Milestone 2 – Team 13

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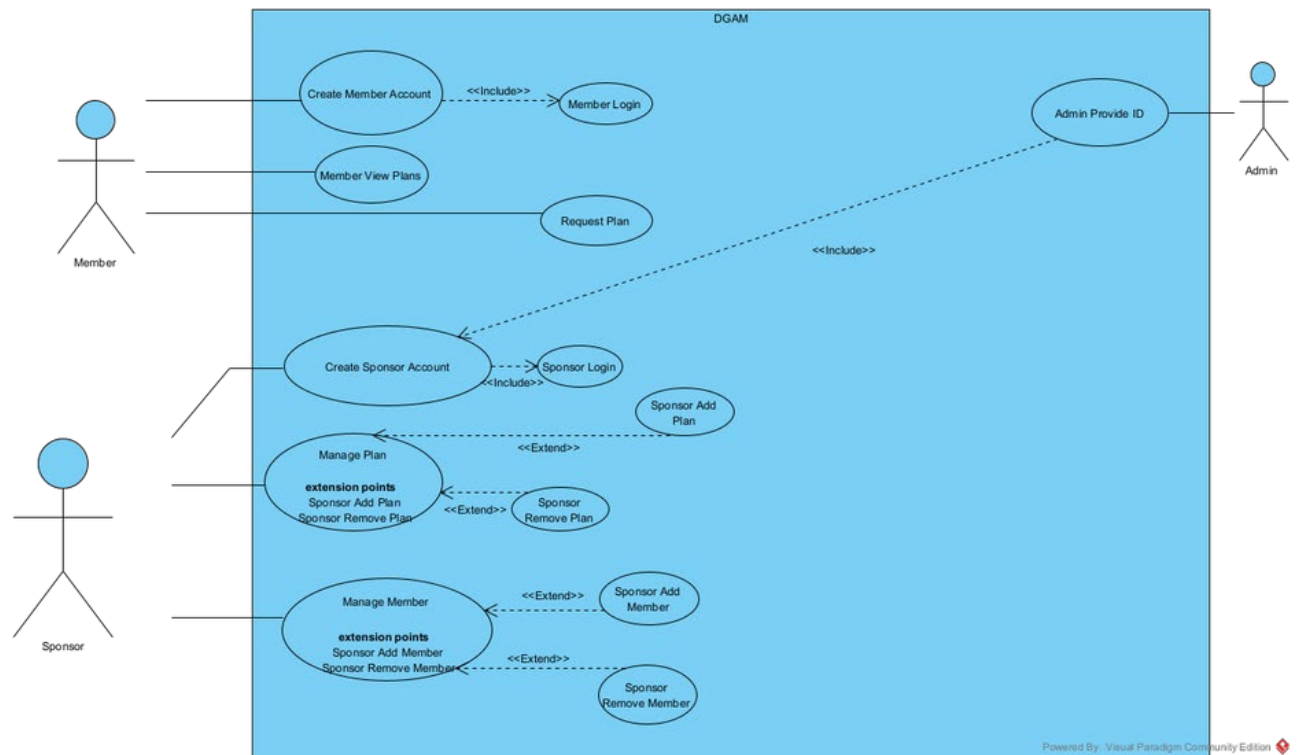# Product Backlog

Order	ID	Item	Type	Status	Estimate
1		The members should be able to access benefits from sponsors.			
	111	As an applicant, I want to create an account so that I can apply for DGA membership so I may receive benefits.	Functional	Done	3
	112	As a member of the DGA, I want to access my current benefits package so that I may know what I am entitled to as a member.	Functional	Done	3
	113	As a member of the DGA, I want to be able to request new benefits from my sponsor so I may reserve the right to request benefits.	Functional	Done	5
	114	As a member, I want to be able to transfer my benefits from one sponsor to another, so they remain when I am required to change companies.	Functional	Done	8

