Murdoch University

CourseLoop API - Project Management Plan

ICT302 IT Professional Practice Project,
Team (10) Black Widow

Blake Williams, Enrique Getino Reboso, Jordan Chang-Yeat Lau, Patrick NKhata, Jared Eldin and Sara Hussain

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Version 1.0

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1. Executive Summary

Black Widow have been assigned the task of creating a communication application that will transform the extracted information from CourseLoop and load it to Callista without human interaction between the two applications. This document outlines the decisions, plans, actions and activities that have been agreed upon by Black Widow, which provide the team with the best direction in reaching our project's goal. Our scope management will be based on the technical needs of the API which will be developed in order to meet the client's requirements. In terms of time management, the project will be developed through the following weeks, engaging meetings with the client to follow up the status of the process, as well as team meetings in order to set, clarify and decide the best strategies to achieve the final goal . In the following sections, it will be explained all the knowledge areas related to project management, including integration, scope, time, quality, risks, communications, human resources and procurement. Cost management will be exclusively time and effort of the members of the project as there will be no financials involved in it so, no explanation of this area will be shown in this document.

2. Introduction

The purpose of this project is to take the course structural information from CourseLoop curriculum management system via API and transform the payload into course and unit set rule strings for use in the Callista student management systems, utilising Callista standard rules syntax. The application should create job tickets for rule string creation/amendment for all course and unit set changes meeting defined business rules. The application should include exception reporting, including warning for rules unable to be translated or to standard syntax, for example where the API payload include queries rather than directly referencing curriculum item.

This project is needed in order to automate and facilitate the correct communication between CourseLoop and Callista. This will help to have a better understanding of the Handbook by students, University staff and users in general. It will also provide a better procedure in terms of managing the communication between both systems, as the API will be designed to try to avoid human errors in the processes executed. This application will be oriented towards the simplification of the communication processes between CourseLoop and Callista, avoiding human interaction as much as possible.

Our information systems will be CourseLoop and Callista. The first platform, CourseLoop, contains the data of the curriculum management for the learning items offered at the university. The second platform, Callista, controls the end user data stored in the student's management system. The communication between both systems is key for students, academics and staff in order to have a clear view of the requisites to obtain a degree.

In the past, these platforms were designed to record information, not to engage with students. The API will be based on automated workflows and simplified processes to help managing curriculum in the most effective way.

3. Project Integration Management

The methodology that has been decided to proceed with this project is the Agile methodology. We believe that Agile will be the most appropriate methodology for this project due to the API needing constant iterations for a perfected product. Breaking bigger tasks (stories) into smaller tasks (activities) allows the team to react to immediate feedback set by both the supervisor and the client, whereas if we followed the waterfall method, we would have to retrace all our steps in order to respond to feedback. SCRUM is also an excellent tool bundled with the Agile methodology (which we have deployed via a web application called Trello), in turn the team gets a clear indication of where activities are at in their stage, what the member is doing what task and an overall summary of how far the stories are from being completed. The Agile methodology is used in many other IT projects, and we believe it suits our needs perfectly.

Change management should be always handled in meetings with the client and the project supervisor in order to clearly understand any modifications or changes requested. Communications in general can be done via email but we believe that changes should be discussed in personal meetings, where we can achieve a more dynamic communication. If a major change is needed, the project team would need to redefine the requirements, schedule and resources needed before requesting and getting the client's and project's supervisor authorization to proceed.

4. Project Scope Management

Project Scope

The project is to take course structural information from CourseLoop curriculum management system via API and transform the payload into course and unit set rule strings for use in the Callista student management systems utilising Callista standard rules syntax.

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This project is needed in order to automate and facilitate the correct communication between CourseLoop and Callista. This will help to have a better understanding of the Handbook by students, University staff and users in general.

Project Goals

The goals of this project are to provide students and academic staff alike an easier understanding of the university handbook. As it currently stands, there is often some confusion to which units a student needs to complete their major or how credit points do not transfer properly for example. This concept would hopefully improve the communication with the students and the system.

The current system requires manual string input by a user, which is time consuming and may possibly be prone to human error. By working a proof of concept of automating and simplifying the communication between the CourseLoop and Callista process would ensure that communication between the two systems is much more reliable and efficient.

Project Benefits

The benefits of this project to both the client and team would be a much more efficient system which would allow for better communication regarding majors, units, and minors. The benefits Murdoch University would save financial costs from having to replace the whole of the current system to another system.

It will also provide a better procedure in terms of managing the communication between both systems, as the API will be designed to try to avoid human errors in the processes executed. This application will be oriented towards the simplification of the communication processes between CourseLoop and Callista, avoiding human interaction as much as possible.

Project Deliverables

The main deliverables of the project include:

- Requirements & Analysis Document
- Project Management Plan
- Design Document
- Self & Peer Evaluations
- Software Product
- Project Presentation

The Requirements & Analysis document provides an in-depth look into the project regarding specifications and analysis of the processes involved to develop the software as per the client's requirements. The Project Management Plan provides an outlook into the general plan on how the project is proceeding. These two documents are due on the **26th of August.**

The Design Document and Self & Peer Evaluation is followed up and is due to deliver on Week 6 during the semester. The major project deliverable is set to be finalised for delivery on week 13 of the semester, this is followed up by a presentation of the overall project. These deliverables on documentation are referred to in the scope statement (Appendix B below).

The Work Breakdown Structure (WBS) is taken as a guideline to ensure all the activities required to complete the project effectively and successfully, an in depth look into the WBS and its phases are detailed.

5. Project Time Management

The project starts on August 21st, Approved on August 26th by the supervisor Peter Cole and the client Paul Comiskey . All updates and activities of the course loop curriculum management system project will be achieved during regularly meeting with the client and the supervisor. All tasks will be completed by the end of the semester. All documentation of the project will be handed in before the submission date. The charts including network diagrams, WBS and Gantt chart is in the Appendices section.

Project Initiation

During this phase the team members will assemble, create and define the project in detail. we will have a project charter which we believe as a team will guide everyone in outlining the purpose of the project, and how it will be structured and executed. All objectives, vision, scope and deliverables for the project are all detailed in our project initiation phase, responsibilities and roles for each team member will also be described under this phase. A formal approval will be obtained from our client and supervisor. All stakeholders are identified, and preliminary requirements will be documented on this stage.

Planning and Design Phase

Planning and designing phase is the team's main objectives, all team members will work together to produce a well-structured breakdown structure to direct them on how all the activities of the project will run. A well-designed scope management plan will be developed during this phase, an agreement on all the scheduled meetings with the client and supervisor will be established. the team members will analyse any cost and resources

required to produce a positive outcome of the project. Also design a SWOT analysis of the project during our planning phase. A well organised research design and project plan will be approved by the team members to deliver the best results for the project. overall, when all these are developed the team will have to consult and submit the plan to the client and supervisor for approval.

