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## 0 PROJECT PURPOSE



## 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.

2.2 SDLC MODEL



## 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 |
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| Sahar Hamdy | Team Member | [saharrrhamdy@gmail.com](mailto:saharrrhamdy@gmail.com) | 01150499971 |
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## 5.0 RISK MANAGEMENT PLAN

5.1 PURPOSE OF RISK MANAGEMENT PLAN



5.2 OBJECTIVES



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





5.3.3 RISK HANDLING







5.5 RISK MANAGEMENT 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 |  |  | |  | |  | |  |  |  | |  |  |  |  | |









## 

**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.

## PROJECT STAFF LIST

| **NAME** | **TITLE** | **EMAIL** | **PHONE** |
| --- | --- | --- | --- |
| Huda Almuhr | Project Manager | [huda3335678@gmail.com](mailto:huda3335678@gmail.com) | 01005437664 |
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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) |
| CMP | [CMP](https://docs.google.com/document/d/11nDnhKoMbVFoCts4Sa5UwEKIqv5rCB4D/edit) |