MINISTRY OF EDUCATION AND TRAINING

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FPT Fpt University

TRƯỜNG ĐẠI HỌC FPT

My Trips

Project Plan

Project Code: **MT**

Document Code: **MT_PP_v2.0**

HoaLac, 21thMay, 2015

Contents

1. Purpose

The purpose of this document is to describe the organization and plan of the project. All team members must use document as a guideline for tracking assigned tasks and deadlines. This chapter also included an overview of this project and team members.

2. Software development process

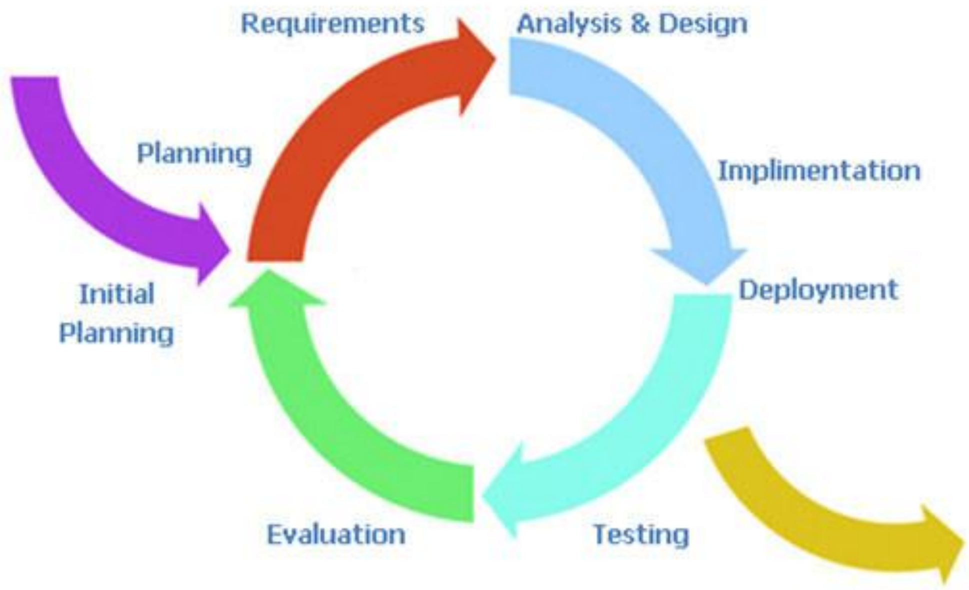


Figure 2.1: Iterative and Incremental Software Process Model

This figure above describes the information and products flow lifecycle process model. My trips project uses the Iterative and Incremental Software Process Model.

Iterative and Incremental Software Process Model is a method of software development that is modeled around a gradual increase in feature additions and a cyclical release and upgrade pattern. The Iterative and Incremental Software Process Model is most use when the scope of the project is big, the major requirements were defined clearly, some more detail will be added in time, and for the newbie group in software development. By using this software process model, we break down the developing system task into series of smaller tasks which are completed separately, evaluated, and subsequently re-worked until the system's performance adequately.

In addition, the iterative model is easier than other models when the issues are discovered. They are fed back to the team, and solutions found while the project is still in development

