a convenient time for all participants to attend the review meeting.

5.3.1 CONDUCTING THE REVIEW

* The reviewers raise concerns, ask questions, and seek clarification.
* All participants engage in consensus-building discussions.

5.3.1 AUTHOR COMMUNICATION

* The reviewers provide constructive feedback during the review meeting and highlight areas for improvement.
* The author understands feedback, clarifies any ambiguities and makes necessary corrections based on feedback.

5.3.1 VERIFICATION AND CLOSURE

* The author submits revised code, documentation, or design.
* Coaches and reviewers verify the changes.
* If issues are resolved, the deliverable is accepted, if not, the process repeats until satisfactory.
* All the review comments and the action will be taken to fix these comments will be logged into the [Review Template](https://docs.google.com/spreadsheets/d/1zuGUFtcQNFaKljb8OeOJth6ksXdTQ9dNY1x_Kd-1Pjw/edit#gid=0) file.

# 9.0 CONFIGURATION MANAGEMENT PLAN

# 9.1 Overview

This document should be reviewed and approved by both the Provider and the Customer Program Managers.

## 9.1.1 Project Background

The Travel Advisor Web Application shall provide a window for the different places and tours that a visitor can view before travelling to a specific country. This site should guide him/her through from the start to the end of the journey.

# 9.2 Branching and Merging

## **9.2.1 Configuration Management Strategy Overview**

The Configuration Management Strategy for our project outlines the systematic approach to setting up and managing project environments. This includes defining processes for version control, change management, and deployment to ensure consistency and reliability across project components. Leveraging tools like GitHub, we will establish protocols for repository organization, branching, merging, and code review to facilitate collaboration and maintain the integrity of project configurations throughout the development lifecycle. Additionally, the strategy will detail procedures for documenting and communicating changes, ensuring transparency and accountability among project stakeholders.

## **9.2.2Documentation Repositories**

The overall strategy for our project's usage of documentation repositories involves using one Branch

### **9.2.3Tools Used for Environment Management**

<<Describe the tools used to support the configuration management activities in the table below.>>

|  |  |
| --- | --- |
| Tool used to manage technical environments | Tool Description and Functions |
| GitHub | Version control system for code collaboration |
| Git | Distributed version control system |
| Android Studio Code | Markup and styling languages for web content |
| IntelliJ | is an Integrated Development Environment (IDE) for Java and Kotlin designed to maximize developer productivity |
| illustrator | Adobe Illustrator is a software application for creating drawings, illustrations, and artwork using a Windows or |
| photoshop | Photoshop is an image creation, graphic design and photo editing software |

# Baseline Strategy

## 9.3.1 Steps for Baseline strategy

1. Configuration Manager ensure that the documents are reviewed and approved based on review evidence and versions Strategy every night Friday.

Configuration Manager: based on review evidence and versions strategy.

1. Ensure that the versions are Latest versions.

Look at develop branch based on development branch and date of pull request later than date of the document.

1. Create a baseline.

Create Baseline on GitHub and send email.

1. Send release email to quality manager: Eng. Mohammed Hassan coach Esraa

## Project Stakeholders (Roles) and Responsibilities

Below is a table summarizing the key roles and responsibilities involved in executing the project's Configuration Management Plan. Modify or adjust to meet project-specific requirements

## 

|  |  |
| --- | --- |
| **Stakeholders (Roles)** | **Responsibility** |
| Configuration Manager | Develop, implement, and maintain the Configuration Management Plan (CMP) based on project needs. identify and control system software, hardware, and documentation. Establish naming conventions and baselines. Track changes and ensure accurate documentation. Conduct configuration audits and maintain records. Use CM software tools for project support. |
| Project Manager | Ensure CMP aligns with project goals. Allocate resources and monitor progress. Communicate with stakeholders. Approve baselines and changes. Provide support to Configuration Manager and team. |
| Development Team | Follow CMP guidelines. Document changes properly. Use version control and labeling. Participate in audits and address issues. Collaborate with Configuration Manager. |
| Quality Assurance Team | Responsible for ensuring that the CM processes and work products are performed according to this CM Plan and the documented CM processes and procedures. |
| Stakeholders | Provide feedback on CMP. Review and approve baselines and changes. Communicate concerns to Project Manager or Configuration Manager. Assist in audits and documentation. |
| Responsible Branch or Mission Project Management representatives | Responsible for approving this CM Plan. |

# 9.4 Configuration item list (CIL)

CIL contains CI NAME - CI DESCRIPTION – LATEST VERSIONS - CONFIGURATION LEVEL – LOCATION

* Each item owner is responsible for updating the Configuration Item List (CIL) document with the appropriate information
* Each Configuration Item (CI) is uniquely identified starting with {CI\_00} and increments for each item added
* Each Cl must adhere to a specific naming convention.
* The CIL must include a direct link to the GitHub file
* In cases where the link is not functional, a path must be provided. Additionally.
* Each Cl must be added when created and updated with the configuration level when reviewed or approved according to the review process, If the item not need to update frequent only once then it will be "Constant || Steady" OR if it need to update many time so it will be "Variable || Unsteady".

