
Project Plan Document

for

Hotel Booking Website Project

Version 1.0

Prepared by

Group 6

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REVISIONS

Version	Primary Author(s)	Description of Version	Date Completed
#1	Team 6	Initial Plan	28/03/24

1. Introduction

1.1 Purpose

The purpose of this document is to provide a comprehensive plan for the development and implementation of the Online Hotel Booking system. It outlines the project's objectives, scope, deliverables, and key milestones.

1.2 Scope

This Project Plan document will outline the scope, milestones, tasks, and schedule. That is the roadmap for project implementation and monitoring.

1.3 Intended Audience and Document Overview

People with different skill sets are likely to use this document for their own purposes, as follows:

Project team members: This includes all individuals who are directly involved in the execution of the project. They need to understand their roles, responsibilities, and the overall project schedule.

Project managers: This group will use the document to track progress, manage resources, and mitigate risks as they are responsible for overseeing the project.

End users: System end users will be more interested in the project's progress and the allocation of resources as they will be able to propose other points that the development team might miss.

1.4 Document Conventions

Headings	Arial/16 font size/Bold
Subheadings	Arial/14 font size/Bold
Body	Times New Roman/11 font size

Blue underlined texts are referenced links, special highlighting is done by making the text bold so that important keywords can easily be differentiated.

1.5 References

Institute of Electrical and Electronics Engineers (IEEE), Inc. (1998). IEEE Standard 830-1998, IEEE Recommended Practice for Software Requirements Specifications. New York, NY, USA: IEEE, Inc. Retrieved from: <http://www.math.uaa.alaska.edu/%7Eafkjm/cs401/IEEE830.pdf>

Project Plan Document template and example provided by teaching assistant

2. Project Schedule

PROJECT NAME	PROJECT LEAD	PROJECT START DATE	PROJECT END DATE	TODAY'S DATE
Hotel Booking Website	Team 6	Week 2	Week 13	Week 8

				Individual columns represent study weeks																
		MONTH		FEBRUARY					MARCH					APRIL						
		WEEK START DATE		-	5	12	19	26	-	4	11	18	25	1	8	15	22	29	-	6
DESCRIPTION	STATUS	START	END	1	-	-	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Set Kick-Off Meeting	Complete	12/2	18/2																	
Agree on Objectives	Complete	19/2	25/2																	
Learn Programming Language & Frameworks	Complete	19/2	10/3																	
Develop Initial SRS & Project Documents	Need Reviews	4/3	24/3																	
Phase I Coding	In Progress	18/3	7/4																	
Develop Design & Vision Document	In Progress	18/3	14/4																	
Develop Test Document	Not Started	1/4	7/4																	
Phase II Coding	Not Started	1/4	21/4																	
Write Project Management Document	Not Started	11/4	21/4																	
Testing and Deployment	Not Started	22/4	28/4																	
Final Review and Deliver Product	Not Started	29/4	5/5																	

3. Resource Allocation

3.1 Software

a) Development Tools (VSCode, Git, Github, Figma)

- Ownership: Entire development team
- Responsibilities:
 - Ensuring all team members have the required software installed and properly configured.
 - Managing repositories and version control using Git and GitHub.
 - Facilitating collaboration and code review processes through GitHub.
 - Troubleshooting any issues related to development tools.

b) Database (MongoDB)

- Ownership: Team Leader
- Responsibilities:
 - Setting up and maintaining the MongoDB database.
 - Managing data integrity and security.
 - Optimizing database performance.
 - Collaborating with the backend development team for seamless integration.

c) Frontend and backend libraries, frameworks

- Ownership: Frontend and backend development team respectively.
- Responsibilities:
 - Frontend developers: developing user interfaces using these tools and collaborating with backend team for API integration, ensuring cross-browser compatibility and accessibility.
 - Backend developers: developing backend logic and APIs using these tools, implement server-side functionality, integrate with frontend components.

d) Communication platforms (Discord)

- Ownership: Team Leader
- Responsibilities:
 - Setting up and managing the Discord server for team communication.
 - Scheduling and organizing meetings, including setting up voice or video calls.
 - Facilitating discussions and collaboration among team members.
 - Ensuring all team members have access to the Discord server and necessary channels.