3. Project Organization

3.1. Organizational Structure

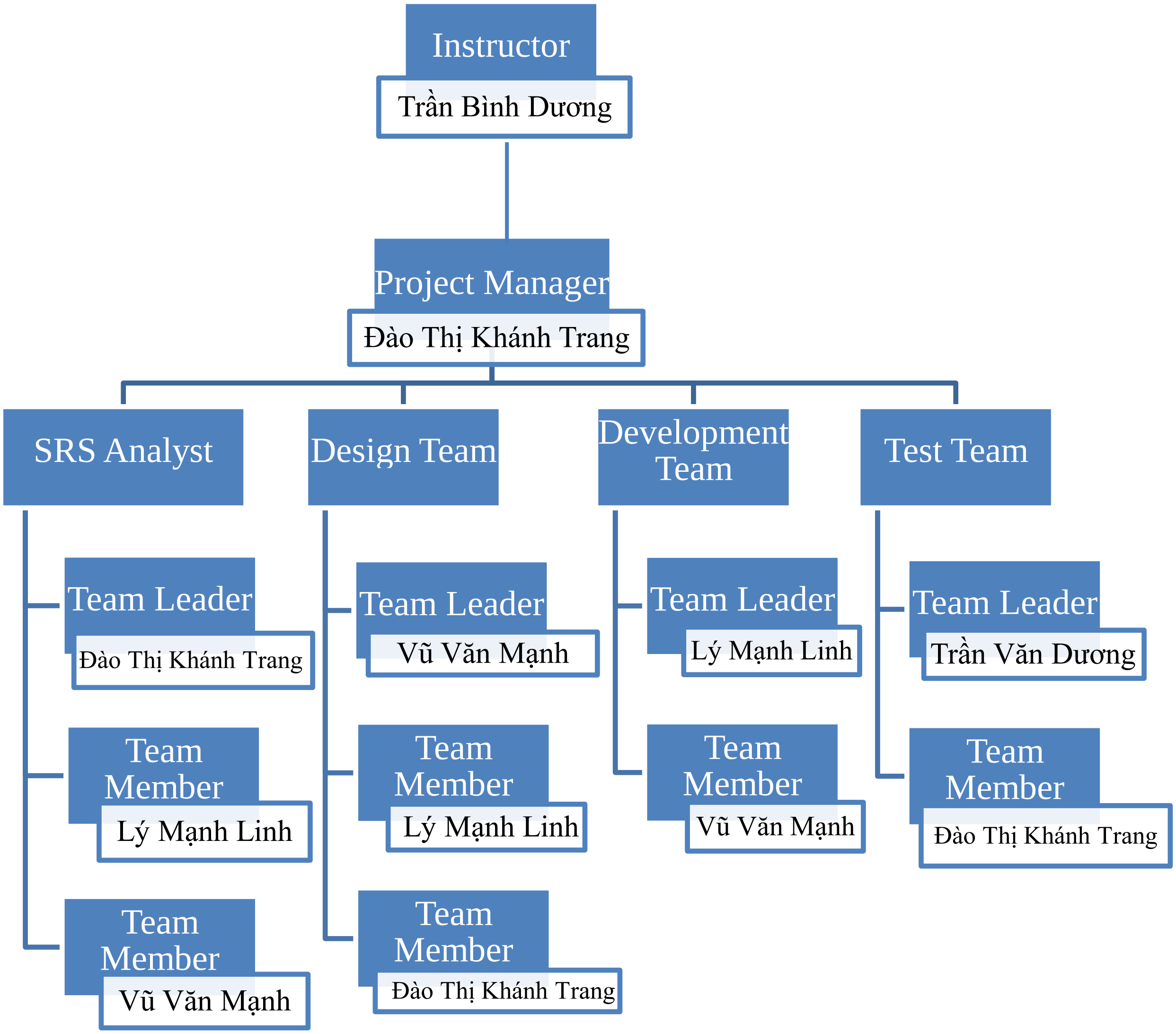


Figure 3.1: Organization Structure Chart

3.2. Project Role

Role	Responsibility
Project Manager	Planning and defining scope, developing schedules, allocating resources, coordinating communication, generally responsible for keeping the team's focus on main goal, and tries to keep the project team focused on the right goal at a time
Technical Leader	Responsible for the underlying architecture for the software program, assigning tasks, mentoring people. Also technical leader is a reference book for other software programmers.
Test Lead	Responsible for test execution, including test set-up and test run, evaluation of test run and error recovery, defect logging and test results recording.
Developer	Involve to code product.
Designer	Involve to design product.
Tester	Involve to test product.

