**Project Initiation and Planning**

Greyhound Pets of America – Greater Orlando

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**1.** **Project Vision and Objectives**

**1.1 Project Scope and Vision**

Today, the Greyhound Pets of America – Greater Orlando (GPAGO) website is very time consuming and tedious to maintain. The static html web page listing greyhounds available for adoption must be manually updated. Furthermore, information on greyhounds is tracked using Microsoft Excel spreadsheets. Maintenance of these spreadsheets is also tedious and the usefulness of the information is not optimal.

This project will deliver a web based solution that will allow greyhounds available for adoption to be added and updated over the internet through a web browser. Time pending, we would like this solution to provide a complete record keeping system for greyhound information.

The solution will be a web application accessible from the internet. Two types of users will use this system:

General User: General public who will access this website over the internet to view information about the organization and greyhounds available for adoption.

Admin: Administrator user who will manage greyhound information.

The solution will not store records of greyhounds currently available for adoption. If we have enough time, this solution will also be the system of record for all greyhounds with the intent of maintaining records indefinitely. The system will track information on each greyhound including its adoption history. The system must allow an administrator to easily enter information on new greyhounds and to update this information over time. The system must also allow greyhound information to be queried and reported on (exact requirements tbd).

The system will be developed in java and must use a MySql database to persist information.

**1.2 Project Goals and Objectives**

|  |  |
| --- | --- |
| **#** | **Goal or Objective** |
| 1 | Make the system user-friendly – from general user and admin side |
| 2 | Make the system easy to maintain– manual for admin |
| 3 | Make the system very easy to use – admin should be able to use without training |

**2. Project Planning**

**2.1 Project Lifecycle**

This team will use an agile approach. Requirements will be gathered, then the team will develop a plan to complete the project in the time required. Each sprint will have clearly defined specs for each group member so that the group does not fall behind. The team, along with the project sponsor and mentor, will meet weekly, following the Scrum methodology.

**2.2 Project Setup**

|  |  |
| --- | --- |
| **#** | **Decision Description** |
| 1 | Java, MySql, and Tomcat will be used on the project. |
| 2 | Strict Coding Standards that must be followed. |
| 3 | Security must be a priority to protect the admin side. |

**2.3 Project Resources**

|  |  |  |
| --- | --- | --- |
| Item | Quantity | Totals |
| Computer | 1 |  |
| Required textbooks | 3 | $60 |
| Eclipse | 1 | $0 |
| Skype | 1 | $0 |
| MySql database | 1 | $0 |

**3. Project Tracking**

**3.1 Stakeholders**

|  |  |
| --- | --- |
| **Stakeholder** | **Role** |
| Wendy Allison | Sponsor |
| Dr. Colin Archibald | Mentor |
| Marwan Shaban | Instructor |
| Phillip Bess | Team member |
| Manuel Gutierrez | Team member |
| Patrick McAleavey | Team member |
| Jamie Smith | Team member |
| Jeff Woodard | Team member |

**3.2 Communication Plan**

Regularly Scheduled Meetings

|  |  |  |
| --- | --- | --- |
| Meeting Type | Frequency/Schedule | Who Attends |
| Conference Call | Weekly – Tuesdays at 8 | Project team, sponsor and mentor |
| Team Meeting | Weekly – Tuesdays at 9 | Project team |

Information To Be Shared Within Our Group

|  |  |  |  |
| --- | --- | --- | --- |
| Who? | What Information? | When? | How? |
| Project team | Task assignments | Weekly | Team meetings, listing in MS Project file. |
|  |  |  |  |

Information To Be Provided To Other Groups

|  |  |  |  |
| --- | --- | --- | --- |
| Who? | What Information? | When? | How? |
| Sponsor and mentor | Final report | At completion of project | Req./Design docs., code, PowerPoint presentation |
| Sponsor and mentor | Project baselines | At the end of each sprint | Online customer demo, access to repository |
| Mentor | Minutes from weekly meeting | Weekly | Email |

Information Needed From Other Groups

|  |  |  |  |
| --- | --- | --- | --- |
| Who? | What Information? | When? | How? |
| Sponsor and mentor | Requirement changes | Start of each sprint | Weekly meeting |
|  |  |  |  |

**3.3 Deliverables**

|  |  |  |  |
| --- | --- | --- | --- |
| # | Deliverable | Delivery Time | |
| Interim | Final |
|  |  |  |  |
| 1 | Weekly Reports |  |  |
| 2 | Midterm Presentation |  |  |
| 3 | Final Presentation |  |  |
| 4 | Project Closure Document |  |  |
| 5 | Project Postmortem Document |  |  |
| 6 | Deliverable Software |  |  |

**3.4 Project Metrics**

As we have been in the information gathering process, we have not gotten to the point where we can determine this.

|  |  |  |
| --- | --- | --- |
| Metric | Frequency | Location |
|  |  |  |
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|  |  |  |
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**3.5 Assumptions**

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| --- | --- |
| **#** | **Assumption** |
| A1 | We will have full requirements by the meeting on 2/4 |
| A2 | All group members will have all the necessary software installed and ready to go on 2/4 |
| A3 | The group will be able to start development by the start of Sprint 2 |

**4. Document Review**

<< This section contains any relevant signatures necessary to indicate that the initiation document has been reviewed and approved. >>

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| Name: | <Name> | Date: | <Date> |
| Signature: | | | |

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