Implementation Phase

During our implementation stage the team members will have to initiate a series of test specified in the time management, to simply know how the out of the project will be. The work will include designing and configuring of the CourseLoop API system, verifying functionality and configuration of the system in order to find the best suitable hardware and software specifications that are needed during our installation. any project constraints will be identified and resolved in a professional manner. Software and hardware requirements to configure and install our system will be finalised by having regular meetings with the client and supervisor. After all the necessary configuration and installation are performed, the team will begin testing the system.

Time management

Time management is a very important phase of the project, a well-structured Work breakdown structure and Gantt chart will be developed to outline each activity and when there are due for implementation. Every team member will keep track of the due dates scheduled for each activity. All work will be identified and prioritised in order to know how much time will need to allocate each task to be performed. Designing, configuring and installation of our CourseLoop API system will be highly prioritised to meet the client expectations.

Controlling

Controlling phase is also one of the necessary phases regarded, as we all know every project needs responsible team members to give direction on how to run the project. The phase will Include managing risk and updating all of the project management plan. This will simply be done by regularly ongoing project meetings with the client and the supervisor. The controlling phase gives team members the opportunity to develop any risk factors associated with the project outcome. Team members will only need to record and collate all results by protocol. All results obtained will be verified, obtain approval from the client and if any further testing is needed the team members will have to collaborate to find the best solution possible. Report and reviewal of the system will be conducted once every team member is satisfied with the outcome of the project.

Closing Project

The closing of the project will include handling over all the documentation, deliverables, analysing and contrasting results with pre-test predictions and making sure all findings are documented in the final report. once our report is finalised the team will run a post-mortem to document any lessons learned. all the details of the project will be finalized and ensure we evaluate the project outcome. Every document will also be updated and ready for submission to the client and the supervisor.

6. Project Quality Management

As with all projects, they must be of high quality, accurate and precise, this project is no different. Our aim is to have our API be able to have 100% success rate on transactions between Courseloop and the Callista system. To be able to do this we first must set in place some project management techniques. The team will adhere to the current Gantt chart, daily SCRUM meeting and taking tasks of the Trello board. By having these project management structures in place, the team can have a checklist of each of the components of the API and understand what stage the component is at. The software will be tested as each activity is completed by the 'stub and driver' technique. The stub and driver technique are writing dummy code(stub) and calling it to make sure it correctly works (driver), this will allow the testing to ensure correct outputs and behaviours to ensure the integrity of each component. Having these rules in place will allow for a quality product to be successfully achieved.

7. Project Communications Management

Management for project communications is essential for the success of the project. Successful communications management involves planning, organising, and monitoring of communication between the participation in the project as well as the quality and validity of information reported to stakeholders (refer to Appendix: Stakeholders). The policies for communication include general and information storage.

Communication

Communication during the project will include multiple mediums, mainly electronic means. Communication between group members will be handled via online instant messaging (Facebook Messenger), emails, video calling, and face to face. Each member is required to check for online communication daily and answer as soon as they are available.

Communication with the project supervisor will be conducted via email, and in-person supervisor meetings with internal members of the project team will be conducted on a weekly or fortnightly basis.

Information Storage

All documentation from the project will be stored on to local and online cloud drives. The Google Drive will be a shared storage for all documentation for the duration of the project, group members will be able to download the information to their personal computers. Receivables will be created in parts on a shared document, either directly or firstly on a personal computer, and then copied across for security reasons.

8. Project Human Resources Management

Project Human Resource management is the management of people. In this project, HR principles are used to lay out the roles and responsibilities of the group members, as well as conflict resolution procedures.

Roles of this project include:

- Software Coordinators
- Communications Officer
- Project Activity Coordinator
- Security Coordinator
- Secretary/Librarian

These roles are briefly described, and the assigned roles are attached in the Appendix: Team/Project Charter

Role	Name	Responsibilities
Software Coordinator	Blake Williams	• Keeps a record of all data and software • Responsible for maintenance and development of the software product
Communications Officer	Enrique Getino Reboso	• Maintains communications • Assists with documentation • Head of contact to stakeholders and supervisor
Project Activity Coordinator	Jordan Lau	• Maintains project schedule and activities • Assist with documentation
Security Coordinator	Patrick Nkhata	• Ensure work is backed up and maintained correctly

		• Assist with documentation
Software Coordinator	Jared Eldin	• Keeps a record of all data and software • Responsible for maintenance and development of the software product
Secretary / Librarian	Sara Hussain	• Maintains documentation repository • Responsible for version change and control on documentation • Proof-reading and finalisation of documents

Conflict Resolution Procedures

Personal Conflict

Personal conflict between group members should be attempted to be resolved privately by the involved parties. Non-participation will be addressed within the project team. If moderation or escalation is required in any of the scenarios, the project supervisor or unit coordinator will be sought out to resolve the conflict.

Intellectual Disagreement

Disagreements over business or working processes that cannot be settled internally in a private manner will be taken up to the project supervisor or unit coordinator. Differences of opinion should be best decided best on an agreement of understanding, else a majority rule.

9. Project Risk Management

Project risks are things that could cause the project to go wrong. Risk management is the identification, assessment, and management of risks. A risk assessment chart can be found below. The identified risks can either be mitigated, controlled, or accepted.

ID	Risk	Description	Category	Control Strategy	Responsible
1	Project scope creep	Project goes outside of scope	Project Managemen	**Avoidance -** Use proven project	Project manager

		bounds	t	management techniques such as WBS to plan project scope in advance. Have a policy in place for making changes to project scope.	
2	Unfinished Project	project not completed by the due date.	Project management	**Avoidance** - Use proven project management techniques such as WBS to ensure the project is making pre-determined deadlines.	Project manager
3	Project plans inadequate to build required project	The project requirements analysis and design documents are found inadequate when implementation is undertaken.	Project management	**Avoidance** - adhere to Agile methodology.	System analyst
4	Team member(s) unable to continue working on project	A team member has left the group for whatever reason	Human resource	**Avoidance/Mitigation** - team members must adhere to SCRUM and Gantt chart. If a team member must leave the group due to unforeseen circumstances notice should be given as soon as possible.	Members of Black widow
5	Client and/or supervisor increase scope	Extra stories and activities are added onto the current existing scope	Executive stakeholder	**Avoidance -** Lay out project scope and negotiate on deliverables with stakeholders at	Communications officer

				the earliest date possible.	
6	Loss of data		Technology	**Avoidance/Mitigation** - Use cloud hosting for documents and code. Also make regular backups on multiple hardware devices when project milestones are met.	Project manager
7	Client and/or supervisor is unsatisfied with current project	The client or supervisor satisfaction of the project has not been met.	operational stakeholder	**Acceptance** - Negotiate with the unsatisfied party to see what can be done to increase satisfaction	Communications officer

10. Project Cost Management

Project cost management refers to measuring the cost of budget and productivity throughout the project life cycle.