	115	As a member, I want to be able to delete my account from the database, so I may choose to join another organization.	Functional	In Progress	2
2	The sponsor should be able to recruit and manage members.				
	121	As a sponsor, I want to create an account so we may begin to manage the benefits of our members.	Functional	In Progress	3
	122	As a sponsor of the DGA, I want to view a list of my current members within my company so that I may view/manage these members.	Functional	In Progress	2
	123	As a sponsor, I want to be able to recruit members within the DGA who have not been assigned a sponsor so we can expand our company.	Functional	In Progress	5
	124	As a sponsor, I want the ability to remove members from our sponsorship in necessary instances so that we may have control.	Functional	Not Started	2
3	Users should be able to access profile information including their email, username, phone number, and other user specific data.				
	131	As a user of the software, I would like to be able to quickly pull up profile information the system has stored on me.	Accessibility	Not Started	5

	132	As a user I would like to be able to send my profile information to the product company.	Accessibility	Not Started	2
	133	As a user I would like to be able to request my information sent to other sponsors, and users.	Functional	Not Started	2
4	A user should have easy access to help within the system such as customer support, and support forums.				
	141	As a user of the system, I would like customer support so I may receive help with my account if necessary.	Accessibility	Not Started	3
	142	As a user I would like to be able to easily communicate with other users about issues that I'm having within the system.	Accessibility	Not Started	5
5	Sponsors should be able to manage the benefits of their members.				
	151	As a sponsor, I want to be able to add benefits to our list of members so they may receive their benefits.	Functional	In Progress	3
	152	As a sponsor, I want to be able to remove benefits from members in the necessary instances where those plans aren't feasible.	Functional	In Progress	3

	153	As a sponsor, I want to have the ability to respond to requests for new plans so my members can remain satisfied with their sponsorship.	Functional	In Progress	5
6	The system's web interface should be readable and accessible to all users.				
	161	As a user of the system, I want the website to have a readable UI, that way I can use the website more easily.	Accessibility	Not Started	5
	162	As a user I would want quick response times from the system per my request	Performance	Not Started	3
	163	As a sponsor, I want an intuitive management UI so that I can easily manage a large quantity of members.	Accessibility	Not Started	8

Use case Diagram

Use Case Narratives

Use-Case Name:	Sponsor Add Member	Use Case Type	
Use-Case ID:	122	**Business Requirements:** x	
Priority:	High		
Source:	Product Backlog		
primary business actor:	Sponsor		
Primary System Actor:	Sponsor		
Other Participating Actors:	Users		
Other Interested Stockholders:	Users, and Directors Guild of America DGA		
Description:	The sponsor will add members to their benefits, and plans.		
Precondition:	Users must be logged in and consenting to becoming a member of the sponsor.		
Trigger:	Sponsor selects a User they desire to become a member.		
Typical Course of Events:	**Actor Action**	**System Response**	

	1. Sponsor selects the option to send an invite for a member ship to a specific user. 3. User fills out form with credentials, and consent, and then accepts.	2. Systems sends User a member add form and prompts user for reply. 4. The Sponsor is notified of a member added
Alternate Courses:	3a. The member denies or does not receive the notification for membership. 3b. Sponsor is notified and must resend request if necessary. 3c. Go to 1	
Conclusion:	A new member is added to the sponsor	
Postcondition:	The members must keep up with the membership plan	
Business Rules:	Members must make regular payments, and are provided with surveys for satisfaction within the membership	
Impl. Constraints and Specifications:	N/A	
Assumptions:	The has a need for new members, and will follow up on new member status	
Open Issues:	N/A	

Use-Case Name:	Member Remove	Use Case Type
Use-Case ID:	124	**Business Requirements: x**
Priority:	High	
Source:	Product Backlog	
primary business actor:	Sponsor	
Primary System Actor:	Sponsor	
Other Participating Actors:	Users	
Other Interested Stockholders:	Users, and Directors Guild of America	
Description:	The sponsors will remove access to their membership plans from existing members.	
Precondition:	N/A	
Trigger:	Sponsor selects a member that needs to be removed from membership plan.	