**CI NAME:** name for configuration items in the project

**CONFIGURATION LEVEL:**

Latest modifications

Updated: reviewed and approved

Version Controlled: every period produces new version.

**LOCATION:** link of documents

**Responsibilities of the documents in CIL**: owner document

**Documents:**

Customer Requirements: Documents outlining the functional and non-functional requirements of the Travel Advisor Web App, including user stories, use cases, and system specifications Software Requirement Specification: is a document that describes what the software will do and how it will be expected to perform

Project Management Plan: Documents related to project management, including the Project Management Plan (PMP), project schedules, meeting minutes, and progress reports.

Configuration Management Plan:

* To plan, identify, control, and account for the status of all items.
* To have an efficient change-control system
* To have uniform application of all procedures associated with an effective configuration management system by all involved individuals within the organization.
* To achieve logistic support of an item at the minimum life cycle cost

Design: Documents detailing the design architecture of the Foodies Web App, including system architecture diagrams, database schema, and API specifications.

Software Interactive Questionnaire: refers to a digital tool or application designed to gather information, feedback, or responses from users in an interactive and structured manner. These questionnaires are often used in various domains such as market research, customer feedback, employee surveys, educational assessments, and more.

Requirement Traceability Matrix: To identify implementation coverage and test coverage and used when change introduced

# 9.5 Naming Convention

**Documents**

<Project Name> \_<Document initials>

Project name: Travel

Document initials: first letter.

Example:

Travel\_CR

**Code**

<Project Name> \_<Feature name>

Project name: Travel

Example:

Travel\_login

**Baseline**

<Project Name> \_<File initials>

Project name: Travel

File initials: first letter from every word.

Example:

Travel\_CIL

**Versions**

<Project Name> \_<version initials>

Project name: Travel

version initials: number of version

Example:

Travel\_10

9.6 Folder Structure

|  |  |  |
| --- | --- | --- |
|  | Folder name | Description |
| 1 | Project Management | Configuration item list – Configuration Management Plan – Risk Management – Change – Problem Resolution |
| 2 | Software Requirement | is a document that describes what the software will do and how it will be expected to perform |
| 3 | Code | Versions |
| 4 | Testing | Documents outlining the testing strategy, test plans, test cases, and test results for the travel advisor Web App, including unit tests, integration tests, and acceptance tests. |
| 5 | Design | Documents outlining the functional and non-functional requirements of the Travel Advisor Web App, including user stories, use cases, and system specifications. |

## 

## PROJECT STAFF LIST

|  |  |  |  |
| --- | --- | --- | --- |
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# APPENDICES

|  |  |
| --- | --- |
| DOCUMENTS | LINKS |
| CUSTOMER REQUIREMENT | [CUSTOMER REQUIREMENT](https://docs.google.com/document/d/10Li2saS6edax8Tf-EpRVxFWWXlyBzH1-YSYC3Q3Z9eU/edit) |
| SIQ | [SIQ](https://docs.google.com/spreadsheets/d/1qzJuvRnXFaQRZVzo1czZONIDtHdt9G-DDf423WkU474/edit#gid=0) |
| SOFTWARE REQUIREMENT | [SOFTWARE REQUIREMENT](https://github.com/marriiiam/QA-Project/blob/main/SRS_TAW.doc) |
| RTM | [RTM](https://docs.google.com/spreadsheets/d/1ztHizPqOj4h3GZw2vWLP4avXb2kEKu6lIRx4MnqC2OQ/edit#gid=2078621866) |
| TEST CASE REPORT | [TEST CASE REPORT](https://docs.google.com/spreadsheets/d/1m2ZQSxcQwo19lRfBxHGYBexNYR_H9KYupO6qQHw37OA/edit#gid=451784052) |
| BUG REPORT | [BUG REPORT](https://docs.google.com/spreadsheets/d/1um2yvvV530uU6AcX2emRKO38OFiAYuY3wf4vFMm6fu0/edit#gid=86155683) |
| REVIEW | [REVIEW](https://docs.google.com/spreadsheets/d/1zuGUFtcQNFaKljb8OeOJth6ksXdTQ9dNY1x_Kd-1Pjw/edit#gid=0) |
| CHANGES | [CHANGES](https://docs.google.com/spreadsheets/d/1Wb7_yDVbdVEBO7wytCGi-FBUoH3KM7s-OAYwefkLSSA/edit#gid=821420106) |
| PROBLEM RESOLUTION | [PROBLEM RESOLUTION](https://docs.google.com/spreadsheets/d/1DwWOTzMuegOs_PCHf5i-DvEKNgtfpKNk7tugiMdNmhM/edit#gid=564619128) |
| CIL | [CIL](https://docs.google.com/spreadsheets/d/1SBUCbpELSM_NH62l8VPl1foPeKFBW1h9kDlNSWKDjOY/edit#gid=1227565632) |