The monetary costs of this project are miniscule. A majority of all the resources required for this unit are provided by Murdoch University, any additional resources required may be discussed and looked upon within the project team.

Most of the project's costs are labour costs. As students, each project member is assumed to be studying multiple units through the semester. Time must be carefully allocated to this unit to ensure deadlines are met.

11. Project Procurement Management

Project procurement management refers to identifying and managing any external resources. The hardware/software requirements for this project require usage of easily

accessible resources that the project team has existing access to or will be able to access. The project product to be developed must be running on a virtual machine (VM) by the end of the semester. An application form must be filled out and signed with team member signatures which will then be sent via email to Louis Grynfeltt (IT technician) for approval and access.

Google drive is the main documentation and information sharing hub within the project team. All members have access to the google drive share from multiple devices, personal computers and mobile devices.

GitHub will be used for hosting project code and maintaining version control during implementation of the API.

12. Conclusion

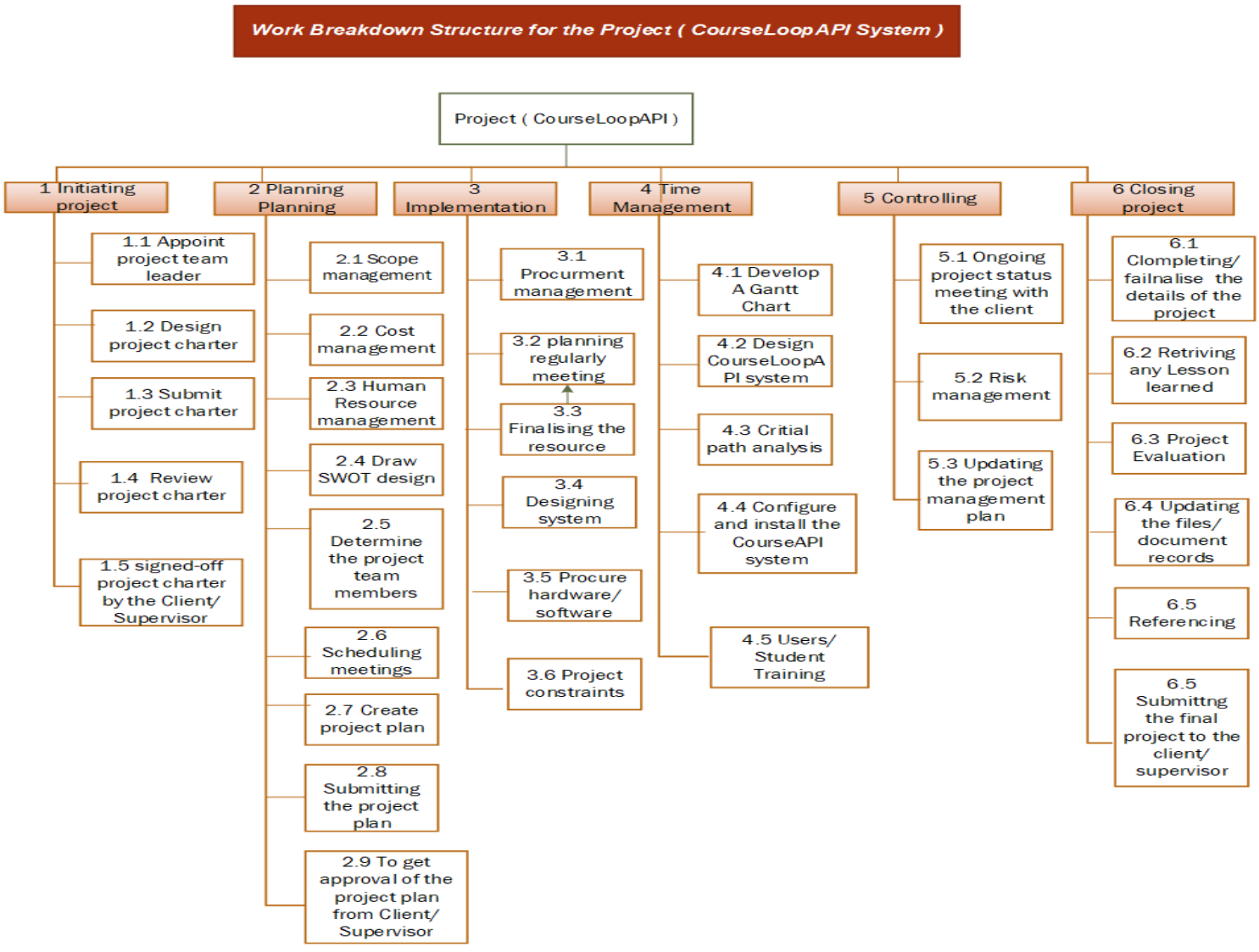
Identifying the scope, time management, costs, risks and communications are important factors within any project, as these tools will assist in project completion. By combining all these tools, Black Widow will be able to make the API to interact between CourseLoop and Callista that is required for Murdoch University. Having all the information laid out in this document, allows anyone included in the project to gather an overall summary of what is required in the project. As discussed in the project scope, Black Widow should have a completed project before the end of the semester, by communicating internally with the team via SCRUM and messenger, as well as externally with the client and supervisor via our communications officer. Summarising this document, are the Appendices which are also used to identify the needs of the project as well as current team roles and previous meetings.

13. Appendices

Appendix: Glossary of Terms

Glossary	
API	Application Programing Interface
String	A sequence of characters
CourseLoop	Curriculum management system
Callista	Student management system