Typical Course of Events:	**Actor Action**	**System Response**
	1. Sponsor selects a user that needs to be removed from the membership plan.	2. Systems removes user from members log for sponsor and sends notification to user.
Alternate Courses:	N/A	
Conclusion:	User is removed from membership plan	
Postcondition:	N/A	
Business Rules:	The members payment information is removed along personal information when removal of membership occurs.	
Impl. Constraints and Specifications:	The user must be notified of their removal from the plan.	
Assumptions:	The sponsor has a valid reason to remove the user	
Open Issues:	N/A	

Use-Case Name:	Admin Give ID	**Use Case Type**	
Use-Case ID:		**Business Requirements:**	o
Priority:	High	**System Analysis:**	o
Source:	Use Case Diagram	**System Design:**	X
primary business actor:	Sponsor		
Primary System Actor:	Administrators		
Other Participating Actors:			
Other Interested Stockholders:	Sponsors		
Description:	Sponsors will be given a unique ID once they request one from an administrator		
Precondition:	Sponsors do not already have a unique ID		

Trigger:	The sponsor requests a unique ID from an administrator	
Typical Course Of Events:	**Actor Action**	**System Response**
	1. The sponsor contacts an administrator for help 2. The sponsor specifies that they require a unique ID and provides necessary info 3. The sponsor replies that they have not created an account yet 4. Sponsor has now acquired unique ID and can create account	1. The administrator replies with help options and asks for more info 2. The administrator checks info and asks the sponsor if they created an account 3. The administrator replies and gives the sponsor a unique ID that can be used in account creation 4. The administrator ends session and files support history ticket
Alternate Courses:	2a. If sponsor info is already found, the administrator will inform the sponsor of existing info and provide the existing unique company ID so they can login to the system	
Conclusion:	The sponsor has now acquired an unique company ID that is registered in the database	
Postcondition:	Sponsor can now create a new account	
Business Rules:	Sponsors will need to request a unique company ID in order to create an account	
Impl. Constraints and Specifications:	Sponsor does not already have a unique company ID	
Assumptions:	Sponsor has not requested a unique company ID yet	
Open Issues:	None	

Use-Case Name:	Member Requests Plan	**Use Case Type**
Use-Case ID:		**Business Requirements: X**

Priority:	Med	**System Analysis:**	o
Source:	Use Case Diagram	**System Design:**	o

primary business actor:	Member
Primary System Actor:	Member
Other Participating Actors:	Sponsor
Other Interested Stockholders:	Sponsor
Description:	A member can send sponsor a request for a plan
Precondition:	Member does not have a plan
Trigger:	Member wants a plan from sponsor but does not have one

	Actor Action	System Response
Typical Course of Events:	1. Member sends a message to sponsor about requesting a plan 2. Member provides required information 3. Member chooses specific plan	1. Sponsor responds with confirmation and asks for member information 2. Sponsor confirms that member does not have plan and asks member to choose plan 3. Sponsor confirms that plan is available and member is now added

Alternate Courses:	2a. Member is already part of the plan they requested 2b. Sponsor informs member is already part of plan 2c. Go to 1, sponsor asks if there is any other plan member would like to join 3a. Member is ineligible for chosen plan 3b. Sponsor informs member they are ineligible for plan 3c. Go to 1, sponsor asks if there is any other plan member would like to join
Conclusion:	Member was able to request a plan from sponsor
Postcondition:	Member has now joined a plan
Business Rules:	Members need to have created an account and joined a sponsor company
Impl. Constraints and Specifications:	Member has to be part of the database
Assumptions:	Members do not already have a plan or they want to be on another plan