3.2 Hardware

Laptops, desktops:

- Ownership: Individual team members
- Responsibilities:
 - Ensuring personal laptops are in working condition.
 - Installing and maintaining necessary software tools.
 - Backing up project files regularly.

- Ownership: Team Leader
- Responsibilities:
 - Setting up and maintaining the MongoDB database.
 - Managing data integrity and security.
 - Optimizing database performance.
 - Collaborating with the backend development team for seamless integration.

3.3 People

a) Development Team

- Ownership: Team Leader
- Responsibilities:
 - Coordinating tasks and deadlines among team members.
 - Conducting regular team meetings for progress updates and issue resolution.
 - Providing support and guidance to team members.
 - Ensuring adherence to project timelines and quality standards.

b) External Resources (Professor, Teaching Assistant)

- Ownership: Entire team members
- Responsibilities:
 - Liaising with the teaching assistant for obtaining necessary materials and references.
 - Seeking guidance and clarification on project requirements from professor when needed.
 - Incorporating feedback and suggestions from external resources.

3.4 Materials

a) Data sets

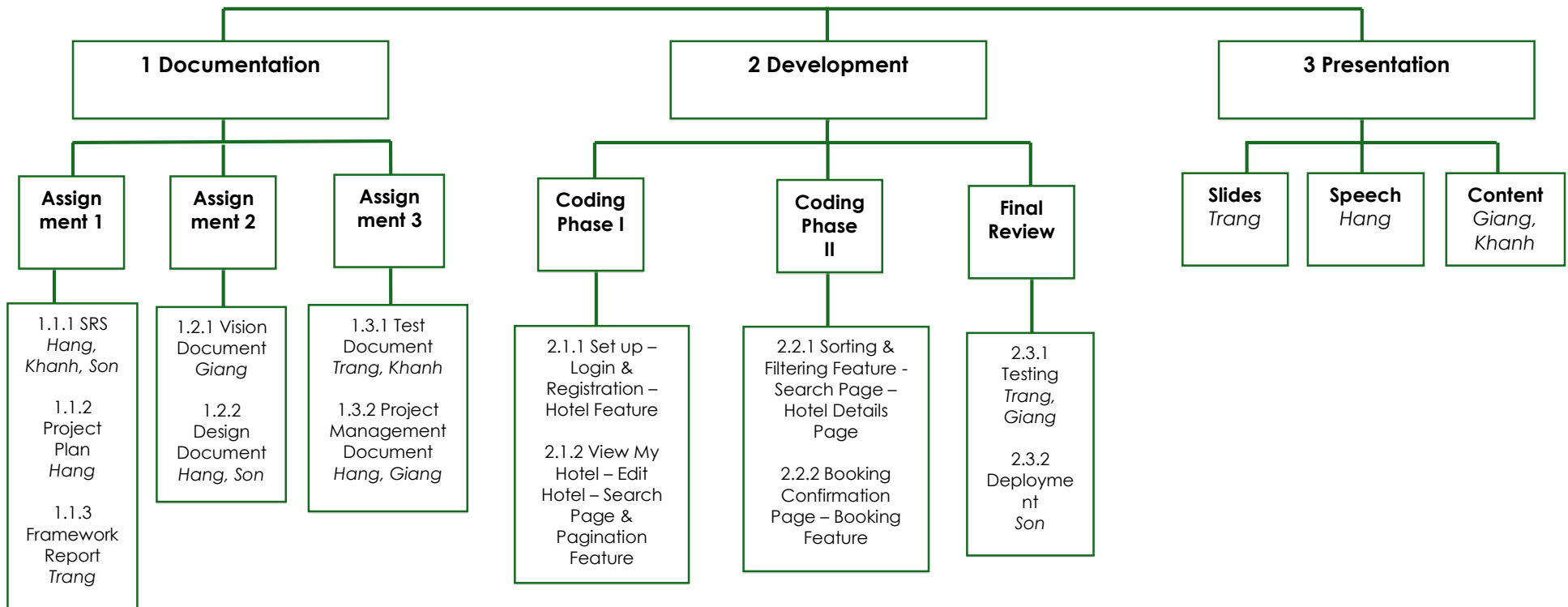
- Ownership: Backend development team
- Responsibilities:
 - Collecting relevant data sets from the internet.
 - Ensuring data accuracy and validity.
 - Preparing data for integration into the projects.
 - Collaborating with other team members for incorporating data-driven features.