Appendix: Deliverable Work Breakdown Statement



Appendix: Gantt Chart

ID	Task Name	Duration	Start	Finish	Predecessors
0	**Project (CourseLoopAPI) Time management**	**56.17 days**	**Wed 21/08/19**	**Thu 7/11/19**	
1	**1 Initiating project**	**5 days**	**Wed 21/08/19**	**Tue 27/08/19**	
2	1.1 Appoint project team leader	1 day	Wed 28/08/19	Wed 28/08/19	1
3	1.2 Design project charter	2 days	Wed 28/08/19	Thu 29/08/19	1
4	1.3 Submit project charter	1 day	Wed 28/08/19	Wed 28/08/19	1
5	1.4 Review project charter	1 day	Wed 28/08/19	Wed 28/08/19	1
6	1.5 signed-off project charter by the Client/Supervisor	0 days	Tue 27/08/19	Tue 27/08/19	1
7	**2 Planning**	**9 days**	**Fri 30/08/19**	**Wed 11/09/19**	2,3,4,5,6
8	2.1 Scope management	2 days	Fri 13/09/19	Mon 16/09/19	7
9	2.2 Cost management	2 days	Fri 13/09/19	Mon 16/09/19	7
10	2.3 Human Resource management	2 days	Fri 13/09/19	Tue 17/09/19	7
11	2.4 Draw SWOT design	1 day	Tue 17/09/19	Tue 17/09/19	7
12	2.5 Determine the project team members	2 days	Mon 16/09/19	Wed 18/09/19	7
13	2.6 Scheduling meetings	1 day	Tue 17/09/19	Tue 17/09/19	7
14	2.7 Create project plan	2 days	Thu 12/09/19	Wed 18/09/19	7
15	2.8 Submitting the project plan	1 day	Thu 12/09/19	Thu 12/09/19	7
16	2.9 To get approval of the project plan from Client/Supervisor	0 days	Wed 11/09/19	Wed 11/09/19	7
17	**3 Implementation**	**6 days**	**Thu 19/09/19**	**Thu 26/09/19**	8,9,10,11,12,13,
18	3.1 Procurment management	2 days	Mon 30/09/19	Tue 1/10/19	17
19	3.2 planning regularly meeting with Client/Supervisor	2 days	Mon 30/09/19	Tue 1/10/19	17
20	3.3 Finalising the resource	1 day	Fri 27/09/19	Fri 27/09/19	17
21	3.4 Designing system	1 day	Fri 27/09/19	Fri 27/09/19	17
22	3.5 Procure hardware/software	2 days	Fri 27/09/19	Mon 30/09/19	17
23	3.6 Project constraints	1 day	Fri 27/09/19	Fri 27/09/19	17
24	**4 Time Management**	**1.17 days**	**Wed 2/10/19**	**Thu 3/10/19**	18,19,20,21,22,2
25	4.1 Develop A Gantt Chart	1 day	Fri 4/10/19	Mon 7/10/19	24
26	4.2 Design CourseLoopAPI system	1 day	Wed 9/10/19	Thu 10/10/19	24
27	4.3 Critial path analysis	1 day	Thu 3/10/19	Fri 4/10/19	24
28	4.4 Configure and install the CourseAPI system	4 days	Thu 3/10/19	Wed 9/10/19	24
29	4.5 Users/Student Training	1 day	Thu 3/10/19	Fri 4/10/19	24
30	**5 Controlling**	**6 days**	**Thu 10/10/19**	**Fri 18/10/19**	25,26,27,28,29
31	5.1 Ongoing project status meeting with the client	3 days	Fri 18/10/19	Fri 25/10/19	30
32	5.2 Risk management	4 days	Fri 18/10/19	Thu 24/10/19	30
33	5.3 Updating the project management plan	1 day	Fri 18/10/19	Mon 21/10/19	30
34	**6 Closing project**	**7 days**	**Fri 25/10/19**	**Tue 5/11/19**	31,32,33
35	6.1 Completing/finalise the details of the project	2 days	Tue 5/11/19	Thu 7/11/19	34

Project: Project (CourseLoopAPI) Tim
Date: Sat 24/08/19

Task		Manual Summary Rollup	
Split		Manual Summary	
Milestone		Start-only	
Summary		Finish-only	
Project Summary		External Tasks	
External Tasks		External Milestone	
External Milestone		Critical	
Inactive Milestone		Critical Split	
Inactive Summary		Progress	
Manual Task		Deadline	
Duration-only		Slack	

Page 1

Start Slack	Free Slack	Total Slack	Critical
0 days	**0 days**	**0 days**	**Yes**
0 days	0 days	0 days	Yes
1 day	1 day	1 day	No
0 days	0 days	0 days	Yes
1 day	1 day	1 day	No
1 day	1 day	1 day	No
2 days	2 days	2 days	No
0 days	0 days	0 days	Yes
2 days	2 days	2 days	No
2 days	2 days	2 days	No
1 day	1 day	1 day	No
1 day	1 day	1 day	No
0 days	0 days	0 days	Yes
1 day	1 day	1 day	No
0 days	0 days	0 days	Yes
4 days	4 days	4 days	No
5 days	5 days	5 days	No
0 days	0 days	0 days	Yes
0 days	0 days	0 days	Yes
0 days	0 days	0 days	Yes
2 days	2 days	2 days	No
2 days	2 days	2 days	No
1 day	1 day	1 day	No
2 days	2 days	2 days	No
0 days	0 days	0 days	Yes
3 days	3 days	3 days	No
0 days	0 days	0 days	Yes
4 days	4 days	4 days	No
1 day	1 day	1 day	No
4 days	4 days	4 days	No
0 days	0 days	0 days	Yes
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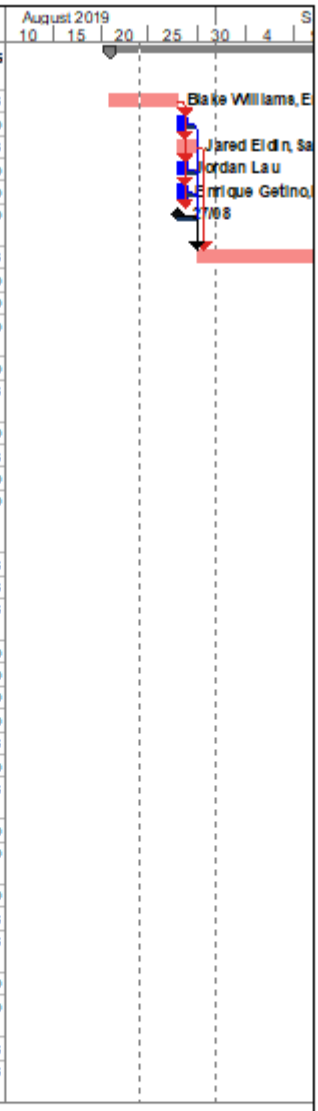
0 days	0 days	0 days	Yes



