TM470 - TMA 01

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# Preparing and planning the project.

## Working tile of the project.

### Project title:

Development of multi – product documentation bibliography management tool.

### Project background:

Working with projects often means that a lot of documentation is being generated and stored for each of the products that the business I work for develops. This creates a vast library of documents that are being continuously updated and re-released by multiple people so the business can keep up with the changing regulations.

To be able to keep up with tacking the most recent revisions of these documents we use an excel tool called the DHF file. Each product has its own DHF File which is divided into 15 sections to which we assign the documents. Each reference consists of a document number, title, and a previous and current revision number. DHF files need to be updated on a weekly basis.

### The problem:

Using excel to maintain multiple DHF files (1 for each of the products that are either already released or are under development) takes a lot of time and effort. As my team is responsible for this task, we have split the workload between ourselves and assigned 1 DHF file to 1 person to make it more manageable. While working with my DHF spreadsheet I have noticed that:

* same documents relate to different products and therefore same updates need to be recorded more than once
* same documents appear in multiple sections within 1 DHF file which should not be the case
* there is no consistency in how document revision is recorded
* it takes about an hour to go update 1 file

Updating DHF files isn’t a straightforward task, and it has become a necessity that nobody enjoys doing. I believe that there is a scope to introduce some automation to help my team with solving this problem.

### Proposed solution and its benefits:

I propose to develop a software tool with a user interface and a database backend to store information about the documents and help with updating them. The application should enable users to perform CRUD operations on the database which will look after propagating updates for DHF files associated with our products. The benefits of developing such application are:

* Simplifying the task by providing single user interface for conducting updates to the DHF files.
* Decreeing the amount of time and effort required to complete this task.
* Improving data integrity.
* Providing a way to quickly iiii
* Enabling a single person to update the DHF file I believe that such a solution will significantly improve this process and save a lot of time which then can be allocated to more important tasks.

The users are:

My project management team and anyone working for the business that needs access to the product documentation library.

I have/will be able to find out more by talking to:

- my manager,

- other project leaders,

- my colleagues from across different teams

The skills I have from my L3 study include these ones which are relevant to the problem:

- web development skills including using JavaScript, APIs, JSON, database creation

- Planning and designing software (requirements, user stories, use cases, modelling) based on TM354.

- User interface development (wireframes, usability) based on TM356

The ways in which I will be moving beyond the L3 module(s) are:

- S/W project management using Agile methods.

- Project management and planning (scoping the project, setting milestones, risk management)

- I will need to research, create, and connect a database to the web app.

- Use a front-end development framework like Vue.js.

- Use GitHub for version control.

- Possibly build an API or research if there are any JavaScript libraries that can be used to connect to the database system that I am going to create.

- I will need to research the security aspects of my solution if it is to be used for work purposes.

The product I will deliver will be:

A piece of software in form of a web application front end and a database backend for users to search for documents as well as add, remove, edit them.

## Description of the project and its scope.

## Key project deliverables.

## Description of chosen lifecycle model.

## Project Schedule.

## Project risk management.

## An outline of the resources, skills and methods required to complete the project.

# Project work completed to date.

## Review of the information sources identified as useful for the project.

## An outline of the work completed to date.

# Review and reflection on the project so far.