Table 3.1: Role and responsibility

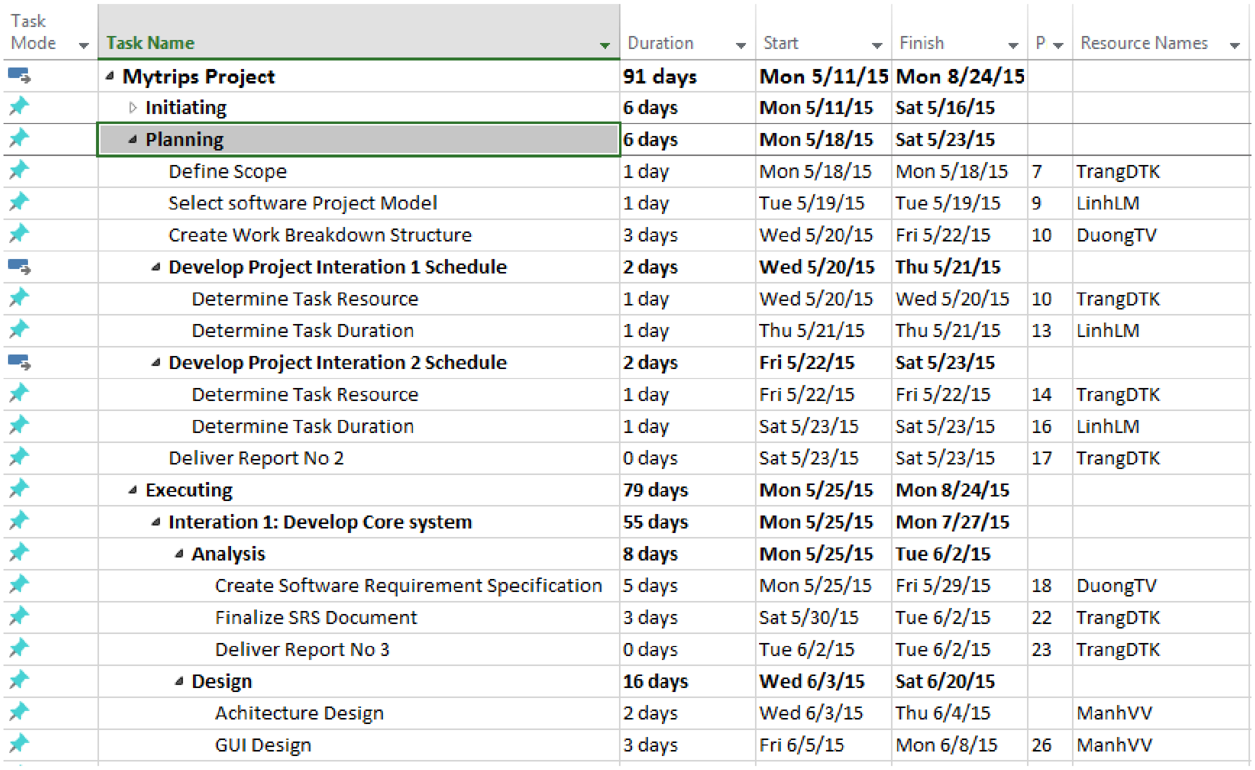
3.3. Project Team Member

Team Member	Role
TrangDTK	Project Manager , Tester, Designer
LinhLM	Technical Leader, Developer, Designer
ManhVV	Design Leader, Developer
DuongTV	Test Leader, Developer

Table 3.2: Project Team Member

4. Project Schedule

Below are the image of task list used to assign and tracking tanks.



Task Mode	Task Name	Duration	Start	Finish	P	Resource Names
➡	**◢ Mytrips Project**	**91 days**	**Mon 5/11/15**	**Mon 8/24/15**		
📌	**▷ Initiating**	**6 days**	**Mon 5/11/15**	**Sat 5/16/15**		
📌	**◢ Planning**	**6 days**	**Mon 5/18/15**	**Sat 5/23/15**		
📌	Define Scope	1 day	Mon 5/18/15	Mon 5/18/15	7	TrangDTK
📌	Select software Project Model	1 day	Tue 5/19/15	Tue 5/19/15	9	LinhLM
📌	Create Work Breakdown Structure	3 days	Wed 5/20/15	Fri 5/22/15	10	DuongTV
➡	**◢ Develop Project Interation 1 Schedule**	**2 days**	**Wed 5/20/15**	**Thu 5/21/15**		
📌	Determine Task Resource	1 day	Wed 5/20/15	Wed 5/20/15	10	TrangDTK
📌	Determine Task Duration	1 day	Thu 5/21/15	Thu 5/21/15	13	LinhLM
➡	**◢ Develop Project Interation 2 Schedule**	**2 days**	**Fri 5/22/15**	**Sat 5/23/15**		
📌	Determine Task Resource	1 day	Fri 5/22/15	Fri 5/22/15	14	TrangDTK
📌	Determine Task Duration	1 day	Sat 5/23/15	Sat 5/23/15	16	LinhLM
📌	Deliver Report No 2	0 days	Sat 5/23/15	Sat 5/23/15	17	TrangDTK
📌	**◢ Executing**	**79 days**	**Mon 5/25/15**	**Mon 8/24/15**		
📌	**◢ Interation 1: Develop Core system**	**55 days**	**Mon 5/25/15**	**Mon 7/27/15**		
📌	**◢ Analysis**	**8 days**	**Mon 5/25/15**	**Tue 6/2/15**		
📌	Create Software Requirement Specification	5 days	Mon 5/25/15	Fri 5/29/15	18	DuongTV
📌	Finalize SRS Document	3 days	Sat 5/30/15	Tue 6/2/15	22	TrangDTK
📌	Deliver Report No 3	0 days	Tue 6/2/15	Tue 6/2/15	23	TrangDTK
📌	**◢ Design**	**16 days**	**Wed 6/3/15**	**Sat 6/20/15**		
📌	Achitecture Design	2 days	Wed 6/3/15	Thu 6/4/15		ManhVV
📌	GUI Design	3 days	Fri 6/5/15	Mon 6/8/15	26	ManhVV