Project: Project (CourseLoopAPI) Tim
Date: Sat 24/08/19

Task		Manual Summary Rollup	
Split		Manual Summary	
Milestone		Start-only	
Summary		Finish-only	
Project Summary		External Tasks	
External Tasks		External Milestone	
External Milestone		Critical	
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Inactive Summary		Progress	
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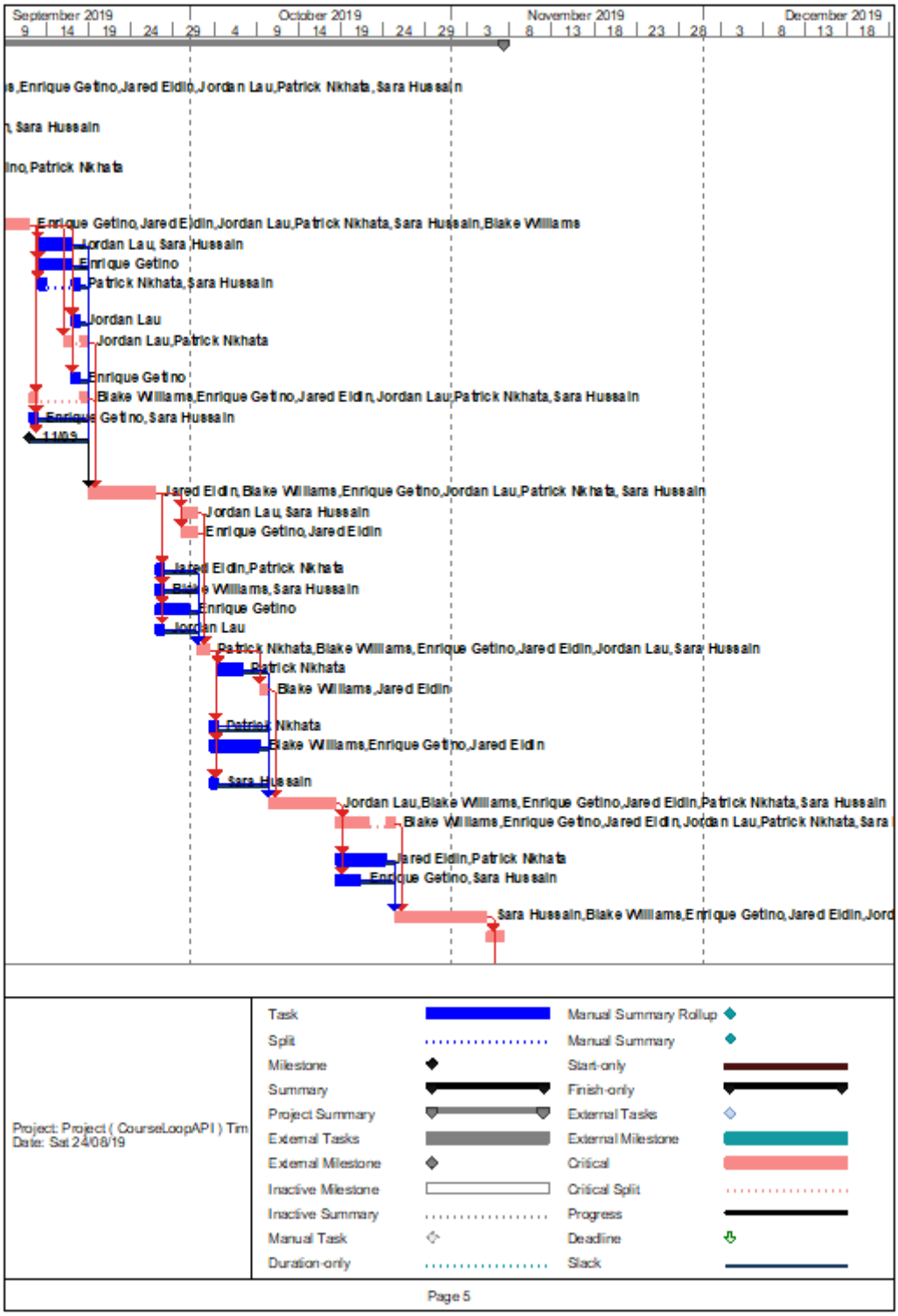
Duration-only		Slack	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December 2019