Open Issues:	None

Use-Case Name:	Member Requests Plan	Use Case Type	
Use-Case ID:		**Business Requirements:**	**X**
Priority:	Med	**System Analysis:**	**o**
Source:	Use Case Diagram	**System Design:**	**o**
primary business actor:	Member		
Primary System Actor:	Member		
Other Participating Actors:	Sponsor		
Other Interested Stockholders:	Sponsor		
Description:	A member can send sponsor a request for a plan		
Precondition:	Member does not have a plan		
Trigger:	Member wants a plan from sponsor but does not have one		
Typical Course of Events:	**Actor Action**		**System Response**
	1. Member sends a message to sponsor about requesting a plan 2. Member provides required information 3. Member chooses specific plan		1. Sponsor responds with confirmation and asks for member information 2. Sponsor confirms that member does not have plan and asks member to choose plan 3. Sponsor confirms that plan is available and member is now added
Alternate Courses:	2a. Member is already part of the plan they requested 2b. Sponsor informs member is already part of plan 2c. Go to 1, sponsor asks if there is any other plan member would like to join 3a. Member is ineligible for chosen plan 3b. Sponsor informs member they are ineligible for plan 3c. Go to 1, sponsor asks if there is any other plan member would like to join		
Conclusion:	Member was able to request a plan from sponsor		

Postcondition:	Member has now joined a plan
Business Rules:	Members need to have created an account and joined a sponsor company
Impl. Constraints and Specifications:	Member has to be part of the database
Assumptions:	Members do not already have a plan or they want to be on another plan
Open Issues:	None

Use-Case Name:	Member View Plans	Use Case Type		
Use-Case ID:	n/a	**Business Requirements:**	**X**	
Priority:	Medium/High	**System Analysis:**	**o**	
Source:	Use Case Diagram	**System Design:**	**o**	
primary business actor:	Member			
Primary System Actor:	Member			
Other Participating Actors:	Administrator			
Other Interested Stockholders:	Sponsors			
Description:	The members will be able to view the plans they have.			
Precondition:	The member has an account.			
Trigger:	The member accesses the member log in page			
Typical Course of Events:	**Actor Action**		**System Response**	
	1. Member clicks the "member log in" button. 3. The member inputs their log in information 4. The member clicks the log in button 7. The member clicks on the "view plans" button		2. The system changes to the log in page. 5. The system validates the credentials, and logs in the member. 6. the member is taken to their member information page. 8. The system displays the plans associated with the member.	
Alternate Courses:	5a. The system checks the credentials, but they are invalid. 5b. The system displays a message, "Invalid log in, check your information" 5c. Go to 2			

Conclusion:	The member is now viewing the plans that is available to them.
Postcondition:	The member should apply for plans through the sponsors if they want them.
Business Rules:	The member needs to apply for plans before receiving them. There are requirements and thresholds for receiving a plan. The sponsor can choose whether to give the plans or not.
Impl. Constraints and Specifications:	The member can only have plans from one sponsor.
Assumptions:	The member is linked with a sponsor.
Open Issues:	None

Use-Case Name:	Sponsor Add Plan	Use Case Type	
Use-Case ID:		**Business Requirements:**	**x**
Priority:	Medium	**System Analysis:**	**o**
Source:	Use Case	**System Design:**	**o**

primary business actor:	Sponsor
Primary System Actor:	Sponsor
Other Participating Actors:	N/A
Other Interested Stockholders:	Members
Description:	The sponsor will add a plan for their member.
Precondition:	The sponsor has a created account and one has one or more members.
Trigger:	Sponsor gets a new member.

Typical Course of Events:	**Actor Action**	**System Response**
	1. Sponsor logs into sponsor specific account (created with SponsorID) by typing in username and password.	2. System verifies credentials and approves sponsor to sponsor homepage.
	3. Sponsor clicks on members to view active list of members.	4. System opens up page of viewers.
	5. Sponsor finds specific member, and clicks "add plan"	6. System opens up form to add plan.
	6. Sponsor fills in required description of plan and clicks submit plan.	7. System applies changes and saves the plan onto the specific member.

