**Project plan**

**Stenden Events**



Group E

Rob  
Nathan  
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Alexander Clients:  
Martin Rob Smit  
Deniz Gerjan van Oenen

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**Chapter 1: Background**

The project is being developed by group E, commissioned by NHL Stenden university of applied sciences. The client party is a government funded educational institution. The department that is being contracted is Information technology, Events, Administration & Management branch.

Group E will produce an intranet for the purpose of:

• Scheduling events in correlation to all branches of the institution

• Operating as a calendar with a clear interface allowing the showcase of past and future events

• Attracting students and promoting institution events

The contacting organization NHL Stenden is sponsoring the project. The stakeholders are the clients, the development team and the school.

The project is to be developed by the following members of Group E:

• Secretary: Oliver Aarland

• Member & Location Manager: Martin Radoychev

• Designer & Advisor: Alexander Vakhrushev

• Designer & Quality Control: Ana-Maria Mihaila

• Project Co-leader: Nathan P. Pais D’costa

• Project Leader: Rob Veldman

The project has no correlation to previous projects of a similar nature, and thus no previous history.

**Chapter 2: Project Result**

In line with client’s (Rob Smit) needs of a “Groovy/Disco” themed webpage informing their customer(s) of the NHL Stenden body and its 70’s themed events that have taken / are to take place, following an easy-to-use formatted website where needs are found in three clicks or less, featuring a day/night section where the day page shows the history of music dated in the 70s, information on the University, a contact section/social media of the university, and a special dedicated section to past and planned (future events).

**Specific** - The goal of this project is to build a 70’s themed disco/groovy website, featuring two subpages (Day/night) where the night site focuses more on nightlife and disco themed events.

**Measurable** - Milestone logs from each of the group members providing visual evidence of where they’ve reached, on what day/date, time etc.

**Attainable** - This project is challenging and follows the requirements, making it a realistically planned project, attainable in the given time frame (8 weeks).

**Realistic** - This project is realistic interns of the timeframe (8 weeks), in which we need to produce a project plan, primary design, and have multiple meetings with the client to discuss the proposed plans

**Time bound** - This project is bound to 8 weeks where the product (70’s groovy/disco website) is to be made available to the client. Following the SCC block plan, this time boundary seems reasonable and is realistic to the project as a whole.

Throughout the entire project, till date, there are several sub-goals formulated, some of which being:

* Animated logos for the website
* Requirements for the actual website construction
* Music genre for the website
* Past and future events
* Possible online event registration
* Project plan
* Client meetings

The group and our client have a clear understanding of what the end result of the project will be (a website featuring a Groovy/Disco theme featuring a day/night section where the day page shows the history of music dated in the 70s and an “About NHL Stenden” section.

The project result is that people will be able to easily find out about past and future events that have been organized in and around NHL Stenden. The goal of the project is to inform people about events, so they can find out information about the events more quickly and efficiently.

**Chapter 3: Project Activities**

* Startup phase
* Brainstorming.
* Questioning the client.
* Gather general information on the subject.
* Distributing roles for the team.
* Distributing and dividing tasks.
* Documentation and requirement preparations
* Creating a functional design.
* Creating a project plan design.
* Creating a corporate document for the website design.
* Doing a target group analysis.
* Creating a mockup design.
* Client meetings.
* Backend and Frontend
* Creating and designing the main page.
* Creating and designing the Sub departments.
* Creating and designing the upcoming events page.
* Creating and designing the past events page.
* Creating and designing the album page.
* Quality Check
* Proofreading all documents for spelling mistakes, structural mistakes, and formality.
* Client meeting to ensure quality.
* Proofreading and checking all the code for errors and spelling mistakes.
* Making sure the final product is functional and up to standard.

|  |  |
| --- | --- |
| Activities: | Duration (days): |
| Project plan drafting | 10 |
| Functional design | 3 |
| Create logo | 1 |
| Testing plan | 2-3 |
| Testing | 2 |
| Website design | 5 |
| Typography | 10 |
| Color scheme | 2 |
| Progress report | 9 |
| Mock up user interface (UI) | 10 |
| Design concept | 10 |
| Final product | 10 |

**Chapter 4: Project boundaries**

* Project width
* The length of the project will go over a period of 8 weeks.
* A website for the university NHL Stenden of applied science party planning committee.
* The website will be used to promote and sign up for events.
* The Conditions
* A page design consisting of a fitting color scheme.
* A sign-up system for the events.
* A past and future events page.
* A photo album page.
* A frontpage that turns flashy at certain times.
* A draft version of the project for review.
* A final version for the project.
* In addition to this, the project team will also quality check the contents for the page and code, check that requirements are met and do testing of the final product.
* Boundaries
* The project will be initiated on the 30th of August 2021 and handed over the 1st of November 2021.
* The project will not exceed the agreed upon amount that is 7680 euros.
* Once the final product is delivered on the 1st of November 2021, project group E will no longer be in charge of maintaining and making changes to the product.

