

Group 16

# Project Plan

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Config Ref: SE\_16\_PM\_01

Date: 20/10/2015

Version: 1.3

Status: Release

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## Contents

1. Introduction
  - 1.1 Purpose of this document
  - 1.2 Scope
  - 1.3 Objective
2. Gantt Chart
  - 2.1 Deliverables Deadlines
  - 2.2 Key Dates/Timetable
  - 2.3 The Gantt Chart
3. Risk Analysis

## 1. Introduction

This document specifies the project plan set out for the CS22100 group project.

### 1.1 Purpose of This Document

The purpose of this document is to set out a plan and a timescale for the group project. It will list and describe the time scale and what objectives should be achieved by when.

### 1.2 Scope

This document specifies the time scale for the project that should be kept to at all times by all members of the group. It provides a list of all key dates and deadlines in list form as well as in a Gantt chart. Tasks in the lists have been given reference numbers. A description of the task can be found on the task list. It also provides a risk analysis section listing any potential problems and how they will be overcome.

### 1.3 Objectives

The main objective of this document is to aid group members in time keeping when completing tasks. The start and finish dates provided by the Gantt chart should help members plan their time accordingly and will give a rough indication of how much time they should spend on a task.

## 2. Gantt Chart

This section outlines the key dates of the project in list form and in a Gantt chart.

### 2.1. Deliverables Deadlines

This section outlines the deadlines of the project deliverables. The deliverables have been set out by the department and the correct parts of the project must be submitted by these deadlines.

#### Deliverables Deadlines

- Week commencing 26<sup>th</sup> of October (30<sup>th</sup>) Interaction and high level design for the system
- Week commencing 9<sup>th</sup> of November (13<sup>th</sup>) Test specification for the final system
- Week commencing 23<sup>rd</sup> of November (27<sup>th</sup>) Design Specification for the final system
- Week commencing 7<sup>th</sup> of December (11<sup>th</sup>) Prototype 1 demos to manager
- January 25<sup>th</sup> – 29<sup>th</sup> Integration and testing week
- January 29<sup>th</sup> 16:00 Delivery of Software
- Week commencing 1<sup>st</sup> February (5<sup>th</sup>) Acceptance Testing
- February 15<sup>th</sup> 16:00 Hand over of all documentation

### 2.2. Key Dates

This is the time scale for task completion and all key dates (dates and times may change slightly as the project progresses). Each deliverable and task have been set a time scale and the appropriate documents should be completed in the allocated time in order to keep the project on track and to allow enough time for changes and reviews. Extra tasks and dates may be added as the project progresses.

Each task been assigned a reference and a list of each task will be kept on a separate document [1] (SE\_16\_PM\_02) along with a description of the task.

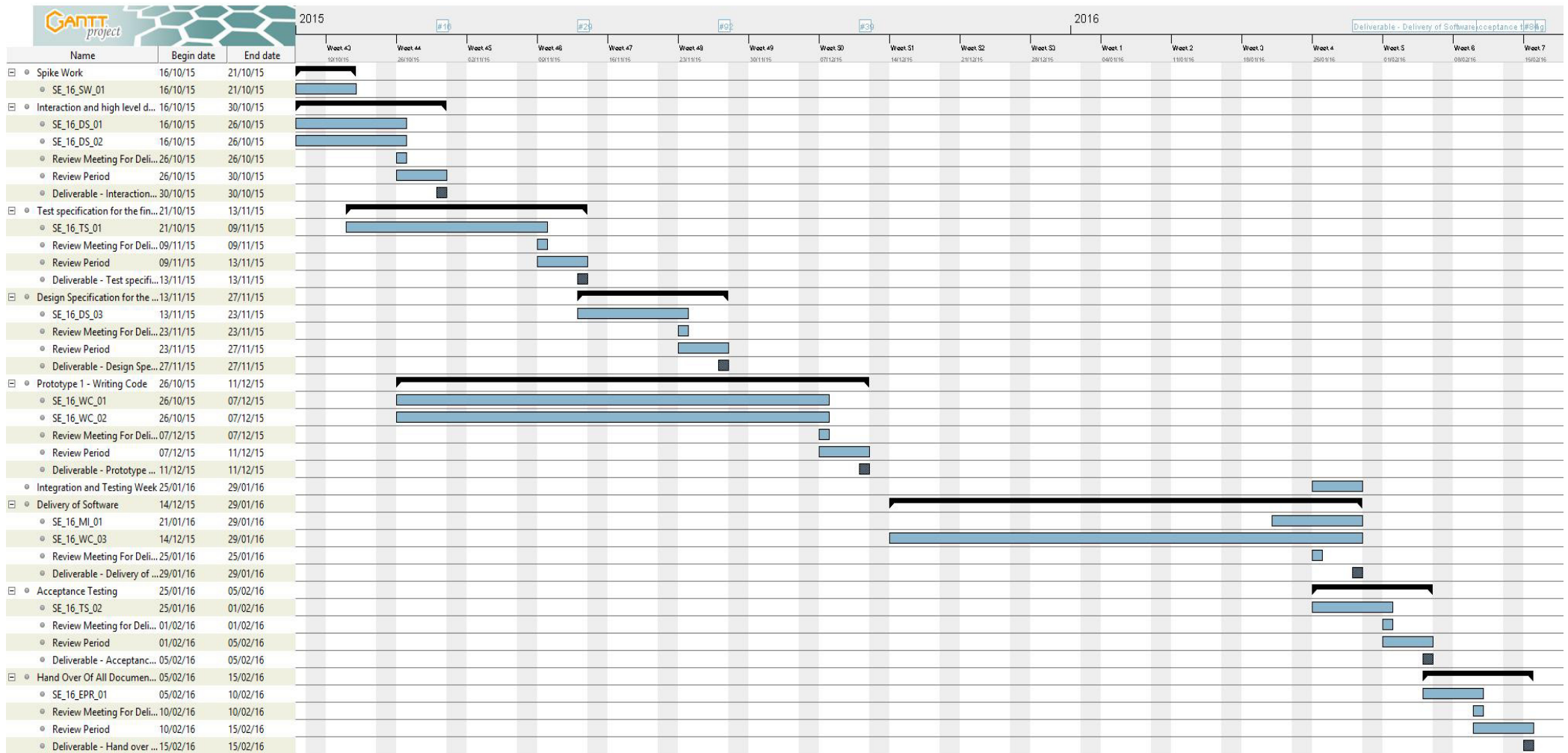
Below is a list of all the current tasks and deliverables with their completion dates.

