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| DALHOUSIE UNIVERSITY |
| Statement of Work |
| The Roméo Dallaire Child Soldiers Initiative |
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| **CR Development Team** |
| **1/23/2016** |

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# Who are we?

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| **Team Member** | **Email Address** | **Enrolled Course** |
| James MacNeil (Team Leader) | jm555506@dal.ca | INFX 4600 |
| Jacquelyn Salloum | jc541931@dal.ca | INFX 4601 |
| Devon Rimmington | dv728483@dal.ca | INFX 3600 |
| Rami Kashmelmous | rm808585@dal.ca | INFX 2691 |
| Cassandra McCormick | Cassandra.McCormick@dal.ca | INFX 3601 |
| Darcy Fernando | dr760276@dal.ca | INFX 3600 |

Table 1 Showing the members of Team Romeo

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| --- | --- |
| **Client** | **Email Address** |
| Josh Boyter | josh@childsoldiers.org |

Table 2 Showing the client’s contact information

Team Romeo consists of six members listed in Table 1. Additional information about each team member and their contributing skill set to this project is provided in the section “List of Team Members and Skills.” This team will be working together to complete the development of a microsite for the Romeo Dallaire Child Soldiers Initiative. The team will be working with Josh Boyter, the Communications Officer at the Dallaire Initiative, in order to fulfill the requirements of this project defined in the “Project Scope” section of this document. The contact information for Josh Boyter is displayed in Table 2.

# Why are we here?

The Romeo Dallaire Child Soldiers Initiative creates country reports in order to share their knowledge and provide training to security sector actors. These reports are currently shared by printing and distributing them during training sessions. This method is costly and presents difficulties for content updates to be completed as needed. The client has identified the need for a digital medium to create, edit and share the country reports. During the Fall 2015 semester, a web API was developed to create, read, update and delete country reports. The next stage of this multi-semester project is to develop a microsite which retrieves and displays the report information from the API, and organizes the occurrence of specific events on an interactive timeline and map. The microsite UI must be compatible with both desktops and mobile devices. The aim of this project is to provide security sector actors with an efficient way view updates on specific areas of concern, as well as provide them with access to the complete country reports. Details of the project deliverables are listed in the “Project Scope” section; uncertain deliverables are listed under the “Unresolved” label within the section.

# Short Pitch

The report content creators and security sector actors are in need of a tool to present country reports. Team Romeo will develop a microsite connected to the already built web API, which will display the information in a simple, dynamic layout, unlike printed reports.

# Project Benefits

* A user will be able to scan through and view notifications for specific areas on a Google map using an interactive timeline.
* A user can filter information using (possible options) dropdowns, textboxes, and checkboxes, or a combination of them, to change the information displayed on the map.
* A user can navigate from one web page to another using a navigation menu.
* A user can select a country report to view using a ‘digital bookshelf’ that displays all of the published country reports.
* A user will be able to view all the information in the Somalia country report using the various features included on the microsite.

# Project Scope

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| --- | --- |
| In Scope | Out of Scope |
| * Microsite UI * Interactive map and timeline * Content population using Somalia report * Documentation | * Mobile application development * Monetization |
| Unresolved | |
| * Mobile application development environment * Submission of content updates via microsite | |

# Key Stakeholders

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| **Primary stakeholders are defined as those individuals directly involved in the development for this project.** | | |
| Primary Stakeholders | | Role |
| Josh Boyter (Client) | | Josh will provide guidance and feedback as progress is presented iteratively. He will also assess the success of the project at the final presentation. |
| Development Team | | The team will work productively on the project to meet the client’s requirements. |
| **Secondary stakeholders are defined as those individuals who will use the deliverables when completed.** | | |
| Secondary Stakeholders | Role | |
| The Roméo Dallaire Child Soldiers Initiative Staff | The organization’s staff will be responsible for publishing report changes and reviewing the reports on the microsite. However, they will not be involved in the development process. Their needs will be communicated through the client. | |
| Security Sector Actors | The security personnel will be using the microsite and providing updates to the RDCSI to publish in the reports. They will not be involved in the development process as their needs will be communicated through the client. | |

# Proposed Solution

After meeting with the client, the team has decided to focus on creating a fully-functional microsite. This can then be used by future teams for the development of a mobile application. The “fully-functional microsite” includes the completion of an interactive map displaying specific events as “hotspots.” These events will also be listed below along an interactive timeline which can be scanned through for specific dates. Users will be able to filter the information included on the map and timeline in order to find specific results more efficiently. The microsite will also include a “bookshelf” displaying all of the country reports published on the microsite. Each report displayed on the bookshelf can be selected to view its content. The initial UI design for the microsite will be designed using the general layout provided by the client in the first meeting as a guideline(refer to Figure 1). Each draft of the UI design will be presented to the client for approval; it will not be developed before approval is given.