b) Project documents

- Ownership: Entire team members
- Responsibilities:
 - Reviewing and developing documents related to the project.
 - Ensuring proper citation and adherence to academic standards.
 - Applying document insights into the project design and functionality.

4. Task Breakdown and Roles

Group Members	Roles	Coding Phase
Vu Nguyet Hang	Backend	I
Nguyen Van Son		II
Nguyen Thi Thu Trang	Frontend	I
Duong Quoc Khanh		I
Nguyen Truong Giang		II



5. Communication Plan

a) Meeting Schedule

- All group members will hold online meetings on Discord every weekend, these meetings will serve as a platform for progress updates, issue discussions, and planning for the week ahead. The frequency and consistency of these meetings will ensure that all team members are aligned and aware of project developments.
- Offline meeting after class on Tuesdays: these meetings will provide an opportunity for face-to-face discussions and collaboration. We will use this time to address any urgent matters, clarify doubts, and synchronize our efforts.

b) Communication tools

- Discord: Development team will utilize Discord as a primary communication platform for team meetings and informal discussions. Its voice and text chat features make it conducive to both synchronous and asynchronous communication. Each team member will be encouraged to join the designated server for project-related discussions.
- GitHub: For issue tracking and code management, we will leverage GitHub. Issues will be logged, assigned, and tracked through GitHub's interface. This platform will enable us to streamline our development process by providing a centralized location for coding tasks, discussions, and version control.
- Slack: Slack will be employed for project management purposes, including task assignments, progress updates, and general communication outside of our scheduled meetings. Channels will be set up to organize discussions based on different aspects of the project, ensuring clear communication and easy access to relevant information.

c) Decision-making progress

To facilitate efficient decision-making, we will adopt a collaborative approach that values input from all team members. Major decisions regarding project direction, feature prioritization, and technical implementations will be discussed during our Sunday meetings. Each team member will have the opportunity to voice their opinions and contribute to the decision-making process. In cases where immediate decisions are required outside of our scheduled meetings, we will utilize Slack as a platform for quick discussions and consensus-building. However, significant decisions will be deferred to our weekly meetings to ensure that all team members are involved and informed. Ultimately, the decision-making process will prioritize consensus and collaboration, with the goal of reaching agreements that align with the project's objectives and the expectations of our client, our professor.

6. Risk Assessment and Mitigation Strategies

- Delays in the project timeline: Regular process updates and buffer time in the schedule, allocate extra time for learning curves.
- Technical issues or bugs: Regular code reviews and thorough testing.
- Scope creep: Clear project requirements and change management processes.

7. Review and Approval

This section outlines the process through which project deliverables will be review, evaluated, and approved.

a) Stakeholders

Our stakeholders include the following:

1. Project Team Members: We are the primary stakeholders responsible for the project.
2. Professor and Teaching Assistant: who will evaluate and grade our project. Their feedback and approval are crucial.

b) Approval Process

1. Internal Review:
 - Before any external review, we conduct an internal review. Each team member thoroughly examines the project plan, design, and implementation.
 - We address any discrepancies, inconsistencies, or issues during this phase.
 - Once the team is satisfied, we move to the next step.
2. Teachers' Review:
 - We submit the project plan for evaluation.
 - People in charge assess the plan based on their criteria.
 - Teachers provide feedback and suggestions for improvement.
 - If necessary, we revise the plan based on the feedback.
3. Final Approval:
 - Once the professor approves the plan, it becomes the official project document.
 - We maintain a record of the approved plan for reference throughout the project lifecycle.

c) Approval Sign-Off

We, the undersigned, acknowledge that we have reviewed and approved the Review and Approval section of the hotel booking website project plan.