**Chapter 5: Interim results**

* Project plan.
* A Plan of approach. Contains overview and information about the Project.
* Functional design.
* A document that explains the characteristics of the product.
* Target group analysis
* A research document containing preferences and information about the target

group.

* House style document/ Corporate document.
* A document containing the typography, color scheme, logo, and the philosophy used in the product.
* Progress reports
* Meetings with the client discussing the progress and what’s being worked on for quality control.
* Mockup user interface
* A visual design of the product.
* Test plan
* Frequent testing of the product to ensure its working properly.
* Final product
* The absolute finished product, that has been tested and works accordingly to the plan.

**Chapter 6: Quality**

The project team is working around the clock to deliver the perfect product that contains all the desired goals that was agreed upon by the client. These include a website that is easy to navigate, with a design and color scheme approved by our client Rob Smit and it will represent the 70’s.

To ensure that the quality is up to the clients standard we are having frequent progress meetings. In these progress meetings we show our client drafts of the Interim results and Project results for our project so we can get approval that it is up to standard. By having these progress meetings, we can tailor the documentation and the product in a manner that will satisfy our client.

Additional quality factors being used

* W3s validator is used to quality check the code used in the product.
* The Frontend and backend coding for the website is being made on the same software which is visual studios.
* Coding conducts are in place to ensure simple understandable code.
* Usage of external advice from educated programmers/teachers on the subject
* Backup files are being stored on reliable online services such as Discord and Github which is excessable for all the team members.
* To ensure there is no deviation from the norms we are all obligated to use the same software and apply to the same code of conduct.

**Chapter 7: Project Organization**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Role: | Name: | E-mail: | Phone: | Role Description | Generic roles |
| Leader/manager | Rob | [rob.veldman@student.nhlstenden.com](mailto:rob.veldman@student.nhlstenden.com) | +31 6 36543657 | Leading the project, making sure people do their jobs. Also work on the project. | Full-stack developer |
| Co-leader/co-manager | Nathan | [nathan.pais.dcosta@student.nhlstenden.com](mailto:nathan.pais.dcosta@student.nhlstenden.com) | +31 6 82 69 65 53 | Also leading the project, making sure the leader does what they are supposed to do. Also work on the project | Full-stack developer |
| Secretary | Oliver | [oliver.aarland@student.nhlstenden.com](mailto:oliver.aarland@student.nhlstenden.com) | +47 466 29 557 | Take notes at meetings. And working on the project. | Back-end programmer |
| Quality control  Designer | Ana | [ana.mihaila@student.nhlstenden.com](mailto:ana.mihaila@student.nhlstenden.com) | +40 754 501 223 | Design the website and check the quality of the product we deliver. And working on the project. | Front-end designer |
| Adviser  Designer | Alexander | [alexander.vakhrushev@student.nhlstenden.com](mailto:alexander.vakhrushev@student.nhlstenden.com) | +7 962 931-41-51 | When they think something is not right, make it known. Also design the page, including logos. Also work on the project. | Full-stack developer |
| Location manager | Martin | [martin.radoychev@student.nhlstenden.com](mailto:martin.radoychev@student.nhlstenden.com) | +359 87 751 8511 | Make sure we have a location to work and a location to have meetings. Also work on the project. | Front-end designer |
| Client | Rob Smit | [rob.smit@nhlstenden.com](mailto:rob.smit@nhlstenden.com) |  | Client | Client |
| Client | Gerjan van Oenen | [gerjan.van.oenen@nhlstenden.com](mailto:gerjan.van.oenen@nhlstenden.com) |  | Client | Client |

Organization:

All participants must be available at least 1 hour per day at a reasonable hour, unless otherwise agreed upon. All our members have some knowledge about making a website. Alexander and Ana both have great art skills, they will make most of the art on the webpage.

Information:

NHL Stenden and its students and lecturers are stakeholders for the project. The project does not have a big environmental impact. Communication with the client will happen through e-mail and meetings. The sponsor is the same entity as the client.

The group will communicate through WhatsApp, Discord and Microsoft Teams. We share your documents and files in Onedrive. We share our code in Github. This is also where we will share files with each other.

