# Chapter 3. Project Activities

## Preliminary phase

In this phase the ensure the rest of the project will go smoothly. They consist of the:

* Team code: the group will create a team code which every member has to agree to, in the team code it is detailed what is expected of every member of the group in terms of behaviour and participation
* Distributing team roles: the project group will distribute the team roles and responsibilities of each member
* Project plan: the project plan will detail how the project is set up and how the project will be completed

## Design phase

In this phase the product will be designed to offer a view of the end product to the client. This phase consists of:

* Initial design: three designs will be made of how the end product will look by the project group. The client will pick the one of these designs and if necessary the design will be edited to suit the client’s wishes
* Data-flow diagram: A data-flow diagram will be made to plan the way the functional design will work

## Realization phase

In this page the functional design will be converted into a functioning product. This phase consists of:

* Setting up the database: a database must be set up to store the information of incidents
* Creating an incident form for costumers: a form must be created where customers can fill in incidents that occur with the product the client is offering
* Adding functionality for operators and administrators: operators need to be able to close an incident, administrators need to be able to input status of the incident, description of the solution
* Adding permissions: the operators, administrators and customers all have different permissions to different functionalities. This must be implemented in the final product
* Creating an overview: the client wants to be able to see the number of incidents per week, month and year and the incident resolution time
* Creating a search function: the client wants to be able to search for descriptions of problems and solutions
* Creating a homepage:
* Creating a FAQ page: the client wants a page where customers can solve problems they can solve that come up frequently
* Creating a page for buying a license
* Ensuring the quality of the product: *add info from chapter 6 (Quality)*

## Completion phase

During the completion phase the final touches will be added to the project. This phase consists of:

* Presenting the final product to the client: the client wants a short presentation of the final product listing all the features
* Sending the finished product to the client: the final product will be send to the client in the form of a zip file

## Aftercare activities

* No aftercare activities have been agreed on for now, this might change depending on the result of the completion phase.

## Constant activities

Throughout the project some activities will be done every week, these activities are:

* Administration including:
  + Weekly time registrations: an overview with the activities done by the members of the project group
  + Weekly reports: an overview with the progress on the project that week
  + Minutes of meetings with clients: the client wants minutes of the meetings to ensure nothing both parties agreed to gets changed
* Staying in contact with the client: the project group will arrange weekly meetings to ensure the client is filled in on the progress on the project. The project group themselves will arrange the room for these meetings.
* Meeting within the project group: the project group will meet several times a week to update each other on the progress they made and make sure everyone is on the same page

# Chapter 8. Planning

In below the deadlines of the interim results are listed. These deadlines are set and can only be moved in accordance with the client.

|  |  |
| --- | --- |
| **Interim result** | **Deadline** |
| Draft project plan | 10-5-2019 |
| Final project plan | 17-5-2019 |
| Draft functional design | 24-5-2019 |
| Final functional design | 31-5-2019 |
| Draft realisation | 21-6-2019 |
| Final realisation | 26-6-2019 |
| Presentation | 27-6-2019 |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Week | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | Total |
| Develop team code | 6 |  |  |  |  |  |  |  |  | 6 |
| Create project plan | 9 | 36 | 9 |  |  |  |  |  |  | 54 |
| Initial design |  | 3 | 18 | 3 |  |  |  |  |  | 24 |
| Data-flow diagram |  | 3 | 18 | 3 |  |  |  |  |  | 24 |
| Set up database |  |  |  | 9 |  |  |  |  |  | 9 |
| Create incident form for customers |  |  |  |  | 24 | 18 |  |  |  | 42 |
| Add functionality for operators and administrator |  |  |  |  |  | 4 | 20 |  |  | 24 |
| Add permission checks |  |  |  |  |  | 9 | 9 |  |  | 18 |
| Create overview |  |  |  |  | 6 | 6 |  |  |  | 12 |
| Create search function |  |  |  |  | 12 | 9 |  |  |  | 21 |
| Layout homepage (?) |  |  |  | 12 |  |  |  |  |  | 12 |
| FAQ page |  |  |  | 9 |  |  |  |  |  | 9 |
| Page for buying licence |  |  |  | 4,5 | 4,5 |  |  |  |  | 9 |
| Fixing bugs, polishing up, putting everything together and testing |  |  |  | 3 | 3 | 3 | 3 | 30 | 9 | 51 |
| Preparing final presentation |  |  |  |  |  |  |  | 4 | 13 | 17 |
| Presenting final product |  |  |  |  |  |  |  |  | 1 | 1 |
| Weekly administration (time registration, report, minutes) | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 27 |
| Meeting with the client | 3 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 51 |
| Total | 21 | 51 | 54 | 53 | 59 | 58 | 41 | 43 | 32 | 411 |

All project activities have been listed and a rough estimate on the hours it will take to finish each activity has been made. The activities have then been graphed into a Gannt-chart to give an overview how the activities have been spread over the project.