

**Capstone Project Report**

**Report 2 – Project Management Plan**

– Hanoi, August 2019 –

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# I. Record of Changes

|  |  |  |  |
| --- | --- | --- | --- |
| Date | A\* M, D | In charge | Change Description |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

\*A - Added M - Modified D - Deleted

# II. Project Management Plan

## 1. Overview

### 1.1 Scope & Estimation

*[Create/Provide the list of software product following the table template as below. In this table, we categorize each software function into three levels of complexity (Simple, Medium, Complex) and estimate the total effort to complete each one in man-day]*

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **WBS Item** | **Complexity** | **Est. Effort**  **(man-days)** |
| ***1*** | ***Feature 1*** |  | ***21*** |
| 1.1 | Function 1.1 | Simple | 4 |
| 1.2 | Function 1.2 | Medium | 7 |
| 1.3 | Function 1.N | Complex | 10 |
| ***2*** | ***Feature 2*** |  |  |
| ***2.1*** | ***…*** |  |  |
| ***Total Estimated Effort (man-days)*** | | | ***21*** |

### 1.2 Project Objectives

*[Provide the overall project objective description and then the specific target metrics of your project in term of quality, time, and cost (allocated effort distribution for project activities: requirement, design, coding, testing, project management, etc). For example*

*Quality*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Testing Stage** | **Test Coverage** | **No. of Defects** | **% of Defect** | **Notes** |
| 1 | Reviewing |  |  |  |  |
| 2 | Unit Test |  |  |  |  |
| 3 | Integration Test |  |  |  |  |
| 4 | System Test |  |  |  |  |
| 5 | Acceptance Test |  |  |  |  |

*Milestone Timeliness (%):*

*Allocated Effort (man-days):*

]

### 1.3 Project Risks

*[List out the details on project risks in the table below]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Risk Description** | **Impact** | **Possibility** | **Response Plans** |
| 1 |  |  |  |  |

## 2. Management Approach

*[Describe the approach you would use the manage and implement your project]*

### 2.1 Project Process

*[Draw and describe the software development process model that the team would apply into the project implementation]*

### 2.2 Quality Management

*[Provide the approach you would apply to improve the project quality, reach the project quality objectives. Some of the quality approach can include*

* *Defect Prevention*
* *Reviewing*
* *Unit Testing*
* *Integration Testing*
* *System Testing*

*]*

### 2.3 Training Plan

*[You need to plan the training activities in case any of your team member lack of knowledge/skills to handle the project works]*

|  |  |  |  |
| --- | --- | --- | --- |
| Training Area | Participants | When, Duration | Waiver Criteria |
| Java Spring Boot |  |  | Mandatory |
| Git, Github |  |  | Mandatory |

## 3. Project Deliverables

*[Given the main project deliverables. Those can be internal and/or external deliverables. Students can prepare master schedule like the table format as below or in the more detailed structure as the sample in the attached sample file -* ***Report2\_Sample High Level Project Schedule.pdf****]*

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Deliverable** | **Due Date** | **Notes** |
| 1 | … | dd/MM/yyyy | … |

## 4. Responsibility Assignments

*[Describe the main responsibilities in your project (to complete the outputs as defined in the above section), in the format as the sample below]*

*D~Do; R~Review; S~Support; I~Informed; <blank>- Omitted*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Responsibility** | **GiangNTHE153046** | **HuyenBNHE150346** | **ThongPQHE150340** | **AnNTHE150432** | **KienNTHE150160** |
| Collect Requirements | R | D | D | D | D |
| Prepare Project Introduction Document | D,R |  | D |  |  |
| Prepare Project Management Plan | R | D |  | D | R |
| Prepare SRS Document (User Requirements) | D |  |  |  | R |
| Create Screen Mockups | D,R | D | D | D | D |
| Design Database | D,R | D | D | D | D |
| Collect Administrative Unit Data | D |  |  |  |  |
| Draw Use Case Diagram | R | D |  |  |  |
| Coge Function Login |  |  |  | D |  |
| Dram Entity Relationship Diagram |  | D |  |  |  |
| Draw Screen Flow Diagrams | D |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## 5. Project Communications

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Communication Item** | **Who/ Target** | **Purpose** | **When, Frequency** | **Type, Tool, Method(s)** |
| Daily Meeting | All team members | - Checking progress of assigned tasks  - Finding solutions for difficult problems | 9 p.m everyday | Discord |
| Assign Tasks | All team members | - Project Manager assigns tasks to other team members | Everyday | Jira |
| Weekly Meeting With Supervisor | All team members | - Checking progress of project  - Plan upcoming tasks  - Update requirements | Once a week | Offline |

## 6. Configuration Management

### 6.1 Document Management

*[Describe how you would manage project documents & their changes/versions]*

### 6.2 Source Code Management

*[Describe how you would manage project source codes & their changes/versions]*

### 6.3 Tools & Infrastructures

|  |  |
| --- | --- |
| **Category** | **Tools / Infrastructure** |
| **Technology** | Angular 12 (FrontEnd), C# .NET 5 (BackEnd) |
| **Database** | Microsoft SQL Server |
| **IDEs/Editors** | Visual Studio Code |
| **Diagramming** | DrawIO |
| **Documentation** | Ms Office, Google Docs/Sheets/Slides |
| **Version Control** | GitHub (Source Codes), Google Drive (Documents) |
| **Deployment server** |  |
| **Project management** | Jira (Schedule, Tasks, Defects) |