- SE\_16\_SW\_01 – 21<sup>st</sup> of October
- SE\_16\_DS\_01 – 27<sup>th</sup> of October
- SE\_16\_DS\_02 – 27<sup>th</sup> of October
- Review meeting for deliverable 27<sup>th</sup> of October (to be confirmed)
- Deliverable - Interaction and high level design for the system – 30<sup>th</sup> Of October
- SE\_16\_TS\_01 – 9<sup>th</sup> of November
- Review meeting for deliverable 9<sup>th</sup> of November
- Deliverable - Test specification for the final system – 13<sup>th</sup> of November
- SE\_16\_DS\_03 – 23<sup>rd</sup> of November
- Review meeting for deliverable 23<sup>rd</sup> of November
- Deliverable - Design Specification for the final system – 27<sup>th</sup> of November
- SE\_16\_WC\_01 – 7<sup>th</sup> of December
- SE\_16\_WC\_02 – 7<sup>th</sup> of December
- Review meeting for deliverable 7<sup>th</sup> of December
- Deliverable – Prototype 1 demos to manager – 11<sup>th</sup> of December
- Integration and testing week - January 25<sup>th</sup> – 29<sup>th</sup>
- SE\_16\_MI\_01 – 29<sup>th</sup> Of January
- SE\_16\_WC\_03 – 29<sup>th</sup> of January
- Review meeting for deliverable – 25<sup>th</sup> of January
- Deliverable - Delivery of Software 29<sup>th</sup> of January
- SE\_16\_TS\_02 – 1<sup>st</sup> of February
- Review meeting for deliverable – 1<sup>st</sup> of February
- Deliverable – Acceptance testing – 5<sup>th</sup> of February
- SE\_16\_EPR\_01 – 10<sup>th</sup> of February
- Deliverable - Hand over of all documentation – 15<sup>th</sup> of February

### 2.3. The Gantt Chart

This section below presents the key dates above in the form of a Gantt chart.

## Group Project – Project Plan / 1.3 (Release)



### 3.0 Risk Analysis

This section aims to outline the potential problems we may encounter as the project progresses. The first potential issue is certain elements of the project taking too long to complete. This risk will be minimised by ensuring that all tasks are started in good time and that all issues that are encountered are reported during any group meeting so that the issue can be resolved.

The second potential risk is that a crucial group member may be ill. To minimise the effect this could have on the project at least two group members will be assigned to major tasks to ensure that at least one member will be able to continue with the task.

The next potential risk will be problems uploading deliverables/documents to GitHub or Blackboard. To reduce this risk all documents and deliverables will be uploaded several hours before any deadline.

Another risk is critical errors or flaws in the developed software. This will be overcome by thoroughly testing the software as we progress through the project. Errors and flaws will also be brought up and discussed in review meetings and hopefully corrected in the review period between then and the deadline.

The final risk is the loss of files due to a software or hardware malfunction. This risk will be removed by every group member backing up their work on external memory and by uploading the work to the GitHub repository.

### References

[1] Project Task List, R. M. Pearce, SE\_16\_PM\_02, 1.0 Release

### Document Change History

Version	CCF No.	Date	Changes Made To Document	Changed By
1.1	N/A	22/10/2015	Minor changes made to the document. Section 1.3 was slightly changed due to misspelling. Section 3 was changed to improve format.	Robert Mouncer
1.2	N/A	23/10/2015	Status changed to release	Robert Mouncer
1.3	N/A	29/01/16	Changes made to font and format	Rhodri Pearce