Project Page

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Waiting for Approval	PPIA - Yudhi, Hafidz, Tim Simposium PPI Dunia
Objective	Give a summary and clear outlines of the project
Last Edited	15 Nov 2021
Key outcomes	All stakeholders understand clearly the requirements of the project
Status	Planning Stage

Table of Contents:

Version	Release Date	Comments
0.1.0	02 Nov 2021	Initiate Project Planning
0.1.1	02 Nov 2021	Added Constraints
0.1.2	03 Nov 2021	Meeting with Hafidz to discuss requirements
0.1.3	04 Nov 2021	Meeting with Events Team to further discuss requirements
0.2.0	15 Nov 2021	Revision based on comments, changes based on user's requirements and new proposal

Project Introduction

This template is brought to you by Mural, a visual collaboration app.

❓ Unmet needs

- It is a total waste of time to create a new website every single time a symposium is created
- All users expect to find a website that users can find all the necessary requirements
- List of identifiable users are separated into 3 groups: primary, secondary, not stakeholders
- [NEW] previous symposium website cant be used due to it being owned by Tokonesia
  Source: PPI-Tiongkok
- [NEW] As a result, we are using all resources to create a new website, in return it will
  - save financial in the long run:
    - website design, domain, etc
  - time is needed only to update (design) and fit to the event's requirements

📐 Objectives

- Make sure that the symposium runs successfully
- Meet user target market demands and expectations
- [NEW] Create a new website to save finance and time
- [NEW] Able to re-use this website for the following year(s)
  - Might be in the short-run (0 - 5 years)
  - In the following years, when there are no developers available, committee (designers) can just use this website to update its content and design
- Sold out all of our tickets 1000 people (from 60 PPI around the globe)

👥 Stakeholders

We are able to identify two different types of stakeholders. Primary stakeholders are those who are directly involved in the success of the event while Secondary stakeholders do not involve directly in the project.

To ensure that we encompass all of our stakeholders, we decided to split registered members into two different entities: Offline and Online. Our team also include, Second Stakeholders and Non-Stakeholders, in which can be see after the table below.

Our lists of primary stakeholders are as follow:

Primary Stakeholders

PPI Dunia - Owner	
Characteristics	PPI Dunia is the largest Indonesia association that oversees Indonesian student studying overseas, all existing Indonesian Societies named PPI as well as all issues regarding Indonesian living abroad. PPI Dunia or PPID is also responsible to plan out Symposium with its host annually.
Nature of Interest	As symposium is held yearly, PPID want to make sure that the event went well and have enough interest to ensure that event goes well. One of the requirement is creating a website.
Benefits of the System	By having a landing page, this ensure that all information regarding the event is kept under one place
Quality of Importance	Security, Deployability, Scalability, Maintanability, Modifiability
Committee Symposium - Host	
Characteristics	PPI Australia is the largest Indonesia association before PPI Dunia. It's responsibility is to make sure that Indonesian Student shares a connection between other Indonesian student whilst studying in Australia. It has also the responsibility to oversee other Indonesia-Australia club that exists within each states and university. For instance: • New South Wales (ISA NSW) • and PPIA-UTS (one of the university located at NSW)
Nature of Interest	As the main host of the event, it is our responsibility to make sure the event runs well and cater perfectly to our members and sponsors. One of the way is by creating a simple Landing Page
Benefits of the System	Main source of information to share the list of our sponsors, as well as timeline of event
Quality of Importance	Usability, Deployability, Testability
Registered Members - Offline / Hybrid	

Characteristics	People who purchase the ticket and is able to attend the event live. Registered members can be: Student, Sponsors, Professors, Researchers, or people who are interested in Indonesia or Symposium itself
Nature of Interest	To meet and connect to people, find jobs, and get to know Indonesia better
Benefits of the System	Main source of information to share the list of our sponsors, as well as timeline of event
Quality of Importance	Security, Privacy, Usability
Registered Members - Online	
Characteristics	People who purchase the ticket and is able to attend the event live. Registered members can be: Student, Sponsors, Professors, Researchers, or people who are interested in Indonesia or Symposium itself
Nature of Interest	To meet and connect to people, find jobs, and get to know Indonesia better
Benefits of the System	Main source of information to share the list of our sponsors, as well as timeline of event
Quality of Importance	Security, Privacy, Usability,

*Registered Members = it is generalized and assumed that these people include Indonesian, PR, overseas Indonesian, and non-Indonesian