Time registration will happen through a program called Clockify, where we can accurately clock our hours. This also includes group meetings and client meetings.

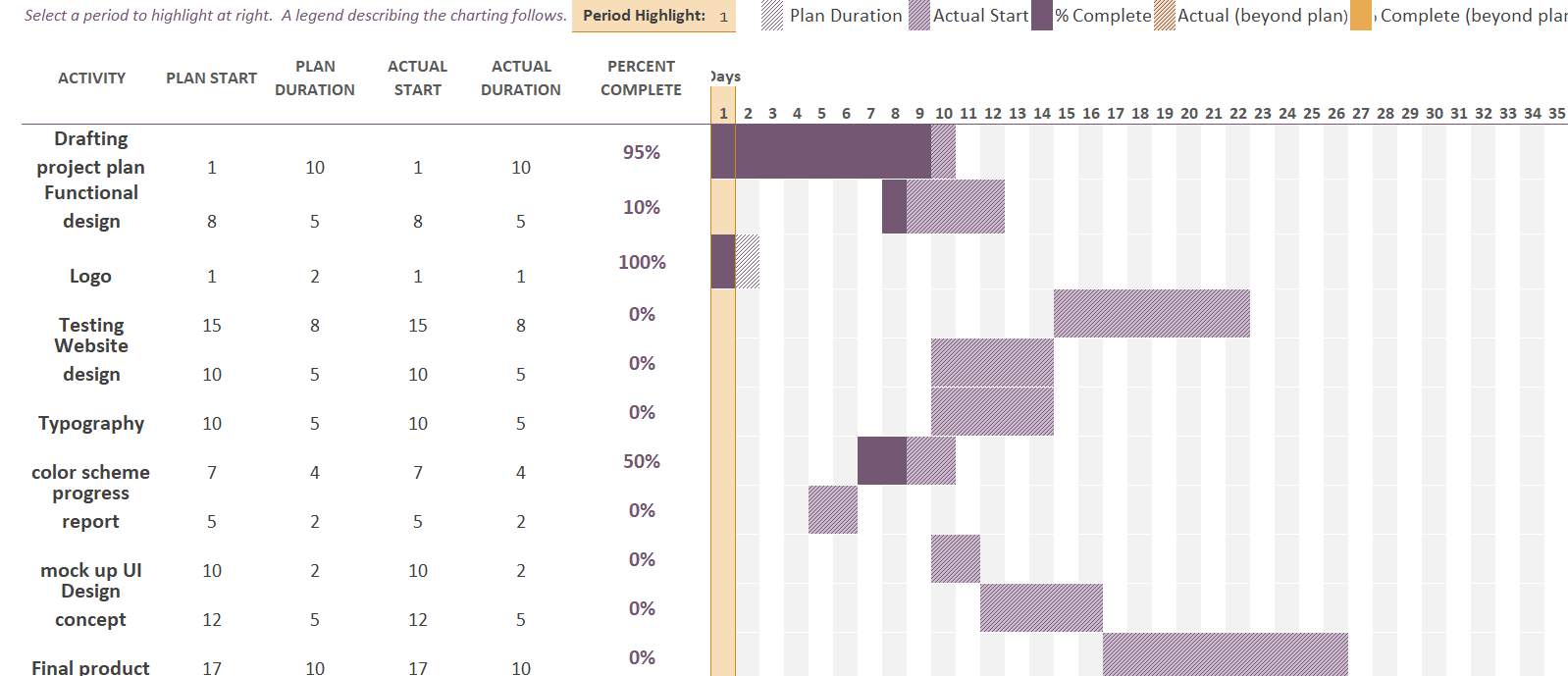
Group meetings will be held 3 times per week depending on availability. Meetings with the client will be held once per week to keep them informed and make changes/suggestions.

During group meetings the group members will report to the leader about the work they have done. If anyone thinks that a group member has not done enough work, we will discuss this with the group and if the situation gets out of hand, we will issue a warning.

We have not discussed with the sponsor/client if we should give them a weekly report on the project.

We will have multiple copies of our files online and on local storage, this way if anything gets lost or deleted from one platform, we will always have a backup. Backups of the project will be made every day that work has been performed.

**Chapter 8: Planning and Scheduling**



|  |  |
| --- | --- |
| Date: | Activity: |
| 14/9 | First meeting with client |
| 16/9 | Constructing a plan |
| 17/9 | Constructing a plan |
| 21/9 | Analyzing the requirements |
| 23/9 | Mock-up for the user interface |
| 24/9 | Drafting functional design |
| 4/10 | Coding |

Planning has been discussed with the group. Delay in decision-making has been considered.