The team decided to continue development using the previously established environment. AngularJS will be used to build the microsite. Google Maps will be used for the interactive map feature. The API will be connected to the microsite in order to retrieve the country report information. Currently, the database already contains the Somalia report information to be populated on the microsite. The final microsite will include the Somalia report on the bookshelf allowing its content to be viewable. Additional meetings will be scheduled with the client to confirm the design of microsite UI. Documentation of each aspect of the microsite development will be recorded to help future development teams to create the mobile application and add monetization capabilities.

# Risks

## Risks worth looking after

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| Risks | Action |
| Poor UI Design | Lack of feedback from the client could result in the development of a poor UI design for the microsite. This would involve a large amount of additional work and rescheduling in order to complete a design and develop a microsite which then meets the client’s expectations. This can be avoided by maintaining an open line of communication with the client, and ensuring all updates on the design progress are provided to him. |
| Scope Change | The team will spend the time needed to effectively plan the project’s schedule to be followed throughout this semester. This schedule will include all deliverables defined in the project scope. If a change should be made during the semester, the client will be notified immediately and invited to further discuss the change in a meeting. |

## Risks within the team

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| Risks | Action |
| Losing a team member | If a member leaves the team, tasks will be redistributed among the remaining team members and the project schedule will be adjusted appropriately. |
| Absenteeism | If a team member is absent from a meeting, he/she will be updated and is expected to complete any tasks assigned to him/her. If a team member misses several meetings without notice, he/she will be approached individually about the issue. |

## Risks that might happen

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| Risks | Action |
| Team leader has a medical emergency | If James has a medical emergency or if his scheduled surgery is moved to an earlier date during this semester, he will notify the team and the professor. Jacquelyn will serve as the team leader until James recovers. |

# Project Schedule

The schedule outlined below is tentative. It is subject to change as the project progresses. However, the final presentation will be completed during the week identified.

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| Dates | Deliverables |
| January 24th - February 1st | * Environments set up for GitHub, Heroku, Django and Cloud9 |
| February 1st - March 5th | * Microsite   This deliverable includes:   * + Map   + Timeline   + UI Design   + UI Development * Midterm presentation |
| March 5th - April 1st | * End Phase   This deliverable includes:   * + Site Content Population   + Documentation   + Unit-tests   + Client Approval |
| April 1st - April 8th | * Final presentation |

# Identifying and Measuring Success

The team will create a microsite to display the content of various country reports. It will also include the organization of specific events on an interactive timeline and map. The microsite will be connected to the web API created by the team during the Fall 2015 semester, in order to retrieve and display the country report information. All deliverables will be well-documented and tested to ensure future teams can understand what was done, and progress with the next stage of the project. The team has set a final deadline for the week of March 24, 2016. This date requires approval by the client. The completion of the deliverables defined in the project scope by the confirmed deadline and according to the client’s requirements, will indicate a successful outcome.

# Team Members and Skills

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| Team Member | Skills |
| James MacNeil | Fourth year Informatics student specializing in software systems, and current team leader. Fluent in HTML, CSS, PHP, JavaScript, Java, SQL, C, and C++. Practical experience with various content management systems such as Drupal, WordPress, and SharePoint. Combined experiences creates a strong background for microsite creation and management. |
| Rami Khashmelmous | Second year Informatics student with experience with HTML, CSS, JavaScript, PHP, SQL languages, Java and Python. |
| Cassandra McCormick | Second year Informatics student (third university) with a minor in Business. Knowledge of HTML, CSS, JavaScript, and a bit of SQL. Experience with working with Drupal from a previous project. |
| Jacquelyn Salloum | Fourth year Informatics student, minoring in Business Management. Literate in HTML, PHP, CSS, JavaScript, Java, SQL, Python and C++ programming languages. Experience with the Django framework. A combination of some or all of these languages can contribute to building a microsite according to client requirements. Strong writing and communication skills can be used to develop any necessary reports and training documents. |
| Devon Rimmington | Third year Computer Science student with web development experience. Completed various projects using HTML, CSS, JavaScript, Ajax, PHP, C# and SQL. Previous experience developing with CMS tools such as Wordpress and Drupal. Developed with a Model View Controller framework (Vaadin and Android Development Studios). Some graphic software skills with Photoshop and other Adobe Suite programs. |
| Darcy Fernando | Second year Informatics student (third year at Dal) with a minor in Business. Basic knowledge of Java and HTML, and experience with Java from a previous project. Not quite an expert with such applications, but I am expeditious at researching different ways for the achievement of a task. |

# Signatures

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| Client’s Signature |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Josh Boyter |  |
| Team Members’ Signatures |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  James MacNeil (Team Leader) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Rami Kashmelmous |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Cassandra McCormick | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Jacquelyn Salloum |
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