Secondary Stakeholders

1. **PPI Australia**
   - Although PPIA acts is host for PPID and Symposium, there is another committee made to handle Symposium and not the whole department
2. **PPIA Cabang dan Ranting**
   - Agreed to work together with Hosts to provide help with marketing and finding sponsors
     a. As partners of PPIA, they are responsible to create a marketing timeline using any marketing channels such as social media, email, and LinkedIn
     b. As partners of PPIA, they are responsible to find sponsors and using the approved and agreed sponsors benefit to reach an agreement
   - something else
3. **Other Country PPI**
   - Agreed to work together with Hosts to provide help with marketing and finding sponsors
     a. As partners of PPIA, they are responsible to create a marketing timeline using any marketing channels such as social media, email, and LinkedIn
     b. As partners of PPIA, they are responsible to find sponsors and using the approved and agreed sponsors benefit to reach an agreement
   - something else
4. **Speakers**
   - Responsible to speak about things that will generate interest
   - Their name, position, and experience can bring more crowd to the event
5. **Company Sponsors**
   - Can bring in more people

Not A Stakeholders

1. Politicians / Government
2. Sponsors / Business Representative
3. Local Medias
4. International News Outlet
5. [*University / High School*] Student Blogs

> Selain itu, tamu undangan pada Simposium Internasional XIV PPI Dunia 2022 meliputi perwakilan pemerintah Indonesia yang mencakup pejabat Eselon I dan II pada Kementerian/Lembaga terkait, perwakilan dunia usaha dan organisasi kemasyarakatan, Pemerintah Daerah Provinsi dan Kabupaten/Kota tempat penyelenggaraan acara, perwakilan mahasiswa dari beberapa universitas di Indonesia, serta perwakilan sponsor dan media.

📋 Some history

- website Simposium is non existent
  - 404 not found http://simposium2021.id/
  - waiting for PPI Dunia (Mas Farukh) to get more info on Simposium Website

- **Update:**
  - Previous website created using WordPress
  - After contacting PPI Dunia and PPI Tiongkok, it is concluded that
    - Previous website cant be used due to it being owned by Tokonesia
  - Website soon to be implemented after requiring all Business Requirements
  - Domain TBC with PPI Dunia Contact **Ricky TBC**

🗺️ Explorations + Decisions

1. ~~Symposium is created inside WordPress~~
   a. Reason not to:
      i. will not be used after Elemental is finish
2. ~~Symposium is created inside Elemental~~
   a. Reason not to:
      i. not finished
3. ~~Symposium is created with Career Page as a Single Website~~
   a. Reason not to:
      i. Increased workload
      ii. The project will become unnecessary bigger
      iii. Unable to reach deadline with the tight deadline given
4. ~~Symposium is created then after usage will be used as PPIA Career Page~~
   a. Reason not:
      i. increased workload
      ii. need to re-purpose architecture
      iii. career page and symposium have different (software) requirements
      iv. project elemental is more important to finish
5. ~~The symposium is created as standalone~~
   a. Reason to use this:
      i. Easily maintainable
      ii. Can be used as a portfolio
      iii. Can be transferred
   b. Reasons not to use this:
      i. All constraints mentioned in this document
6. ~~Use previous made Simposium Website~~
   a. Cant be used or owned
   b. Need to "re-purchase"
7. **Create a new website using click-and-drag tools**
   a. ~~webflow~~
      i. Editor layout feels a lot like CSS and Photoshop
      ii. better than WordPress
   b. ~~WiX~~
      i. made for general use
   c. **Editor X**
      i. made for designer and developer
      ii. from the same company that made WiX
      iii. better for Bloggers too (compared with WiX)
      iv. a better version of WiX

📅 Releases

Release Name	Value it adds	Scope	Status	Completed date
Release 0 Documentation and Planning	Project planning process is the initial stage when everyone gather stakeholders and user requirements to prepare the project for releases	1. Create team overview 2. Prepare project planning materials 3. Understand user requirements 4. Analyze risk, constraint, stakeholders	**WAITING FOR FEEDBACK**	
Design Sprint Release 1	TBD	TBD	TO DO	
Design Sprint Release 2	TBD	TBD	**BLOCKED**	

| Design Sprint Release N Iterate through Feedback & Testing (Design Thinking Process) | | | TO DO / IN PROGRESS / BLOCKED / WAITING FOR FEEDBACK / DONE | |

📈 Impact

1. Google Analytics
    a. Number of Visitors
    b. Average Time on Page
    c. Click-Through Rate
    d. Bounce Rate
    e. CTA Rate
2. Customer Satisfaction Matrix
    a. Feedback Form
3. Number of Tickets Purchased
    a. 1000 Tickets are available

🔗 Other documents

File	Modified
📄 Simposium User.txt	Nov 04, 2021 by IT PPI Australia
📄 E999A34F-6DA0-4E02-A02C-0E95ABA484B2.pdf	about an hour ago by Ricky Felix

Drag and drop to upload or **browse for files**

⬇ Download All

Risk Assessment

📇 This template is brought to you by Stiltsoft, an Atlassian platinum partner.