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Project: Project (CourseLoopAPI) Tim
Date: Sat 24/08/19
Task
Split
Milestone
Summary
Project Summary
External Tasks
External Milestone
Inactive Milestone
Inactive Summary
Manual Task
Duration-only
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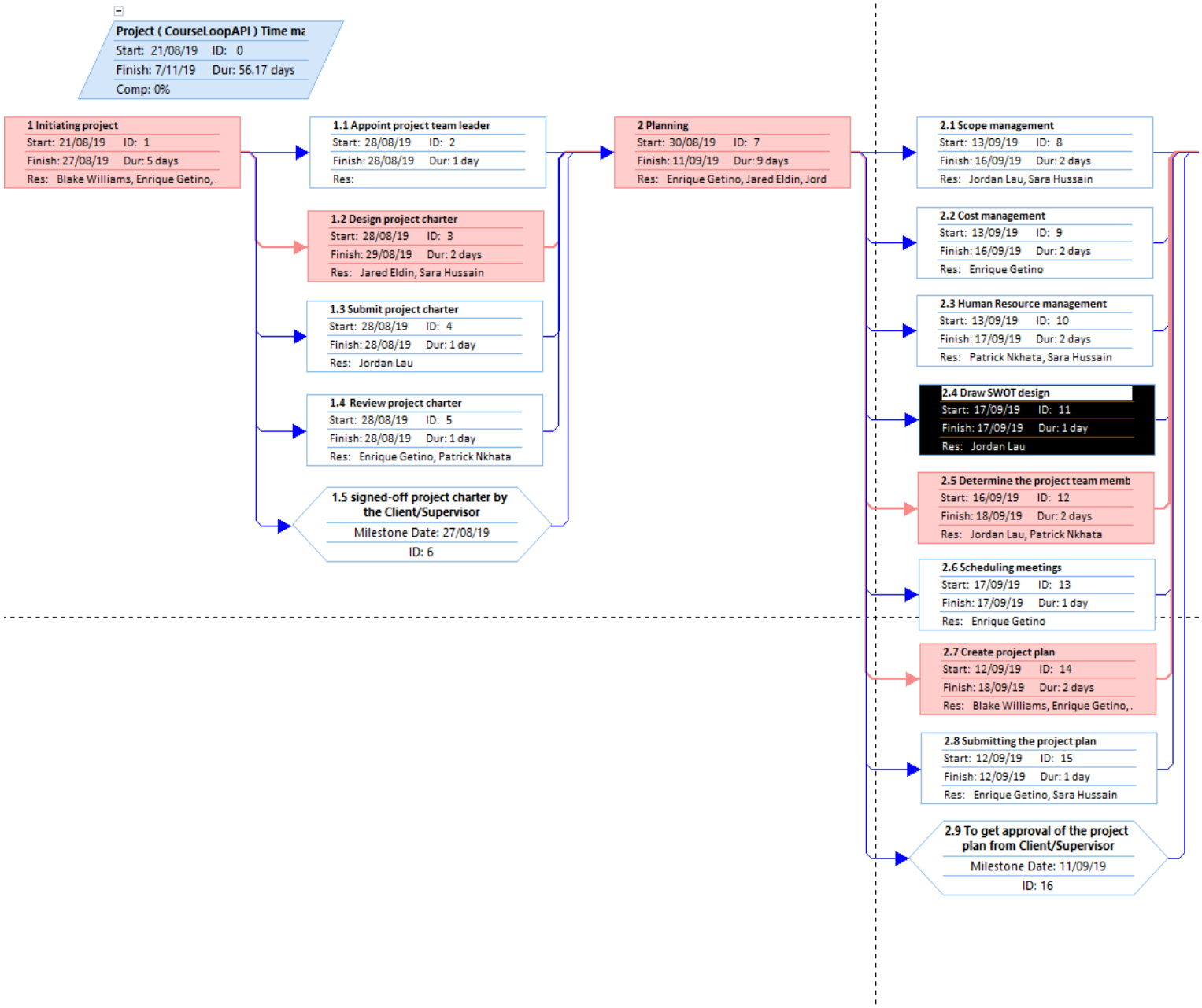
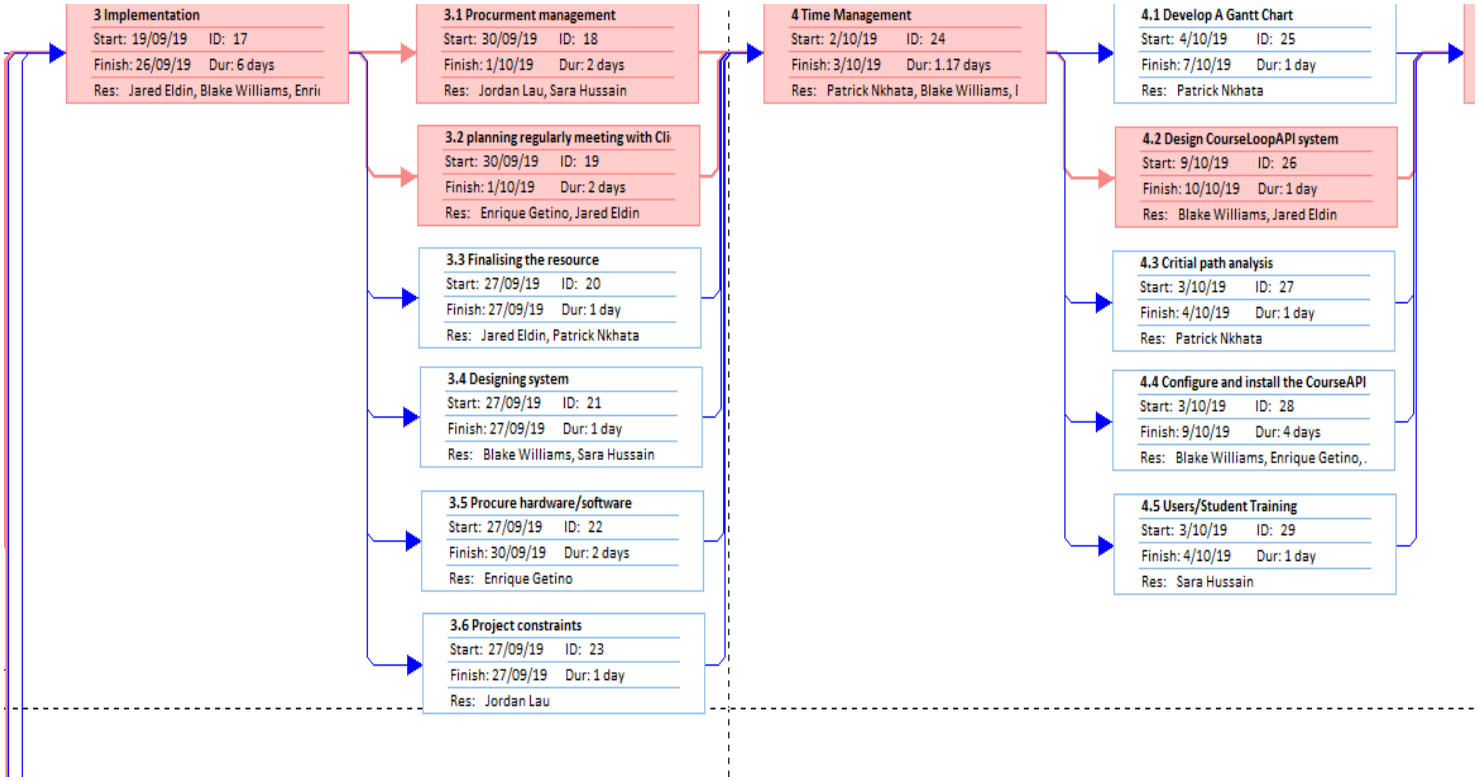
External Tasks
External Milestone
Critical
Critical Split
Progress
Deadline
Slack

