**SOEN 6841 SOFTWARE PROJECT MANAGEMENT**

# Problem Identification Report

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| **Submission Date** | **:** | **29 September 2024** |
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| | | Computer Science and Software Engineering |
| **Term** | **:** | **Fall 2024** |

## Team No: 12

### Group Members Names:

| | | |
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Project GitHub Repository:

https://github.com/parikhalay/SPM_Team_12

# Problem Identification Report

## Contents

**Introduction:**

A collaborative project management tool is a platform designed to coordinate and streamline the efforts of a team working towards a common goal. It provides a centralized space where team members can plan, track, and execute tasks, ensuring everyone is on the same page. It makes the collaboration easier and more productive.

**SyncWave:**

Firstly, we have chosen to name our project "SyncWave." The name, which combines the words "sync" and "wave," reflects both the organic rhythm of project development and the idea of matched teamwork.

Sync: The prefix "sync" refers to synchronization, highlighting the goal of the tool to coordinate group efforts, guarantee that everyone is in agreement, and foster productive collaboration.

Wave: The term "wave" alludes to the fluidity and dynamic quality of creative labor, implying an ongoing, natural progression through the stages of the project.

SyncWave will therefore be recognized as a solution that promotes smooth collaboration, idea exchange, and task organizing, empowering groups to ride the creative wave and finish projects more quickly and efficiently.

**Objective:**

Our project aims to simplify and enhance project management. We are beginning with an in-depth analysis of the current market, examining existing project management tools to identify their strengths and weaknesses. This will provide us with insight into what is available and highlight potential gaps we can address. However, our focus extends beyond merely identifying these issues; we aim to fully understand how they impact the creative process.

Our goal is not just to develop another project management tool, but to create one that effectively addresses a genuine problem or fulfils a real need. We believe that this targeted approach will distinguish our tool from others in the market.

Ultimately, our mission is straightforward: to design a project management tool that truly makes a difference. We aspire to create a solution that facilitates better collaboration among project teams, enhances efficiency, and helps them achieve their objectives. Every step of our journey from research and problem identification to solution development is driven by this mission. We are enthusiastic about the path ahead and the positive impact our tool can have.

## Problem/Opportunity Statement:

### Problem statement:

Creative teams often struggle to find project management tools that align with the unique aspects of their workflows. Many of these tools overlook the collaborative and iterative processes essential to creative projects, resulting in inefficiencies and unnecessary delays.

There is a clear demand for a tool that provides advanced, real-time collaboration features while remaining user-friendly and affordable. Many existing options either fall short in offering strong collaboration capabilities or are overly complex and costly for small to medium-sized teams. This creates an opportunity for us to design a tool tailored to these specific requirements. As projects grow more complex and teams become increasingly distributed especially with the rise of remote work a tool that enables seamless collaboration can significantly improve productivity and project outcomes.

A deeper examination of this challenge uncovers several complexities:

1. **Inadequate collaboration features:** Creative teams need more than just basic task assignments for effective collaboration. Many available tools lack advanced collaborative capabilities, which can hinder the smooth sharing of ideas, feedback, and creative contributions.

2. **Absence of visual project representation:** Most creative projects are characterized by visual elements. The lack of tools that graphically depict progress and milestones makes it challenging for teams to grasp the overall creative journey.

3. **Limited flexibility in task management:** Creativity flourishes in environments where tasks can be flexible and adaptable. However, many existing project management solutions impose rigid structures on task management, stifling the agility and innovation essential for creative teams.

4. **Insufficient support for remote collaboration:** As remote work becomes increasingly prevalent, current tools may not adequately support the needs of distributed teams.

**Significance:**

This issue is particularly important in the creative field, as the use of multiple tools and software programs to share assets negatively impacts project efficiency, collaboration, and the timely delivery of high-quality creative work. In a creative environment, there are few specialized tools available that cater to collaborative teams with all the desired features. This lack of comprehensive support can result in errors and confusion, stemming from excessive communication channels, fluctuating deadlines, and insufficient oversight of creative resources. Each of these challenges goes beyond mere procedural issues; they hinder the fluidity of creative interactions that are essential for fostering collaboration and ensuring the timely release of high-quality creative output.

## Stakeholder analysis:

**1. Creative teams:**

        **Interests:**

- Creative teams emphasize the importance of tools that enable effortless collaboration and streamlined workflows.

- They look for features that can adapt to the changing dynamics of creative projects, allowing for flexibility.
- The ideal tools should not only aid in project management but also inspire and enhance creativity.

**Concerns:**

- There are worries about the potential obstacles to idea generation and project completion when suitable tools are lacking.
- Project delays caused by inadequate tools are a major concern, as they can affect deadlines and the quality of work.

**2. Project Managers:**

    **Interests:**

- Project managers are looking for tools that facilitate efficient project planning, monitoring, and timely completion.
- Effective team coordination relies heavily on clear and real-time communication features.

    **Concerns:**

- Challenges arise in tracking project changes and managing creative iterations, potentially resulting in confusion and delays.
- There are concerns that delays in the creative process could disrupt project timelines.
- Maintaining alignment among team members is difficult, with worries that misunderstandings may hinder project progress.

