# PROJECT MANAGEMENT PLAN

TEAM 174

# Contents

# Introduction

The purpose of this document is to address by what means the project will be managed and completed by the team to ensure the project runs smoothly and efficiently. This is to ensure the deadline is reached with a suitable product for the client. The background, scope and other necessary details are explained to give an overview of what is required for the project. Team members are assigned their responsibilities along with identifying necessary and appropriate processes and tools to be used. Means of the most beneficial communication are identified and implemented in a productive manner along with other suitable information for management of this project.

# Project Information

## Background and Intended Use

"WalkAbout Navigation" is a smartphone app designed for WalkAbout. WalkAbout is an organization which functions to direct handicapped people who are vision or hearing impaired. Represented by an executive of the organization, Anne Kool, on behalf of WalkAbout, she has requested Team 174 to develop a prototype for the mobile based navigation.

Previously, the organization employed aides to walk their customers around the cities to their desired destinations. However, with the presence of software and advanced technology, a more feasible, efficient and effective solution was available for the same demand. Through the development of mobile based navigation, the number of people this service would be accessible to is no longer limited to a certain roster of employees only aiding a restricted number of customers.

This project is a prototype which navigates handicapped university students around Monash University. It represents a prototype which Ms Kool needs to be convinced with as a proof of concept. The intended use of this prototype is to further enhance its functionality through the development of later versions of the application where it can be modified to be accessible and compatible for hearing and vision impaired customers. The mobile navigation app will be available to whoever Ms Kool decides to employ and should be used as a solid working foundation for the improvement of this prototype. The aim is to expand the audience to not only Monash University students to but also to handicapped individuals across all ages with a compatible device.

## Scope

WalkAbout Navigation is a prototype app which is limited by the fact that it is a proof of concept development. Since the scope of the project does not involve the app being a fully functioning program, it is limited by the fact that it only acts as a baseline for the later versions that the app can be modified to. Another limit that this app involves is the absence of a rotating map to adjust to the users positioning as they change their direction. This would be particularly helpful in allowing individuals to understand their position in relation to their surroundings and could be developed as part of the later versions of the app.

# Deliverables/due dates

| Task | Due Date | Dependencies |
|------|----------|--------------|
| *Coding Tasks:* | Final task should be done on 13/5/18 to ensure time for presentation preparation. | To display ALL these features the HTML files must be completed. |
| Feature 1 | 30/4/18 | No dependencies. |
| Feature 2 | 2/5/18 | Independent of any tasks.<br><br>**Note:** Is a main dependency for most Features. |
| Feature 3 | 4/5/18 | Feature 2 should be completed to fully relate to this feature. |
| Feature 4 | 4/5/18 | Navigation and index HTML pages should be developed to initiate testing of this feature. Requires Feature 2. |
| Feature 5 | 9/5/18 | Only requires the navigation page for display. |
| Feature 6 | 9/5/18 | Feature 2,3,5. |
| Feature 7 | 11/5/18 | Feature 6. |
| Feature 8 | 11/5/18 | Feature 7 contains information which is needed to complete this feature. |
| Feature 9 | 13/5/18 | Feature 1, 2, 3. |
| *Documentation:* | 11/5/18 | |
| Project Management Plan | 11/5/18 | **Note:** Create rough outlines initially of the structure of the project but formally documented by this date. |
| Class Diagram | 11/5/18 | Object and class features must be complete i.e. Feature 2, Feature 3. |
| User Guide | 11/5/18 | Most of the features need to be completed in order to understand the adjustments necessary in writing a guide. |
| *Display:* | | |
| Index Page | 3/5/18 | Outline of what the page design will look like to test features as they are produced. |
| Navigation Page | 3/5/18 | Is functional without the presence of the index page. Should be completed before the start of Feature 4 to ensure ongoing testing of the created features. |
| Add Route Page | 8/5/18 | Index page should be created prior and its outline should be developed before Feature 9 is started. |

# Decision on Processes

Designing this project required the use of a range of online tools to store, review and monitor the teams progress.