Figure 4.1: Task list

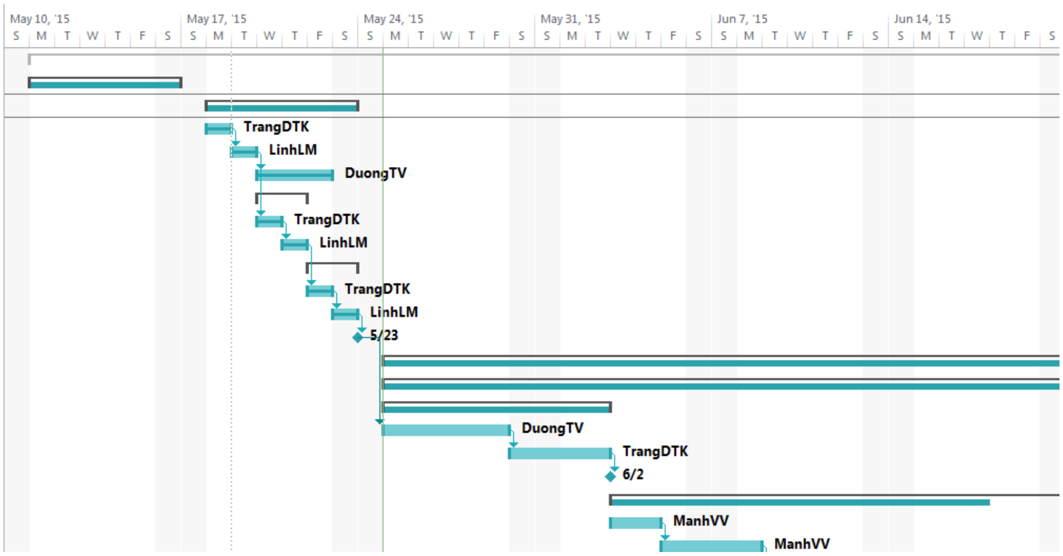


Figure 4.1: Gantt Chart

Refer to MT_ProjectPlan_v1.0.mpp to see more detail.

5. Project Milestones

No	Milestone	Completion Date	Verification
1	Project Start	May 11th,2015	Instructor approval
2	Submit report 1	May 16th,2015	Instructor approval
3	Submit report 2	May23rd,2015	Instructor approval
4	Submit report 3	June 2nd,2015	Instructor approval
5	Submit report 4	June 17th,2015	Instructor approval
6	Submit report 5	July 24th,2015	Instructor approval
7	Submit report 6	August 17th,2015	Instructor approval
8	Submit report 3 Update	July 27th,2015	Instructor approval
9	Submit report 4 Update	July 30th,2015	Instructor approval
10	Submit report 5 Update	August 10st,2015	Instructor approval
8	Submit final report	August 27th,2015	Instructor approval

Table 5.1: Project Milestone

6. Resource

6.1. Human resource

- Team members

6.2. Non-human resource

- Equipment:
  - 1 Dell Vostro 1450 Core I3
  - Macbook Pro ME293
  - 1 Asus k42
  - 1 sony vaio s 2013
  - 2 iphone 5S
- Building: Room A301, FPT DomA Building