Alternate Courses:	2a. The sponsor login request is denied due to incorrect information 7a. System can not save due to no characters being typed in the form.
Conclusion:	Sponsor adds the plan for a member.
Postcondition:	The member must honor the plan.
Business Rules:	Member makes payments on time.
Impl. Constraints and Specifications:	N/A
Assumptions:	Sponsors can have multiple members; sponsors follow up with members regarding plans.
Open Issues:	N/A

Use-Case Name:	Member Login	Use Case Type	
		Business Requirements:	o
Use-Case ID:		**System Analysis:**	o
Priority:	High	**System Design:**	x
Source:	Use Case Diagram		

primary business actor:	Members
Primary System Actor:	Members
Other Participating Actors:	
Other Interested Stockholders:	Admins
Description:	Members can log into their account.
Precondition:	The member is currently not logged in.
Trigger:	Member clicks the "Member Login" button.

Typical Course of Events:	**Actor Action**	**System Response**
	1. Members select the 'Member Login' button. 2. Members enter their email.	1. System brings the member to the Member Login page. 2. No direct response.

	3. Members enter their password. 4. Member clicks the 'Login' button.	3. No direct response. 4. System checks the database for an email and password match.
Alternate Courses:	4a. System doesn't find an account with the associated email or password. 4b. System displays red error message saying, "Email/password incorrect." 4c. Return to Step 2.	
Conclusion:	The user is logged into their account.	
Postcondition:	The user is brought to their account page.	
Business Rules:	Members should be able to log into their account after account creation.	
Impl. Constraints and Specifications:	The member needs to be logged into their account in order to access the features of the system.	
Assumptions:	Members have already created their account.	
Open Issues:	N/A	

Use-Case Name:	Sponsor Login	Use Case Type	
Use-Case ID:		**Business Requirements:** o	
Priority:	High	**System Analysis:** o	
Source:	Use Case Diagram	**System Design:** x	
primary business actor:	Sponsors		
Primary System Actor:	Sponsors		
Other Participating Actors:			
Other Interested Stockholders:	Admins		
Description:	Sponsors can log into their account.		
Precondition:	Sponsor is not currently logged in.		
Trigger:	Sponsor clicks the "Sponsor Login" button.		

Typical Course of Events:	**Actor Action**	**System Response**
	1. Sponsor selects the "Sponsor Login" button. 2. Sponsor enters their SponsorID. 3. Sponsor enters their password. 4. Sponsor clicks the 'Login' button.	1. System brings the sponsor to the login page. 2. No direct response. 3. No direct response. 4. System checks the database for an ID and password match.
Alternate Courses:	4a. System doesn't find an account with the associated ID or password. 4b. System displays red error message saying, "ID/password incorrect." 4c. Return to Step 2.	
Conclusion:	The sponsor is logged into their account.	
Postcondition:	The user is brought to their account page.	
Business Rules:	Sponsors should be able to log into their account after their account is created.	
Impl. Constraints and Specifications:	Sponsors can't access their page without logging in.	
Assumptions:	Sponsors have already received their account ID and created an account.	
Open Issues:	N/A	

Use-Case Name:	Sponsor Remove Plan	Use Case Type	
Use-Case ID:		**Business Requirements:**	**x**
Priority:	Medium	**System Analysis:**	**o**
Source:	Use Case	**System Design:**	**o**
primary business actor:	Sponsors		
Primary System Actor:	Sponsors		
Other Participating Actors:	N/A		
Other Interested Stockholders:	Members		

Description:	Sponsor removed a plan from the member.
Precondition:	Sponsor has a sponsor account to access and has a member(s) with a current plan.
Trigger:	Sponsor needs to remove a members plan.

Typical Course of Events:	**Actor Action**	**System Response**
	1. Sponsor logs into sponsor specific account (created with SponsorID) by typing in username and password.	2. System verifies credentials and approves sponsor to sponsor homepage.
	3. Sponsor clicks on members to view active list of members.	4. System opens up page of members.
	5. Sponsor finds specific member, and clicks "remove plan"	6. System gives message to confirm removal.
	6. Sponsor confirms decision to remove plan.	7. System saves and applies changes to member.