## Asana

Asana is a program which is designed to help teams track the progress of their work. This program is utilized by Team174 from the commencement of the project. By identifying and inputting all the tasks onto the application, tracking of the team's progress was made simple and accessible. By ensuring a separate mode of communication independent of personal matters, the professional and disciplined nature of the application was ensured. This places an emphasis on the completion of the tasks and displays a clear user-friendly layout, indicating how the tasks are split and where the team needs to improve. Asana is the perfect tool for team projects and collaboration as it reduces emails that need to be stored, searched and sorted by doing all of this as part of its functionality. Therefore, Asana was used to ensure a professional domain of communication to review, assign and organize tasks to assist in the efficiency of Team174's collaboration.

## Google Drive

Google Drive is another tool used in this project. Google Drive is a cloud storage service used by the team to access key features Google Docs to complete the team's internal documentation and User Guide. Google Docs is one of the features used as it provided a domain to write the documents where they were accessible to all members via Google Drive. It allows real time collaboration and document authoring from any device with connection to the web server. Therefore, the constant updates allowed for other team members to help review the completed documentation and adjust them accordingly, maximizing the efficiency of the team's collaboration without having to utilize additional time-consuming methods such as constantly sending updated versions on email or meeting to review the documentation.

## GitKraken

GitKraken is an imperative tool for the facilitation of the coding component of this project. It fostered a means for all team members to simultaneously contribute to the coding aspect of the project on their own devices independently. In addition, it provides constant documentation and storage of all updates of the code to ensure that if anything is to be recovered, it will always be available.

Furthermore, being able to merge the code one person has created with the other is done through the software as it integrates all team member's contributions. GitKraken highlights the new additions (known as a diff display) to establish clarity for all team members as to what has been added or removed. This means further communication is not as necessary as a small description and message is sufficient to update all the team members of the changes that have been made to the code. Ultimately, the use of GitKraken promoted the effectiveness of team collaboration with the coding component of the project, keeping all member's up to date and storing updated copies of the code created.

## Team Members and their responsibilities

| Team Member | Contact details | Responsibilities |
|---|---|---|
| Rhys Lyle Nelson | Email: rnel0001@student.monash.edu Phone: 0425973366 | -**Minute taker:** Organising the agenda for meetings, taking notes, briefing team members who didn't attend meeting. <br>-**Focus on JavaScript coding:** Assigned to work predominantly on JavaScript, still monitors and adds input to HTML component. <br>-**Focus on class diagrams:** Assigned to work on predominantly on class diagrams, however still monitors and adds input to User Guide. |
| Arshia Adouli | Email: aado0001@student.monash.edu Phone: 0431143206 | -**Presentation coordinator:** Assigned to work with team leader once coding and documentation components are completed to assign roles of team members in the presentation of the project. <br>-**Focus on HTML coding**: Assigned to work predominantly on HTML coding, however still monitors and adds input to the JavaScript component. <br>-**Focus on User Guide**: Assigned to work on predominantly on the User Guide. However, still monitors and adds input to the class diagrams. |
| Ali Alkoraishi | Email: aalk0002@student.monash.edu Phone: 0452627572 | -**Chairperson:** Responsible on ensuring meeting runs smoothly and follows agenda and ensures involvement of all individuals present. <br>-**Focus on HTML coding:** Assigned to work predominantly on HTML coding, however still monitors and adds input to the JavaScript component. <br>-**Focus on User Guide:** Assigned to work on predominantly on User Guide. However, still monitors and adds input to the class diagrams. |
| Nicholas Lin Ren Chong | Email: ncho0010@student.monash.edu Phone: 0431341656 | -**Team leader:** Assigns members their roles and responsibilities, monitors the team's performance, ensures the project is running effectively and smoothly. <br>-**Focus on JavaScript coding:** Assigned to work predominantly on JavaScript coding. However, still monitors and adds input to the HTML component. <br>-**Focus on class diagrams:** Assigned to work on predominantly on class diagrams. However, still monitors and adds input to the User Guide. |