📋 Background

Check Software Page and Project Page

👨‍👩‍👧 Risks management

Identify and prioritize risks based on their probability and severity. Then define what further actions you need to take to control the risks, and who needs to carry out these actions.

🤔 Assumptions

It is under the assumption that **this new website**:

1. It will only serve as a landing page

    a. Every users does not need to go through the process of **Login / Register / Logout**
    b. User does not need to validate user's information such as OTP or Registration
        i. if does, registration is made externally via Google Forms, Eventbrite, or other third-party
2. Everything within the website will be static
3. REST API and CRUD won't be needed
4. The website does not have a database
5. The website will be re-used after this
6. There will be a design team that will be in charge of this (each year)
7. There is also an assumption that similar document will be made each year

🚧 Constraints

1. Manpower
   a. In PPIA IT, we have only 8 members which are not enough to finish all the requirements, especially when there are other projects we need to do
2. Quality, Experience
   a. With experience comes quality, it is important to manage the expectations of all stakeholders involved, especially, those who directly create and designed the website
3. Scope and Time
   a. With limited time, it is important to separate In Scope and Out of scope items, to ensure that the project is deployed and usable on time
4. Budget
   a. To make sure to use the most optimal cost and resources
5. Legal
   a. To ensure that PPIA is safe, it is required to have legal documents on:
      i. Privacy Policy, Terms of Use of website
      ii. Sponsors Involvement & Clauses
      iii. Career TBC
      iv. Third parties

✅ In Scope Items

1. Website Maintainability
2. User Testability
3. Customer's Analytics
4. User-Friendly

❌ Out of Scope Items

- Database
- REST API
- CRUD

Risk rating

LOW	MEDIUM	HIGH	EXTREME
• Acceptable • Ok to proceed	• As low as reasonably practicable • Take mitigation efforts	• Generally unacceptable • Seek support	• Intolerable • Place event on hold

	SEVERITY			
LIKELIHOOD	**ACCEPTABLE** *Little to no effect on event*	**TOLERABLE** *Effects are felt, but not critical to outcome*	**UNDESIRABLE** *Serious impact to the course of action and outcome*	**INTOLERABLE** *Could result in disaster*
IMPROBABLE *Risk is unlikely to occur*	1	4	6	10
POSSIBLE *Risk will likely occur*	2	5	8	11
PROBABLE *Risk will occur*	3	7	9	12

Project Risk

Risk	Description	Control Measures	Risk Ranks
Not enough sponsors / partners	Having too little partner that is working together with us	Make a sponsor tier to encourage people to join us	11
Not reaching minimal user target quota	Having too little audience too make sure the event is successful	Identify customer satisfaction	9
No planning	Eyeballing whatever we are doing	Go through 7 project planning stage	12
Poor Marketing Pipeline	Time clashes, posting on non optimum time, etc	With Event, create proper schedule and work on it	12
Not knowing target audience	Unable to identify who our customers will be	Identify stakeholders and target audience	9
Bring no value to any users	Imagine paying a one week event and does not bring anything	Create a KPI indicator for customer	12
Poor internet connection	bad latency, bad ping, slow video, etc	Outside of our control	8
Legal Issues	someone (company) sue us because things is unsatisfactory	have a lawyer and proper documentation just in case	6
Increased scope items	Stakeholders demands more features based on what already had been agreed beforehand	Tell the stakeholders that what already have been approved cant be changed unless it is asked by more than 50% of the whole committee including PPI Dunia	7
Project can't be maintain for the following years	Something happen to the website deployment	Have image documentation of the website, so it can be used as references	6
No available developers team for the following year	Developers are one of the hardest position to find within any NGO, especially when it is unpaid and no pay is given	Deploy a website that can be use, maintain, design, deploy by everyone	1
No available [web / UX] designers team for the following year(s)	although designer is quite common, but it is uncommon to have a Web Designer / UX Designer	Deploy a website that can be use, maintain, design, deploy by everyone	7
No design references	Having a reference on how the previous symposium website can be helpful-- it also helps designer have some guidance and inspiration	Use Version History and make sure project is well documented	2

System Risk

Risk	Description	Control Measures	Risk Ranks
Not able to finish the website	Project is unable to finish due to personal issues or other ongoing projects	Agile planning methodologies, use INVEST criteria	4
Zoom unable to cater enough people	PPIA Zoom (Macquarie for student / event Enterprise) is only able to have maximum 150 people per room	Use Youtube as live streaming service with Mentimeter for Q&A	2
Youtube unable to live stream	Youtube server down	Uncontrollable	10
Deployment server down	Website server down	Uncontrollable	8
Website security layer breached	Hacker hacked out deployment website	Should be okay, since we don't have any user sensitive information	4