Project Management Plan -

Speech Capture, Transcription, and Analysis App

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Abstract:

In this document we will outline the steps of our project and how we are planning to go about accomplishing the goal of creating this software.

Our plan is to use a version of the waterfall methodology to create a piece of software that will translate a mp3 recording into an analysis of the text produced.

We will use a suite of AWS products in order to go about doing this. While there are risks involved, as with all projects, they are minimal and easily covered.

We will meet on a weekly basis and have a defined schedule for deliverables, which is about every 2 weeks or so.

Table of Contents:

List of figures 4

List of tables 5

Introduction 6

Project organization 7

Lifecycle model used 8

Risk analysis 9

Hardware and software resource requirements 10

Deliverables, schedule 11

Monitoring, reporting, and controlling mechanisms 12

Professional standards 13

Evidence the document has been placed under configuration management 14

References 15

List of Figures

None

List of Tables

None

Introduction

The purpose of this plan, is so we can keep track of our progress as we go throughout the lifecycle of the project. It will cover the entirety of our project, as we see it from the beginning.

We will be building a Speech Capture, Transcription and Analysis Application for NTT Data. They will use this product to help expedite the requirements gathering process. From our understanding right now, the user will record the meeting and upload an MP3 file to the application. The application will then create a text file or Word document with the contents of the meeting. It will also produce a link that you can follow to look at the analysis of the document, as well as the transcription itself. As a txt or docx file, it will be searchable when opened in one of the required text editors, however, our analysis link should answer most questions without needing to search for anything specifically.

Project Organization

Team Leader – Reed Cummings

Team Members – Eric Rogers, James Lussier, Mario Jelev

We will break into specific roles as team duties become clearer.

Team Leader Duties:

Organize team meetings and create documents for deliverables

Team Member Duties:

Contributing to the design and development of all aspects of the software lifecycle

Lifecycle Model Used

Modified Waterfall:

Basic waterfall model with agile aspects and iterative steps included. Similar to spiral waterfall.

Risk Analysis

Our biggest risk that we can foresee is our access to the tools we need that Amazon provides, such as Lex and/or Translate. Apart from this major risk, the other risk we see is the time required for the project, meaning that we are involved in other group projects and classes that also take up our time. This risk is much more minimal seeing that we have a designated working period every Friday. Other risk that may arise are things such as software and hardware failure. We will back up as much data as we can so we can minimize this risk. If hardware fails, we always have the UTD ECS computer lab to use.

Hardware and Software Resource Requirements

* Amazon Lex
* Amazon Translate
* Amazon AWS services
* Microsoft Suite
* Text Editor
* Python
* Visual Studios
* Computer to run software
* GitHub
* GroupMe
* Google Drive
* ElasticSearch
* Notepad++ or SublimeText
* PyCharm

Deliverables, Schedule:

* Project Management Plan (Due 09/07/Friday)
* Requirements Documentation (Due 09/21/Friday)
* Architecture Documentation (Due 10/05/Friday)
* Detailed Design Documentation (Due 10/26/Friday)
* Testing Plan (Due 11/16/Friday)
* Final Project Report (Due 12/07/Friday)
* Final Project Demonstration (Due 12/07/Friday)

Each deliverable is a stepping stone to the next, so we must have these done by these dates in order to stay on track.

We will meet every Friday at 1:00 pm in ECSW as a group.

We will meet with our sponsor via conference call at 9:00 AM on Saturdays.

Each deliverable will take about the amount of time in between each step. We will allocate work as we see fit. This gives us the flexibility to work on different things that need more attention. It also gives everybody experience with different kinds of software and tools we will be using.

Monitoring, Reporting, and Controlling Mechanisms

We will use GitHub as our source for version control. We will use GroupMe to communicate with each other as well as in person meetings, skype calls, and e-mail. We will use a Google Drive to hold non-code related information that we need to share. We will plan on holding each other accountable for their specific parts, as well as hold them accountable for asking others for help when they need it.

No management reports will be produced from the group members during the project, as we will be using our time to develop the software. Our sponsor, Dr. Djordjevic, will hold us accountable and give reports to us as he sees fit.

Professional Standards

On the first happening of intolerable actions, we will as a group talk to the individual and lay out what we expect moving forward.

On a second happening, we will inform the professor of the issue. A meeting will be set up to evaluate the transgression and determine actions going further.

On a third happening, we will again notify the professor of the issue. A meeting will be set up to

evaluate the transgression and determine actions to solve the problem.

We hope this will persuade individuals to contribute adequately to the team’s undertaking of this difficult problem.

Evidence of configuration management

<https://github.com/reedpcummings/SeniorDesign-SpeechCapture>

We will be using the previous GitHub repository as our version control. We will add updates of versions as we create and upload code.

References

None