Appendix: Network Diagram




3 Implementation
Start: 19/09/19 ID: 17
Finish: 26/09/19 Dur: 6 days
Res: Jared Eldin, Blake Williams, Enri
3.1 Procurment management
Start: 30/09/19 ID: 18
Finish: 1/10/19 Dur: 2 days
Res: Jordan Lau, Sara Hussain
3.2 planning regularly meeting with Cli
Start: 30/09/19 ID: 19
Finish: 1/10/19 Dur: 2 days
Res: Enrique Getino, Jared Eldin
3.3 Finalising the resource
Start: 27/09/19 ID: 20
Finish: 27/09/19 Dur: 1 day
Res: Jared Eldin, Patrick Nkhata
3.4 Designing system
Start: 27/09/19 ID: 21
Finish: 27/09/19 Dur: 1 day
Res: Blake Williams, Sara Hussain
3.5 Procure hardware/software
Start: 27/09/19 ID: 22
Finish: 30/09/19 Dur: 2 days
Res: Enrique Getino
3.6 Project constraints
Start: 27/09/19 ID: 23
Finish: 27/09/19 Dur: 1 day
Res: Jordan Lau
4 Time Management
Start: 2/10/19 ID: 24
Finish: 3/10/19 Dur: 1.17 days
Res: Patrick Nkhata, Blake Williams, I
4.1 Develop A Gantt Chart
Start: 4/10/19 ID: 25
Finish: 7/10/19 Dur: 1 day
Res: Patrick Nkhata
4.2 Design CourseLoopAPI system
Start: 9/10/19 ID: 26
Finish: 10/10/19 Dur: 1 day
Res: Blake Williams, Jared Eldin
4.3 Critial path analysis
Start: 3/10/19 ID: 27
Finish: 4/10/19 Dur: 1 day
Res: Patrick Nkhata
4.4 Configure and install the CourseAPI
Start: 3/10/19 ID: 28
Finish: 9/10/19 Dur: 4 days
Res: Blake Williams, Enrique Getino,.
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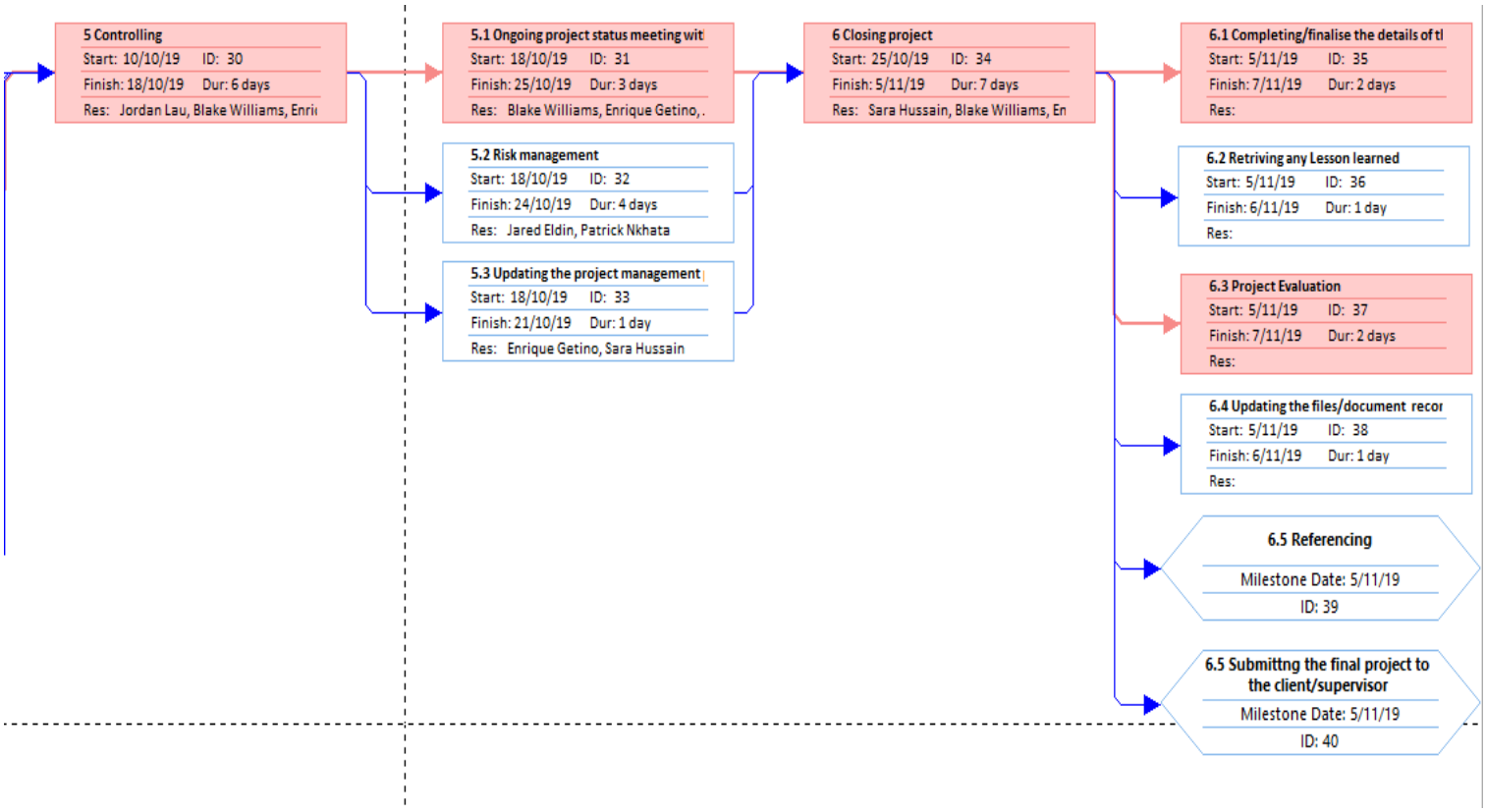
Start: 3/10/19 ID: 29
Finish: 4/10/19 Dur: 1 day
Res: Sara Hussain


5 Controlling
Start: 10/10/19 ID: 30
Finish: 18/10/19 Dur: 6 days
Res: Jordan Lau, Blake Williams, Enri
5.1 Ongoing project status meeting wit
Start: 18/10/19 ID: 31
Finish: 25/10/19 Dur: 3 days
Res: Blake Williams, Enrique Getino,.
5.2 Risk management
Start: 18/10/19 ID: 32
Finish: 24/10/19 Dur: 4 days
Res: Jared Eldin, Patrick Nkhata
5.3 Updating the project management
Start: 18/10/19 ID: 33
Finish: 21/10/19 Dur: 1 day
Res: Enrique Getino, Sara Hussain
6 Closing project
Start: 25/10/19 ID: 34
Finish: 5/11/19 Dur: 7 days
Res: Sara Hussain, Blake Williams, En
6.1 Completing/finalise the details of tl
Start: 5/11/19 ID: 35
Finish: 7/11/19 Dur: 2 days
Res:
6.2 Retriving any Lesson learned
Start: 5/11/19 ID: 36
Finish: 6/11/19 Dur: 1 day
Res:
6.3 Project Evaluation
Start: 5/11/19 ID: 37
Finish: 7/11/19 Dur: 2 days
Res:
6.4 Updating the files/document recor
Start: 5/11/19 ID: 38
Finish: 6/11/19 Dur: 1 day
Res:
6.5 Referencing
Milestone Date: 5/11/19
ID: 39
6.5 Submittng the final project to the client/supervisor
Milestone Date: 5/11/19
ID: 40

Appendix: Stakeholders

Stakeholders	Description
Murdoch University	Organisation of the project
Murdoch University Staff	One of the end users of the proposed project
Murdoch University IT Department	Assistance for back end systems support on the project
Paul Comiskey	Responsible for providing the requirements and analysis of the proposed task at hand
Peter Cole	Project Supervisor
Academics	One of the end users of the proposed project
Students	End user of the proposed system, to assist in understanding the unit handbook

Appendix: Project Scope

Project Title: CourseLoop API

Date: 21st August 2019 **Prepared by:** Jordan Lau

Project Justification:

This project is needed in order to automate and facilitate the correct communication between CourseLoop and Callista. This will help to have a better understanding of the Handbook by students, University staff and users in general.

Major Deliverables:

During the period of the project, a **Project Management Plan** is one of the first main deliverables that reflect the plan and summarisation of the activities that will be carried out during the entire project. Following this, a **Requirements & Analysis** documentation is to be completed with the **Project Management Plan.** This requirements document provides an in-depth look into the project. The final major documentation is the **Design Document**, showing off the solution or proof of concept to be implemented for the project in hand. Self/Peer reflection documents will be submitted as, highlighting self and other project member work evaluations.

The final deliverables of the project include the submission of the working software product and a project presentation.