7. Risk Management

No	Description	Avoidance plan	Contingency plan	Probability	Impact	Status
R1	Study schedule maybe change while executing project	Define constraints and discuss with the university before the semester status	- Change the project plan - Request a meeting with the university	Medium	Low	Activated /Solved
R2	Requirement changed	Carefully brainstorm system's features among team members. Regularly hold meeting to define and discuss all features of system. Design system carefully. Analyze all the possible cases to minimize the change	When errors in the design are noticed PM or team leader should be consulted to help correct the design errors as soon as possible. Also all the work, that depends on the faulty design, should be halted until the error is corrected	High	High	Activated /Solved
R3	Team members have accidents	- Keep in touch with each team member - Encourage them to work if their health are not too bad	- Keep in touch with each team member regularly - Control team member's task	Medium	Medium	Activated /Solved
R4	Team members have conflicts	- Organize weekly meeting between team members - Hold team building frequently	PM must find the root cause and solve the problem	Medium	Medium	Activated /Solved
R5	Equipment of team members are broken in the middle of the project	- While executing a project, member have to keep their equipment carefully - Check member's equipment every week.	- Borrow other person equipment quickly while buying the new one or repairing	Medium	Medium	Not yet

R6	Time shortage	PM should create more space time and calculate plus 20% buffer time	Lacking time is the fatal problem, can run project to failure. PM should analysis and has change on the next phase	High	High	Not yet

Table 7.1: Risk Management

8. Communication Management

8.1. Communication between Team Members

- **Weekly meeting schedule*:*** My Trips team will have a meeting every Monday, and Friday to report the progress of the whole team's tasks. Any member who doesn't finish his/her task (without reasonable explanation), will be fined. If there is any issue, we will discuss and find solution together. If it is too difficult and can't be solved by ourselves, we will ask our supervisor for advises.
- **Unscheduled meeting:** If someone has an important problem want to be solved immediately, we will have a meeting for discussion
- **Communication channel*:*** Our main communication channels are face-to-face meeting, Email and Skype. However, we sometimes can make a phone call or instant message if someone has problem.

8.2. Communication with Supervisor

- **Face-to-face meeting:** Weekly on every Wednesday afternoons to make sure that supervisor can keep tracking of the team's progress
- **E-mail:** Gmail is the fastest way to get advice and document checking from supervisor
- **Mobile phone:** is used to get time and place arranged for the meeting every weeks

9. Configuration Management Process

9.1. CI Identification and Naming Convention

No	Configuration Items	Naming convention
Project Management		
1	Project Plan	MT_ProjectPlan_v[version number] For example: MT_ProjectPlan_v1.1
Requirement & Design		
2	SRS	MT_SRS_v[version number] For example: MT_SRS_v1.0

3	Architectural Design	MT_AD_v[version number] For example: MT_ÂD _v1.0
4	Screen Design	MT_SD_ v[version number] For example: MT_ScreenDesign_v1.2
5	Data Design	MT_DD _v[version number] For example: MT_DataDesign_v10.2
Source Code		
6	Source Code	MT_SourceCode_ v[version number][Tested/Untested] For example: MT_SourceCode_v1.0Tested
Support Document		
7	User Manual	MT_UserManual_v[version number] For example: MT_UserManual_v[version number]
Test		
8	Unit Test Plan	MT_UnitTestPlan_v[version number] For example: MT_UnitTestPlan_v1.0
9	Integration Test Plan	MT_ITP_v[version number] For example: MT_ITP_v1.0
10	System Test Plan	MT_STP_v[version number] For example: MT_STP_v1.0
11	Unit Test Case	MT_UTC_v[version number] For example: MT_UTC_v1.0
12	Integration Test Case	MT_ITC_v[version number] For example: MT_ITC_v1.0
13	System Test Case	MT_STC_v[version number] For example: MT_STC_v1.0
14	Test Result	MT_TR_v[version number] For example: MT_TR_v1.0
15	Test Data	MT_TD_v[version number] For example: MT_TD_v1.0
Process		
16	Guideline	MT_[Name Of Guideline]Guideline_v[version number] For example: MT_UnitTestGuideline_v1.0
17	Convention	MT_[Name Of Convention]Conventions_v[version number] For example: MT_CodingConventions_v1.0
18	Template	MT_Template-[Name Of Template]_v[version number] For example: MT_Template-ChangeRequestForm_v1.0
19	Checklist	MT_[Name Of Checklist]Checklist_v[version number] For example: MT_Review Checklist_v1.0
File Type		
20	MS Word	*.doc
21	MS Excel	*.xls
22	MS PowerPoint	*.ppt
23	MS Project Plan	*.mpp