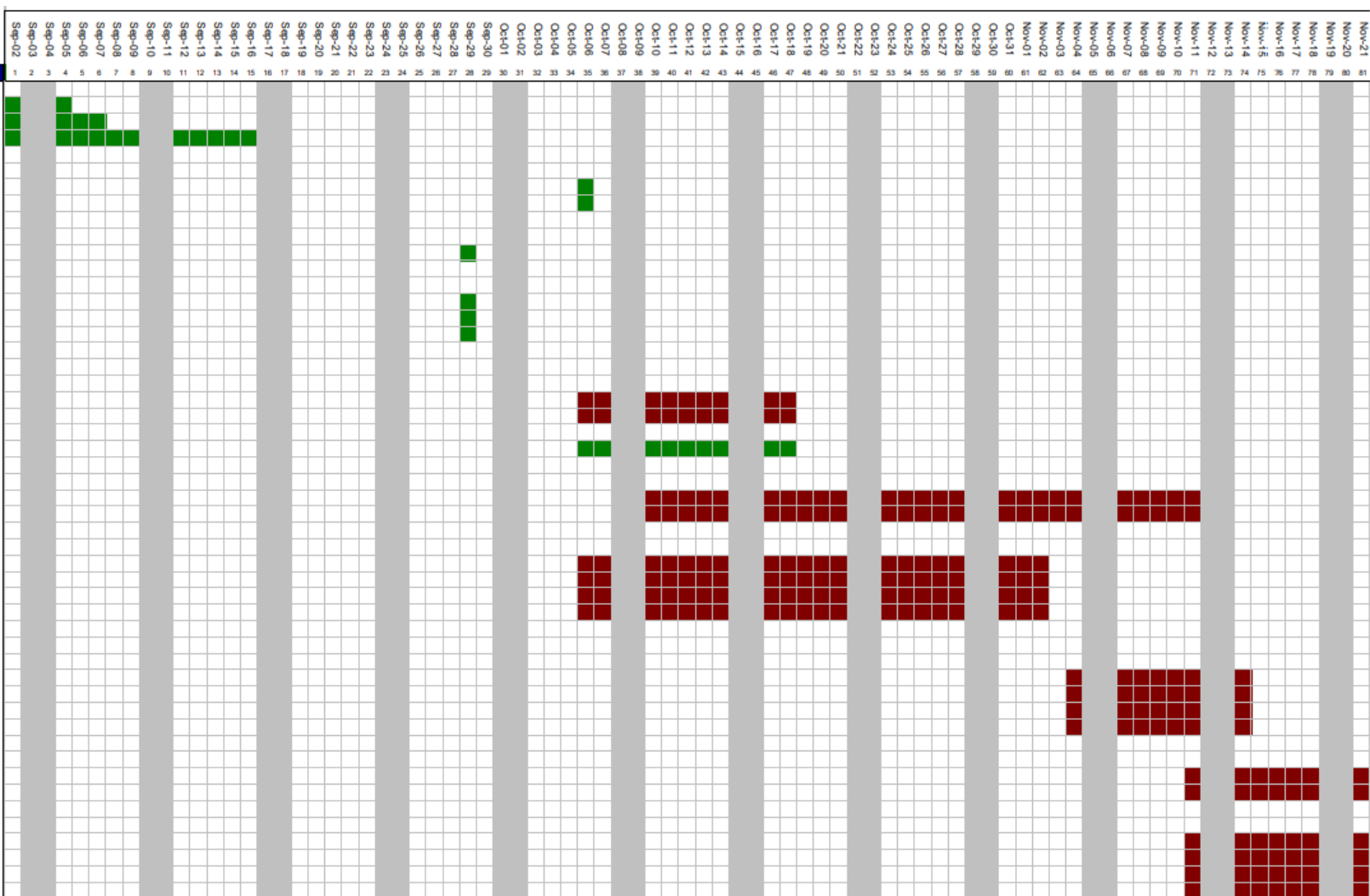|	
Alternate Courses:	2a. Sponsor enters in incorrect credentials 6a. Member does not have current plan and system asks to select another member
Conclusion:	Sponsor removes plan from member.
Postcondition:	Member no longer has a plan.
Business Rules:	Sponsor gets rid of plan for correct member. Member no longer has to pay for plan they were .
Impl. Constraints and Specifications:	N/A
Assumptions:	Sponsor has member that have plans.
Open Issues:	N/A