Project Boundary:

- The project will use a web API
- The project refers to the current majors, minors, and units.

Project Success Criteria:

- The project must be completed and submitted by week 13 of the teaching semester
- A satisfactory mark is achieved in each documentation section
- A working proof of concept of the project is finalised

Constraints:

- This project needs to be completed within the remaining teaching semester.
- All the project members require to deviate their time for other units.
- Some members are limited in programming proficiency.

Assumptions:

- Confidentiality about the project and its data is kept confidential.
- There will be weekly meetings with the project supervisor.
- There will be weekly meetings with team members.
- None of the project members withdraws from this project.
- All the project members submit their work on time.
- All the project members contribute to the project.

Appendix: Project/Team charter

TEAM / PROJECT CHARTER

Project Team Number: 10

Project Title: CourseLoop API

Teaching Period: ICT302 S2 2019

Project Supervisor: Name AND (phone OR e-mail): Peter Cole, P.Cole@murdoch.edu.au

Project Objectives: The aim of the project is to design and implement an API which enhances the communications between the platforms CourseLoop and Callista.

Approach: Analyse the current system, detect needs, constraints and risks and develop a software version for testing purposes. Plan, do, check, act.

Roles and Responsibilities:

What are the basic roles which you are undertaking at the beginning of the project? Please note that role rotation during the project is permissible. See the Team Charter lecture from the LMS for advice on roles.

Role	Name	Responsibilities
Software Coordinator	Blake Williams	● Keeps a record of all data and software ● Responsible for maintenance and development of the software product
Communications Officer	Enrique Getino Reboso	● Maintains communications ● Assists with documentation ● Head of contact to stakeholders and supervisor
Project Activity Coordinator	Jordan Lau	● Maintains project schedule and activities ● Assist with documentation
Security Coordinator	Patrick Nkhata	● Ensure work is backed up and maintained correctly

		● Assist with documentation
Software Coordinator	Jared Eldin	● Keeps a record of all data and software ● Responsible for maintenance and development of the software product
Secretary / Librarian	Sarah Hussain	● Maintains documentation repository ● Responsible for version change and control on documentation ● Proof-reading and finalisation of documents

Our group's name

Black Widow

Our goals

What is our group trying to accomplish?

Creation and implementation of an API to enhance communications between CourseLoop and Callista achieving at least 80% of the total of correct transactions between both platforms

Our ground rules

When will we attempt to meet (what time, how often, how long)?

- Every Thursday at 3pm or as needed.

Where will our meetings take place?

- Virtually (external students) and Murdoch University grounds (Library)

How do we inform each other when we cannot be there or are running late? How else can we communicate and keep others up to date?

- Via Online Messenger or email

How do we deal with lateness to meetings? What does “on time” mean?

- On time means that if a member cannot make it at the proposed time, he/she must inform the rest of the team members.

How do we deal with members who don’t participate enough, participate too much, or distract the group from its task?

- First, team meeting to try to understand if there is any issue where the other team members can give a hand with. If that wouldn’t work, the team should inform the Project Supervisor and the unit coordinator about the situation.

How are we going to make decisions?

- Talking about the topic, explaining reasons and constraints and voting if necessary.

What will we do if a group member’s work doesn’t meet our standards?

- Same procedure as the situation where the member doesn’t participate enough, too much or distract the group.

Our commitment to the charter

We, the team named Black Widow, agree with the answers in our charter and will try our best to uphold them. Please note that this document is also supported by the Student Agreement that you have signed.

Name	Signature	Date
Enrique Getino Reboso	Enrique	25/08/2019.
Blake Williams	Blake	25/08/2019.
Sara Hussain	Sarah	25/08/2019.
Patrick Nkhata	Patrick	25/08/2019.
Jared Eldin	Jared	25/08/2019.
Jordan Lau	Jordan	25/08/2019.

The unit coordinator acknowledges the input of the Careers and Employment Centre of Murdoch University in the creation of this document. For information about careers and employment at Murdoch University email careers@murdoch.edu.au.

Peter Cole, August 2019

Appendix: Agenda and minutes of all client meetings

Black Widow - Client Meeting 1 (Minutes)

Meeting date: 15/08/2019 **Chairperson:** Enrique

Meeting commenced at: 16:00 **Secretary:** Jordan

Meeting concluded at: 16:55

Present		
1. Enrique		2. Jordan
3. Jared		4. Blake
Apologies		
1. Sara		2. Patrick

Description of item discussed

Proper formal introduction of team members, client, and project advisor. Initial client and project advisor meeting.

- Paul Comiskey - Associate Director, Curriculum and Academic Policy
- Peter Cole - Project Supervisor
- Kirsty Sinnott - Project Manager

Discussion of project details.

- Justification
- Problems with the current system and its effects
- Requirements and specifications of software product for project

Provided names of IT technician and integration engineer which may be of some assistance.

- Gary Warman - IT
- Nicollie Baxter (?) - Integration Engineer (Knows about manual entry of strings)

Appendix: Agenda and minutes of all supervisor meetings

Black Widow Team Meeting 1 (Minutes)

Meeting date: 22/08/2019 **Chairperson:** Enrique

Meeting commenced at: 15:22 **Secretary:** Sara

Meeting concluded at: 15:50

Present		
1. Enrique		2. Jordan
3. Jared		4. Blake
5. Sara		6. Patrick
Apologies		
1.		2.

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1. **Description of item discussed**

Requirements and Analysis

Action to be taken	Person/s responsible	Action to be completed by
Executive Summary	Enrique Sara	26/08/19
Introduction	Enrique	26/08/19
Solution outline	Enrique	26/08/19
Functional requirements	Blake Jared	26/08/19
Non-functional requirements	Jared	26/08/19
Diagrammatic representation of the requirements	Patrick	26/08/19

2. **Description of item discussed**

Project Management Plan

Action to be taken	Person/s responsible	Action to be completed by
Executive summary	Enrique	26/08/19
Introduction	Enrique	26/08/19

Project Integration Management	Enrique	26/08/19
Project Scope Management	Jordan	26/08/19
Project Time Management	Patrick	26/08/19
Project Quality Management	Blake	26/08/19
Project Communication Management	Jordan	26/08/19
Project HR Management	Jordan	26/08/19
Project Risk Management	Jared	26/08/19
Project Cost Management	Jordan	26/08/19
Project Procurement Management	Jordan Blake	26/08/19
Conclusion	Blake	26/08/19
Appendices	All	26/08/19

3. **Description of item discussed**

Action to be taken	Person/s responsible	Action to be completed by
Methodology	Blake	26/08/19
Gantt chart	Patrick	26/08/19

14.Document Modification History

Version	Date	Author	Description
1.0	21/08/2019	Group	Initial version
1.1			
1.2			
1.3			