# Team 174: Agendas

| Date | Time | Duration (hours) | Aims |
|------|------|------------------|------|
| 1/5/2018 | 2pm | 3 | All team members are expected to read the assignment 2 instructions prior to this meeting. During the meeting different tasks will be set in order to ensure that the project will start early. Distribution is through coding components and documentation. |
| 2/5/2018 | 5pm | 1 | Wireframing and Storyboarding of the html pages will be done. An understanding of how the application will operate will be established and agreed upon. Final goals will be set to ensure direction in the project. |
| 3/5/2018 | 5pm | 3 | Features 1 and 2 will be started prior to the meeting and it is expected that they will be completed or very close to completion by the end of this meeting. The project management plan will be discussed and any issues about it will be addressed. Editing of already completed parts will be done by other team members. |
| 8/5/2018 | 2pm | 3 | Features 3, 4 and 5 had been assigned in the previous meeting. Team members involved are expected to get a start and complete a good portion of this. Other team members will collaborate through pair coding to complete the layout for the mdl from storyboard. |
| 10/5/2018 | 5pm | 3 | Features 3, 4 and 5 should finalised and the project management plan should be finalised. Discussions will take place regarding the user guide and class diagrams as well as the next couple of features and an evaluation of how the team is operating is necessary. |
| 15/5/2018 | 2 pm | 3 | Add route feature will be completed as it does not have any dependencies other than the addroute page. Features 6, 7 and 8 are expected to be started and almost completed with its distribution amongst the team. User Guide will be worked on. |
| 17/5/2018 | 5pm | 3 | Pathlist and path classes are expected be finalised prior to the meeting and ready for their respective class diagrams to be made. Features overall are expected to be brushed up. |
| 19/5/2018 | 12:30pm | 4 | Bug fixing and presentation will be done in this lesson. Team members are expected to begin visuals and outline the structure of the presentation as coding component should be finalised. |
| 22/5/2018 | 2pm | 3 | In this meeting team members are expected to design visuals and finalise their presentations overall while also making sure all team members are up to date. |
| 24/5/2018 | 5pm | 3 | Presentation rehearsal and final discussions on patching up of time, attire and all the requirements for presentation. |

# Communication Management

## Meetings

### Scheduling

Scheduling was agreed upon prior to the start of the project, however the day and timing could be adjusted through group discussion if a team member/s cannot make it to the scheduled time. If a new rescheduled time could not be met so all team members could attend, the meeting would still go ahead with available members and the member who couldn't attend would receive a briefing via one of the communication sources. Briefing would also occur if a team member came late or left the meeting earlier. If a team member cannot make the scheduled time, they should immediately contact the group via the WhatsApp messenger to work out possible rescheduling. Prior to meetings, in the morning, each team member using the WhatsApp messenger should state their attendance on the day to ensure no one forgets and if there are any last-minute changes to meeting time or contents discussed.

Agreed upon scheduled times for meetings:

- Tuesday 2pm-5pm
- Thursday 5pm-8pm
- additional Wednesday 5pm-6pm if necessary

### Minute Taking

The minute taker's aim is take notes on what was discussed and agreed upon during the meeting. The minute taker also organises the agenda for the meeting by identifying topics to discuss in the meeting and tasks to complete. The minute taker is also responsible for briefing team members who did not attend on the meeting on points discussed through the notes they took down during the meeting.

## Methods of Communication

Two methods on communications were used for this project. One for specific communication of coding and other project components and the other for scheduling meetings and keeping in touch.

### Asana

Asana was used for allocating tasks to team members, conversations about coding and other project components and used to monitor the progress of the project and deadlines that needed to be met. Team members are required to log in and look for any updates on Asana at least once a day or if told by other team members via WhatsApp that a task/allocation has been placed on Asana.

### WhatsApp

WhatsApp messenger was used as a more casual communication method where the team would discuss scheduling for meeting and difficulties the team members are having in terms of finishing work on time and coming to meetings due to other commitments. Whats up is also used to notify other team members when something has been updated or changed on Asana or GitKraken by a member of the project.