**WIL Report Management System**

Project plan

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By

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# Introduction

Project Deliverables

|  |  |  |  |
| --- | --- | --- | --- |
| **Phase** | **Documents** | **Software** | **Due Date** |
| proposal | Project proposal | - | 02/02/2017 |
| Progress I | The progress report I   * Project plan V.0.1 * Software Requirement Specification V.0.1 * Software Design V.0.1 * Test record V.0.1 * Traceability record V.0.1 | Prototype of software V.0.1 for progress I | 09/03/2017 |
| Progress II | The progress report II   * Project plan V.0.2 * Software Requirement Specification V.0.2 * Software Design V.0.2 * Test record V.0.2   Traceability record V.0.2 | Prototype of software V.0.2 for progress II | 30/03/2017 |
| Final progress | The final progress report   * Project plan V.1 * Software Requirement Specification V.1 * Software Design V.1 * Test record V.1   Traceability record V.1 | Prototype of software V.1 for the final progress | 27/04/2017 |

Roles and Responsibility

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Participants | Roles | Responsibility |
| 1 | Phinthip Samutloiwon | Project manager, UI designer, Quality Assurance, Tester | Document  Create and Review  - Project Proposal  - Project Management Plan  - Software Requirement Specification  - Software Design Document  - Traceability record  Software code  - Develop  - Test |
| 2 | Veerapat In-ongkarn | Programmer, Architecture designer, UI designer, System Analysis, Technical consultant, Tester | Document  Create and Review  - Project Proposal  - Project Management Plan  - Software Requirement Specification  - Software Design Document  - Traceability record  Software code  - Develop  - Test |
| 3 | Dr. Prompong Sugunnasil | Project Advisor | Review and Approve  - Document  - Change Request |

# Managerial process plan

2.1 Project estimation

2.1.1 Task duration estimation

Progress I

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Task** | **Assignee** | **Estimation (hours)** | **Start On** | **Due On** |
| 1 | Project planning | Phinthip | 8 | 03/02/2017 | 04/02/2017 |
| 2 | Requirement Analysis | Phinthip, Veerapat | 4 |  |  |
| 3 | SRS Documenting | Phinthip | 30 |  |  |
| 4 | Software design | Veerapat |  |  |  |
| 5 | Coding feature #1 (User management) | Veerapat |  |  |  |
| 6 | Coding feature #2 (Task management) | Veerapat |  |  |  |
| 7 | Test planning | Phinthip, Veerapat |  |  |  |
| 8 | Testing | Phinthip, Veerapat |  |  |  |
| 9 | Test recording | Phinthip, Veerapat |  |  |  |
| 10 | Traceability recording | Phinthip |  |  |  |
| 11 | Document reviewing | Phinthip |  |  |  |
| 12 | Presentation preparing | Phinthip | 2.5 |  |  |
| 13 | Presentation | Phinthip, Veerapat | 1 |  |  |
| Total | | |  |  |  |

Progress II

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Task** | **Assignee** | **Estimation (hours)** | **Start On** | **Due On** |
| 1 | Project planning | Phinthip |  |  |  |
| 2 | Requirement Analysis | Phinthip, Veerapat |  |  |  |
| 3 | SRS Documenting | Phinthip |  |  |  |
| 4 | Software design | Veerapat |  |  |  |
| 5 | Coding feature #3 (Progress tracking) | Veerapat |  |  |  |
| 6 | Coding feature #4 (report export) | Veerapat |  |  |  |
| 7 | Coding feature #5 (Notification) | Veerapat |  |  |  |
| 8 | Test planning | Phinthip, Veerapat |  |  |  |
| 9 | Testing | Phinthip, Veerapat |  |  |  |
| 10 | Test recording | Phinthip, Veerapat |  |  |  |
| 11 | Traceability recording | Phinthip |  |  |  |
| 12 | Document reviewing | Phinthip |  |  |  |
| 13 | Presentation preparing | Phinthip | 2.5 |  |  |
|  | Presentation | Phinthip, Veerapat | 1 |  |  |
| Total | | |  |  |  |