**3. Clients and External Stakeholders:**

    **Interests:**

- Clients and external stakeholders prioritize tools that offer visibility into project progress and timelines.
- Seamless collaboration with the creative team is crucial, as is quick access to project assets for efficient reviews and approvals.

**Concerns:**

- Uncertainty surrounding project timelines creates challenges for effective planning and coordination.
- Grasping the creative process can be challenging, leading to concerns about fully recognizing the value of the work.

**4. Software developers:**

**Interests:**

- Software developers strive to develop tools that integrate effortlessly with the workflows of creative teams and can adjust to their evolving requirements.
- Key factors include scalability and the ability to manage complex projects.

**Concerns:**

- They need to tackle technical complexities to guarantee seamless integration and functionality.
- It's essential to ensure that software design aligns with creative workflows without introducing disruptions or additional complexities.

**Concerns Among Stakeholders:**

| Stakeholder Group | Concerns Among Stakeholders |
|---|---|
| **Creative Teams** | - Creative teams worry about project delays affecting project managers' timelines and ultimately impacting client satisfaction. |

| Stakeholder Group | Concerns Among Stakeholders |
|---|---|
|  | - Concerns about the effectiveness of the tools may lead to distrust among project managers and clients, causing frustration in the overall project. |
| **Project Managers** | - Worries about keeping creative teams aligned can strain relationships, as misunderstandings may lead to frustration and reduced productivity. |
|  | - Project managers may feel pressure from clients regarding timelines, which can create a stressful environment for both teams and clients if not managed effectively. |
| **Clients and External Stakeholders** | - Clients' concerns about delays may escalate tensions between project managers and creative teams, affecting overall satisfaction with the project outcome. |
|  | - External stakeholders may question the effectiveness of project managers in keeping creative teams on track, leading to a breakdown in trust and communication. |
| **Software Developers** | - Developers may be pressured by project managers to meet tight deadlines, potentially leading to software that doesn't fully address the needs of creative teams, affecting their morale. |
|  | - Concerns from creative teams about software usability may result in feedback that developers need to address, impacting their timelines and overall project success. |

**Relationship Between Stakeholders:**

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│   Creative Teams    │
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│  Project Managers   │
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           │ Communicate
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│ Clients & External  │
│    Stakeholders     │
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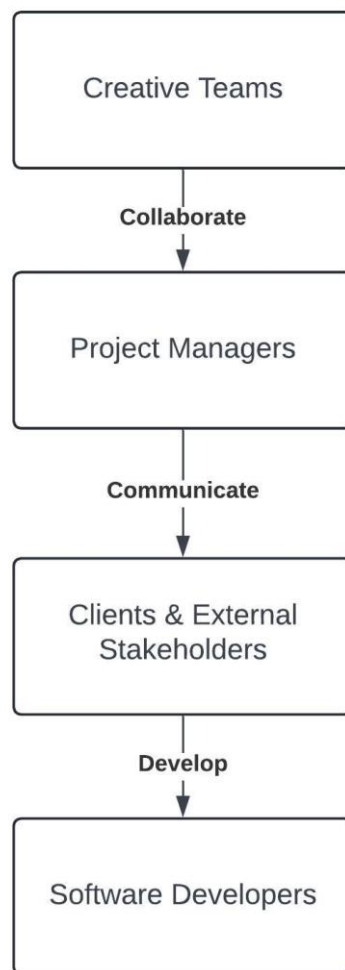
## Relevance to software solution:

Our preliminary ideas regarding the scope of the software solution encompass several key components: task management, version control, document sharing, team communication, progress tracking, and integration with other widely used tools. We will further refine the specific features and specifications based on user feedback and market trends. Below are descriptions of our planned features for the solution:

**Addressing the problem through software development:**

In response to the identified challenges, our proposed collaborative project management platform seeks to be transformative. This platform is specifically designed to address the gaps in project management for creative teams. By incorporating features such as real-time collaboration, version control, and task

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management tailored to creative workflows, the software aims to change the way creative teams function. The primary objective is to enhance team efficiency, streamline project workflows, and create a centralized hub for the seamless management of creative assets.

**Initial thoughts on scope:**

The software solution envisions a wide-ranging scope that focuses on user-friendly interfaces, advanced collaboration features, and effective version control. It seeks to enable real-time communication, fostering a smooth and responsive collaborative environment. By emphasizing intuitive task management, it recognizes the necessity for flexibility in creative projects. Client collaboration is crucial, with integrated features designed to enhance transparency and engagement throughout the creative process. Furthermore, scalability is a key consideration to ensure the software can evolve alongside the changing needs of creative teams over time.

**Addressing the situation:**

To address the identified challenges, we will carry out thorough research and user testing to identify the specific pain points experienced by creative teams. Our development process will include iterative feedback loops, enabling us to enhance features based on user input. Continuous improvement and regular updates will be fundamental to our strategy, ensuring the software remains relevant and effective in tackling the evolving challenges faced by creative teams. Ultimately, our goal is to deliver a transformative solution that empowers creative teams to realize their full potential.

**Challenging Component:**

**Mind Map:**

The mind map outlines our initial thoughts on how the software solution will address the challenges faced by creative teams in project management. At the centre, the main objective is to enhance collaboration and streamline workflows.