Use-Case Name:	Sponsor View Plans	**Use Case Type**	
Use-Case ID:	n/a	**Business Requirements:**	**x**
Priority:	High	**System Analysis:**	**o**
Source:	Use Case Diagram	**System Design:**	**o**

primary business actor:	Sponsor
Primary System Actor:	Sponsor
Other Participating Actors:	Administrator
Other Interested Stockholders:	Members, Administrators
Description:	The Sponsor will be able to view the plans they are offering.
Precondition:	The Sponsor has an account
Trigger:	The sponsor clicks the "sponsor log in" button.
Typical Course of Events:	**Actor Action** / **System Response**

Actor Action	System Response
1. The sponsor clicks the "sponsor log in" button. 3. The sponsor inputs their log in information 4. The sponsor presses the "log in" button 7. The sponsor clicks the "view plans" button.	2. The system takes them to the log in page. 5. The system verifies their log in information and logs them in. 6. The system brings them to the sponsor information page. 8. The system brings them to the plan information page.

Alternate Courses:	5a. The system checks the credentials, but they are invalid. 5b. The system displays a message, "Invalid log in, check your information" 5c. Go to 2
Conclusion:	The sponsor is able to view their plans.
Postcondition:	The sponsor will offer or has offered the plans to other members.
Business Rules:	The sponsor must pay the members the benefits listed on the plans on a monthly basis.
Impl. Constraints and Specifications:	The sponsor has a limit on plans they can offer.
Assumptions:	The sponsor has at least one plan.
Open Issues:	

Gantt Chart

Project:	Director's Guild of America Management System				
Started:	02-Sep-22		Available Days:	71	
Due Date:	09-Dec-22		Pct. Completed:	13.3%	

Will you work weekends?   ☐ Yes, count weekends

☑ No, give me the weekends off

Task ID	Task Description	Start Date	Days	Pct.Don	Dep.ID
1.00	**Milestone 1 (Please mention all the tasks performed in Milestome 1 - the following three are just examples), Also update the dates as you go.**				
1.10	Systems Request	02-Sep-22	2	100%	NF, CB, BL, KP, NZ
1.20	Product Roadmap	02-Sep-22	4	100%	NF, CB, BL, KP, NZ
1.30	Product Backlog	02-Sep-22	11	100%	NF, CB, BL, KP, NZ
2.00	**Milestone 2 (Please mention all the tasks performed in Milestome 2 - the following two are just examples)**				
2.10	Gantt Chart	06-Oct-22	1	100%	NF
2.20	Cash flow	06-Oct-22	1	100%	KP
2.30	Use case narratives	06-Oct-22	1	100%	NF, CB, BL, KP, NZ
2.40	Team Retrospective	06-Oct-22	1	100%	CB
2.50	Use Case Diagram	06-Oct-22	1	100%	BL
3.00	**Sprint 1**				
3.10	Interface structure design	29-Sep-22	1	100%	NF, CB, BL, KP, NZ
3.20	Implementation	29-Sep-22	1	100%	NF, CB, BL, KP, NZ
3.30	Use case narratives	29-Sep-22	1	100%	NF, CB, BL, KP, NZ
3.40	Product backlog	29-Sep-22	1	100%	NF, CB, BL, KP, NZ
4.00	**Sprint 2**				
4.10	Interface structure design	06-Oct-22	9	0%	
4.20	Implementation	06-Oct-22	9	0%	
4.30	Use case narratives	06-Oct-22	9	50%	
4.40	Product backlog	06-Oct-22	9	50%	
5.00	**Milestone 3 (Please mention all the tasks performed in Milestome 3- the following two are just examples)**				
5.10	Class diagram	09-Oct-22	26	0%	
5.20	Activity diagram	09-Oct-22	26	0%	
6.00	**Sprint 3**				
6.10	Interface structure design	06-Oct-22	20	0%	
6.20	Implementation	06-Oct-22	20	0%	
6.30	Use case narratives	06-Oct-22	20	0%	
6.40	Product backlog	06-Oct-22	20	0%	
7.00	**Sprint 4**				
7.10	Interface structure design	04-Nov-22	7	0%	
7.20	Implementation	04-Nov-22	7	0%	
7.30	Use case narratives	04-Nov-22	7	0%	
7.40	Product backlog	04-Nov-22	7	0%	
8.00	**Milestone 4 (Please mention all the tasks performed in Milestome 4- the following two are just examples)**				
8.10	Class diagram	11-Nov-22	7	0%	
8.20	Activity diagram	11-Nov-22	7	0%	
7.00	**Sprint 5**				
7.10	Interface structure design	11-Nov-22	7	0%	
7.20	Implementation	11-Nov-22	7	0%	
7.30	Use case narratives	11-Nov-22	7	0%	
7.40	Product backlog	11-Nov-22	7	0%	