Final progress

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Task** | **Assignee** | **Estimation (hours)** | **Start On** | **Due On** |
| 1 | Project planning | Phinthip | 4 |  |  |
| 2 | Reviewing SRS Document | Phinthip |  |  |  |
| 3 | Reviewing software design document | Phinthip |  |  |  |
| 4 | Integrating all features | Veerapat |  |  |  |
| 5 | Testing | Phinthip, Veerapat |  |  |  |
| 6 | Test recording | Phinthip, Veerapat |  |  |  |
| 7 | Reviewing traceability record | Phinthip |  |  |  |
| 8 | Document combine + review | Phinthip | 6 |  |  |
| 9 | Presentation preparing | Phinthip | 4 |  |  |
| 10 | Presentation | Phinthip, Veerapat | 1 |  |  |
| Total | | |  |  |  |

2.1.2 Resource and cost estimation

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Item** | **Unit** | **Cost (Thai Baht)** |
| 1 | Printing | - | 2000 |
| 2 | Working space + Internet service + electricity | - | 600 |
| 3 | Human resources | 2 | 0 |
| 4 | Training (online resource) | - | 0 |
| 5 | Transportation | - | 1000 |

Most of project expense comes from hard copy of documents, transportation, internet connection and electricity. Hard copy of documents includes all document of each progress. Transportation includes fuel cost and transportation service. Working space includes cost of internet and electricity fee inside working space. This project use open source, free ware, and free service for software development, so there are no cost of development tools.

2.2 Risk management plan

2.2.1 Identification of project risk

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ID** | **Risk** | **Risk type** | **Probability** | **Impact** |
| R1 | Late delivery | Process | 50% | High |
| R2 | Date of submission or plan is changed | Process | 20% | High |
| R3 | Requirement is changed | Progress | 20% | High |
| R4 | Hardware is broken | Technology | 15% | High |
| R5 | Less quality of documentation | Human | 15% | High |
| R6 | Documentation files or source code loss due to computer crash | Technology | 10% | High |
| R7 | Misunderstanding of work concept | Human | 10% | High |
| R8 | Server connection problem | Technology | 5% | High |
| R9 | Lacking of skill and knowledge | Human | 30% | Medium |
| R10 | Sickness | Human | 30% | Medium |

2.2.2 Risk Mitigation, Monitoring, and Management

|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **Mitigation** | **Monitoring** | **Management** |
| R1 | Reschedule a plan | * Weekly reporting each member progress * Closely tracking the progress with schedule. Moving behind schedule would cause the late delivery. * Number of hours to do each task | Consult supervisor for a late submission or other available solution |
| R2 | Working ahead of schedule | Available date of students, supervisor, and mentor | Consult with supervisor to about the submission date |
| R3 | * Meeting and discussion in team * Consult with supervisor for clear scope of requirement and project | * Confusion of requirements and project scope * Number of meeting and discussion about requirements and scope of work | * Define clearly scope of project * Limit the number of requirements |
| R4 | Fixing the hardware | The stability of development tools and computer while working | * Avoid overheating of computer * Avoid over using od computer * Using other hardware |
| R5 | * Always reviewing documents * Checking grammar and plagiarism with online tools | * Many mistake from document revision * High score of grammar and plagiarism report from checking tools | Asking for helps from supervisor or seniors |
| R6 | * Using version control * Backing up data | The stability of development tools and computer while working | * Avoid overheating of computer * Avoid over using od computer * Reducing memory usage * Changing computer |
| R7 | Explain in deep detail to team member | * Not matching understanding concept with other members * Confusion behavior of team member | * Have a discussion in team * Explaining the detail of complex points * Asking question to make sure other members understand the concept correctly |
| R8 |  |  |  |
| R9 | Researching on websites and books | * Cannot find their own solution * Frequency of researching on googles | * Asking for helps from supervisor or seniors * Joining a training course |
| R10 | * Taking enough rest and sleep * Doing routine exercise * Having enough nutrition * Be aware of accidents | * Have a sign of illness | * Consulting with supervisor to make change the size of project scope |

# Technical process plan

3.1 Process model

3.2 Software support

3.3 Hardware support

3.4 Development environment