Planning is subject to change\*

**Chapter 9: Costs and benefits**

|  |  |  |
| --- | --- | --- |
| **Nr.** | **Expenditure item** | **Price €** |
| 1 | Discussion and consultations on the site design | 50 |
| 2 | Registration of ownership of domain | 20 |
| 3 | Hosting | 60 |
| 4 | Site content preparation | 50 |
| 5 | Website creation | 500 |
| 6 | Wages | 14000 |
|  | Total: | **14680** |

**Benefits:**

* Improvement of the team building of the customer's company.
* Simplification of holding events for the client.
* More people will be able to find information about events hosted by the client.

**Chapter 10: Risks**

Criticality

1 - Low risk

2 - Middle risk

3 - High risk

Probability

1 - Low Probability

2 - Middle Probability

3 - High Probability

Metrica

1 - Low attention

9 - Very high attention

## Web Project Risk Table

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk** | **Criticality** | **Probability** | **Metrica** | **Measures to reduce criticality** | **Measures to reduce the probability of** |
| **Website** | | | | | |
| Developer error | 1 | 3 | 3 | - tester on the client side;  - logging errors to the database | -dev & prod  without emergency frequent flooding on prod  detailed documentation |
| User complaints | 2 | 3 | 6 | -offer a bonus for errors;  - script for processing complaints;  - improve FAQ and help on the system | - periodic testing,  errors to the mail |
| As the site grows , it becomes slower and slower | 2 | 3 | 6 | -increase server parameters | -periodically optimize the code and loading site loading |
| **Server** | | | | | |
| The entire server crashed | 3 | 1 | 3 | -reboot  disabling some parts | -post server audit and monitoring of its parameters |
| Burned hard disk | 3 | 1 | 3 | -restore the server on another server using the image (you need an image and a standard instruction + бекап database backup) | - make an image  recovery instruction and permanent remote backup |
| Database crashed | 2 | 2 | 4 | -reloading database reload | -optimization application code optimization;  - search for heavy queries  indexes |
| Web server crashed | 1 | 1 | 1 | -restart (or set the pool, to automatically restart) | - optimize the application code |
| Lost password | 1 | 1 | 1 | -request from the hoster | -save in a password -protected archive,  or come up with a clear hint |
| Constantly crashes to loads or problems in the application | 3 | 2 | 6 | -performance monitoring | -constant optimization project optimization;  - tracking critical parameters on the server |
| Hacking Server hacking | 3 | 1 | 3 | -periodic password change;  - monitoring of server parameters;  - antivirus | - setting server configuration by the admin;  - remove everything unnecessary Software and services;  - antivirus software |
| Developer error on server | 1 | 2 | 2 | - keep a log of changes on the server;  - standard exact instructions;  - monitoring server parameters | - hire an admin |
| You didn't pay for your domain or hosting on time | 3 | 1 | 3 |  | - enter it in Google Calendar;  -make auto-renewal |
| Backups are not made for the task | 3 | 3 | 9 |  | -check once a week, that there are backups |
| DOS attack | 3 | 1 | 3 |  | -hosters offer this protection;  - have a second server, on which to quickly deploy the project |
| **Contractors** | | | | | |
| Delete database and backups | 3 | 2 | 6 |  | periodically upload backups fromYandex . Disk to a separate storage, that is not available for developers |
| Selling code to others | 3 | 1 | 3 |  | -legal agreements;  - tracking the code of similar competitors (разметкаHTML markup);  - allow only proven developers to access the code |
| Slow down the site specifically | 3 | 1 | 3 |  | - constant tracking of site requests |
| Enter parameters for anti-seo. | 3 | 3 | 9 |  | -periodic site audit via special services |
| Missing contractor | 3 | 2 | 6 | -create documentation for the system;  - have a full-fledged backup option | - a system payment and motivation system;  - transparent agreements and relationships with contractors |
| **competitors and external system** | | | | | |
| Complaint to Google | 2 | 3 | 6 | - response complaint | - at a minimum , take an exact copy of other services and unique texts |
| Court plagiarism | 2 | 1 | 2 |  | -work out the issue with a lawyer |
| Negative reviews | 2 | 3 | 6 | -continuous processing of such reviews (there are services to search for them) | - systematically correct what customer complaints indicate |
| Legal verification (e.g. processing of personal data) | 3 | 1 | 6 |  | consult a lawyer and read about such checks |