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| --- | --- | --- | --- | --- | --- | --- |
| **Task No** | **Task** | **Start Date** | **End Date** | **Estimated Time (hours)** | **Person(s) in charge** | **Dependency** |
| **1** | **Create product document** | **9 May** | **13 May** | **7.0** | **As below** | **As below** |
| **2** | **Create Support Document** | **14 May** | **15 May** | **7.5** | **As below** | **As below** |
| **3** | **Create Maintenance Document** | **16 May** | **18 May** | **8.5** | **As below** | **As below** |
| **4** | **Create final handover instructions** | **19 May** | **20 May** | **1.0** |  |  |
| **5** | **Review All Documents** | **21 May** | **22 May** | **2.0** |  | **All the above task** |
| **6** | **Transfer the ownership of the system to Monash** | **23 May** | **23 May** | **1.0** |  |  |

**1. Create Product Document**

Product document contains activities that explain how the system will be implemented.It intends to provide future sponsors with an overview of what this product is, how the product will be run and what they need to do to run it. The document contains high level description of ongoing functionalities, resources needed and any privacy or security issues for running the product.

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| --- | --- | --- | --- | --- | --- | --- |
| 1 | Create product document | 9 May | 13 May | 7.0 | As below | As below |
| 1.1 | Product description | 9 May | 9 May | 1.0 | Rafi |  |
| 1.2 | Ongoing operational task description | 10 May | 10 May | 1.0 | Blac |  |
| 1.3 | Ongoing system task description | 10 May | 10 May | 1.0 | Blac | Task 2.5  Task 3.6 |
| 1.4 | Required business process guidelines | 11 May | 11 May | 1.0 | Amey |  |
| 1.5 | Security and privacy concerns | 12 May | 12 May | 1.0 | Rafi | Task 2.2  Task 3.7 |
| 1.6 | Testing summary | 13 May | 13 May | 1.0 | Eason | Task 2.6 |
| 1.7 | Support Model Description | 13 May | 13 May | 1.0 | Gigi |  |

**2. Support Document**

Support document contains support and training document for future staffs who are going to work on the project. It intends to provide future staffs with detailed knowledge of the process to run the product. The contents include description of need for human interaction and training plan (e.g. process of loading data, doing backups, etc.) for those people.

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| **2** | **Create Support Document** | **14 May** | **15 May** | **7.5** | **As below** | **As below** |
| 2.1 | Details of Hardware and Software used | 14 May | 14 May | 2.0 | Blac |  |
| 2.2 | Training plan | 14 May | 14 May | 0.5 | Rafi | Task 1.5  Task 3.7 |
| 2.3 | Required server setting up documentation | 14 May | 14 May | 1.0 | Blac |  |
| 2.4 | Data database server configuration documentation | 14 May | 14 May | 1.0 | Amey |  |
| 2.5 | Document of data loading | 15 May | 15 May | 1.0 | Amey | Task 1.3  Task 3.6 |
| 2.6 | Document of testing | 15 May | 15 May | 2.0 | Eason | Task 1.6 |

**3. Create Maintenance Document**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **3** | **Create Maintenance Document** | **16 May** | **18 May** | **8.5** | **As below** | **As below** |
| 3.1 | System Architecture | 16 May | 16 May | 1.0 | Gigi |  |
| 3.2 | Functional decomposition diagram | 16 May | 16 May | 1.0 | Rafi | Task 3.3 |
| 3.3 | Descriptions for each functionality | 16 May | 16 May | 2.0 | Rafi | Task 3.2 |
| 3.4 | Use case diagram | 17 May | 17 May | 1.0 | Gigi |  |
| 3.5 | Use case scenario | 17 May | 17 May | 3.0 | Eason |  |
| 3.6 | E.R diagram | 17 May | 17 May | 0.5 | Amey | Task 1.3  Task 2.5 |
| 3.7 | Hardware and software requirement for maintenance | 18 May | 18 May | 1.0 | Blac | Task 1.5  Task 2.2 |

**4. Final handover instructions**

This parts contains instructions for preparing and handing over everything to industry mentors for approval and to Monash mentors for approval.

**5. Review all documents**

This task intend to review all the required documents for handover and ensure that the documents are professional and errors free.

**6.Transfer the ownership of the system to Monash staff**

This task is the final step of handover, which is actually handing over the ownership and all the document of mediPlus project to Monash University.