Table 9.1: CI Identification and Naming Convention

9.2. Project Infrastructure

9.2.1 Software and Techniques

Category	Software name	Version
Operating System	Microsoft Windows 7,8	Professional
	MAC OS	OSX Yosemite 10.10.3
Office tools	Microsoft Office	2010, 2013
Task tracking	Microsoft Project	2013
Design tool	Astah Community	6.9.0
Developments tools	XCode	6.3.5
Database tool	SQL Lite	
Source version control	XCode	6.3.5
Documentation	Microsoft Office Word	2010, 2013
	Microsoft Office Excel	2010,2013
	Microsoft Power Point	2010
UI design tool	Balsamiq Mockups 3	3.1.2
	Adobe Photoshop	CS6

Table 9.2: Software and Techniques

9.2.2 Hardware

Personal computer for developing and testing with the minimum configuration: 2GB Ram, 80GB of hard disk, Intel Core I3.Internet network connection with the minimum speed 512kbit/s.

9.2.3 Other Infrastructure

Rooms for meeting and working. Internet and mobile phone services for communication

9.3 Version Numbering Rule

- **For Document**

Each file has a version number as part of its identity. This version number is physically represented as a 2-part string with the following format:
<version>.<revision>
For example, version 1.0 indicates 1 as the version, and 0 as the revision number. The original version will be numbered 0.1. Subsequent revisions will be numbered 0.2, 0.3 and so on. The approved version will be 1.0.

- **Version number:** appears to the left of the decimal. It is changed only when the core content of the item is significance changed. For example: when an item is completely overhauled, with substantial internal changes, the version 1.0 would become version 2.0.
- **Revision number:** appears to the right of the decimal. It is changed when the

existing content is changed, but the main (or core) content is remained. The normal sequence of revision is 1.1, 1.2, and so on.

For Software source files:
Software executable and support files are generally identified by name and version number. The version number is physically represented as a 3-part string with the following format: <Version>.<revision><update>
For example, version 1.1a indicates 1 as the version, 0 as the revision number, and a as the update level.

- **Version number:** appears to the left of the decimal. It is changed only when the core content of the item is significance changed, as when moving from one are of the development tool to another, when an application is completely overhauled, or the user interface changes fundamentally. In this case, version 1.1a would become version 2.0.
- **Revision number:** appears to the right of the decimal. It is changed when new features, functionality or other content are added or significantly changed. In normal case, the core architecture or user interface have been extended or limited in some manner. The most common reason for changing the revision number is adding a new module or other functionality to the software. The normal sequence of revision is 1.0, 1.1 and 1.2 and so on.
- **Update level:** is appended or incremented when the only change to the software item is to correct one or more defects, without the addition of any new function. Version 1.1 would become v1.1a, 1.1b and so on. This updating is overridden when a combination revision, involving bug fixes and new feature additions, is performed. In such a case, the software revision number is incremented and any update indicator is dropped, as in v1.1b to 1.2.

9.4 Directory Structure

Main folder	Sub-folder	Purpose
Documents	Meeting minutes	Store project meeting minutes
	Q&A	Store QA Management Sheet version English and version Japanese
Final deliverable	Report 1	Store final deliverables of report 1
	Report 2	Store final deliverables of report 2
	Report 3	Store final deliverables of report 3
	Report 4	Store final deliverables of report 4

	Report 5	Store final deliverables of report 5
	Report 6	Store final deliverables of report 6
	Report 3 Update	Store final deliverables of report 3 Update
	Report 4 Update	Store final deliverables of report 4 Update
	Report 5 Update	Store final deliverables of report 5 Update
	Report 6 Update	Store final deliverables of report 6 Update
	Final Report	Store final deliverables of final report
Plan		Store project plan, Task list
Resource	Template	Store template needed in project
	Tool	Store tool needed in project
Working Space	Each team members has a folder. (Example: Them)	Team member’s working area
Reference		Store reference needed in project

Table 9.3: Directory Structure

9.5 Coding convention

- Add function description comment before each function
- All source code comments are written in Japanese
- Naming convention refer to MT_CodingConvention_v1.0.docx to see more detail.

9.6 Other My trips Rules

Email subject naming convention: All email related to the My Trips project must have prefix [My Trips]. For example: [My Trips] Progress Report 1.

Document changing rule: When a member wants to modify a document, he/she must update version of that document with appropriate description for the modification.