Cash Flow

	2022	2023	2024	2025	2026	Total
Increased Partnership with Insurance Providers	50,000	55,000	60,500	66,550	73,205	
Reduction in paperwork	5,500	5,500	5,500	5,500	5,500	
	0	0	0	0	0	
TOTAL BENEFITS:	55,500	60,500	66,000	72,050	78,705	
PV OF BENEFITS:	$ 53,883	$ 57,027	$ 60,399	$ 64,015	$ 67,892	$ 303,217
PV OF ALL BENEFITS	$ 53,883	$ 110,911	$ 171,310	$ 235,325	$ 303,217	
Server	3,000	3,250	3,500	3,750	4,000	
Printer	1,000	350	350	350	350	
Software licences (Commercial)	2,400	2400	2400	2400	2400	
Server software (Microsoft Azure)	3,500	3750	4000	4250	4500	
Development labor	3,750	500	500	500	500	
TOTAL DEVELOPMENT COSTS:	13,650	10,250	10,750	11,250	11,750	
Hardware	1,250	1,250	1,250	1,250	1,250	
Software	2,500	2,500	2,500	2,500	2,500	
Operational labor	4,480	4,480	4,480	4,480	4,480	
TOTAL OPERATIONAL COSTS:	8,230	8,230	8,230	8,230	8,230	
TOTAL COSTS:	21,880	18,480	18,980	19,480	19,980	
PV OF COSTS	$ 21,243	$ 17,419	$ 17,369	$ 17,308	$ 17,235	$ 90,574
PV of ALL COSTS:	$ 21,243	$ 38,662	$ 56,031	$ 73,339	$ 90,574	
TOTAL PROJECT BENEFITS-COSTS:	$ 33,620	$ 42,020	$ 47,020	$ 52,570	$ 58,725	
YEARLY NPV:	$ 32,641	$ 39,608	$ 43,030	$ 46,708	$ 50,657	
CUMULATIVE NPV:	$ 32,641	$ 72,249	$ 115,279	$ 161,986	$ 212,643	
RETURN ON INVESTMENT:	234.77%					
BREAK-EVEN POINT:	0.53					
INTANGIBLE BENEFITS:	For example : Increased member satisfaction,					
	streamlined application process,					
	better public perception from union sponsorships					

Team Retrospective

- Planning:
  - o The team was assigned specific sections to complete for more efficiency.
  - o The team designated a time on Microsoft Teams to join and coordinate together.
  - o The Team used undesignated time outside of meetings to also complete work.
- Monitoring:
  - o Splitting up the work increased the overall efficiency and allowed for more specific questions to be asked.
  - o Using Microsoft Teams for meetings allowed questions to be easily answered.

- o Using Microsoft teams also didn't allow as clear of communication as in person meetings.
- Evaluation
  - o Use case narratives were well done with everyone doing their own ones.
  - o The Product Backlog needed to be updated further than expected
- Plan of Action
  - o Further refinement of the DGA system provides a clearer picture of what needs to be done.
  - o More in-person meetings allow clearer communication, and less need for questions about communication issues.