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| *VENI App* |
| **Vision Document** |
| **SE 6387 Advanced Software Engineering Project**  **R.Z. Wenkstern**    ***February 5, 2015*** |

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# Revision History

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| --- | --- | --- | --- |
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| 1.0 | 05-Feb-2015 | Completed initial draft | Group |
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# 1. Introduction

## Purpose of Plan

In the Veterans Administration (VA) Hospital, veterans and their families spend hours waiting in line to check in for their appointments, before heading to the correct office to wait even longer to actually see the doctor. If they make a mistake, then their entire day was just wasted and they will have to repeat the process another time. The VENI App is intended to help address the problems in the current set up in order to make veteran lives easier.

This Project Plan provides project overview, including the project’s goals and objectives.

Additionally, the Plan will serve as an agreement between the Project team and stakeholders.

The Project Plan defines the following:

1. Project Overview
2. Project Scope and Objectives
3. Project Schedule
4. Risk Analysis & Plan
5. Resource Usage
6. Dependencies and constraints
7. Project Deliverables
8. Communications Plan

## Project Overview

In the Veterans Administration (VA) Hospital, veterans and their families spend hours waiting in line to check in for their appointments, before heading to the correct office to wait even longer to actually see the doctor. If they make a mistake, then their entire day was just wasted and they will have to repeat the process another time.

The VENI App is intended to help address the problems in the current set up in order to make veteran lives easier. This app will allow the user to download the appointments and give it his/her information in order to find appointment times, directions to the hospital building, or any special directions they need to follow before their appointment. This app will also allow the check in for their appointment, and get the time and location of the appointment when they are at the VA facility.

The current KOISK application is unable to handle the number of increased users. The current application is cumbersome and inefficient. To meet this demand, a new application will be developed. This document identifies the various sections needed to detail the application software project plan.

## Stakeholders

The main stakeholders of VENI app would be Veterans, VA Doctors, VA Employees and external parties involving in the Veterans health care, Including Project team, following is list of stakeholders involved:

* Veterans
* VA Doctors
* VA Employees
* External Parties
* Analysis/Designers
* Programmers
* Testers
* Trainers
* Project Manager

# 2. Project Scope

## Scope Definition

The scope of the VENI app project management plan includes feasibility, specification (requirements), design, implementation, validation, and delivery to the customer. The application will allow a user to schedule a meeting room and reserve various meeting room equipment efficiently on a MS Windows Operating Systems (OS). Development will complete in six months.

The purpose is to create a streamlined process to alleviate the waiting time for check in for Veterans when they are at VA facility.

The main users of this application are the Veterans and VA Employees. The Veni App is intended to help address the problems in the current set up in order to make veteran lives easier. The key functionalities of this system are:

* Check-in the veteran
* Download appointments
* Give directions to the appointment locations within the building
* Give additional information regarding preparation for the appointment
* Give directions to the clinic locations

## Scope Management

Project scope managed and controlled by conducting meeting with stakeholders. Scope verification done with user by conducting audit meetings with users. Changes in scope are controlled by stakeholder steering committee. Project manager involves in conducting meeting with users and communicate changes to project team. Scope management plan is developed to monitor and control scope.

# 3. Project Organization

## Team Details

The following table shows total number of project resources.

|  |  |
| --- | --- |
| **Role** | **Number** |
| analysts/designers | 2 |
| Programmers | 2 |
| Programmers | 2 |
| Testers | 2 |
| Trainer | 1 |
| project manager | 1 |

## Roles and Responsibilities

**Analyst/Designers** – Analyst/Designers are responsible to gather requirements from user and also responsible for architecture design.

**Programmers** – Programmers are responsible for coding and unit testing of applications.

**Testers** – Testers are responsible to perform integration testing as well as conducting user acceptance testing (UAT).

**Trainer** – Trainer is responsible for writing manual as well as training all users. Also trainer will involve in testing usability of application.

**Project Manager** - Project Manager is responsible for managing overall project and updating project status to stakeholder community by sending status reports.

# 4. Project Schedule

## Project Schedule Phases

Project schedule is divided into four phases of project.

1. **Initiating Phase** : In this phase, project manager develops project charter and get approval from stakeholder steering committee.
2. **Planning Phase** : In this phase, project team develops project management plan. The project management plan includes management plan for scope, cost, time, quality, human resource, risk and procurement. Project plan document shared across project team on organization’s Microsoft SharePoint and updated regularly to reflect latest status. Project plan version gets updated after every new change or update done.
3. **Executing Phase** : In this phase, Analyst/Designers conduct requirement gathering sessions with users. Analysts will document all requirements and create requirement matrix. Programmers develop program specifications and write code to implement user requirements. After completion of development, developers will be involved in unit testing. Once unit testing completed, Testers will get involved in performing system integration testing (SIT) as well as conducting user acceptance testing (UAT). Once UAT completed, application will be deployed at customer’s server. Trainer will educate users on application functionality and user interface.
4. **Closing Phase** : In this phase, programmers will get involved in post-production support activities. They will resolve post-production issues raised by user and re-deploy the software on customer’s server.

## Project Milestones

Refer following major milestones captured from Project schedule.

**Note: We need to discuss the timeline. So following schedule need to change.**



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task Name | Duration | Start | Finish | Predecessors | Resource Names |
| **Initiating Phase** | **5 days** | **Mon 6/2/14** | **Fri 6/6/14** |  |  |
| Develop Project Charter | 3 days | Mon 6/2/14 | Wed 6/4/14 |  | PM |
| Identify Stakeholders | 2 days | Thu 6/5/14 | Fri 6/6/14 |  | PM |
| Project Charter Completion (Deliverable) | 5 days | Mon 6/2/14 | Fri 6/6/14 |  | PM |
| **Planning Phase** | **34 days?** | **Mon 6/9/14** | **Thu 7/24/14** |  |  |
| Develop Project Management Plan | 8 days? | Mon 6/9/14 | Wed 6/18/14 |  | PM |
| **Manage Scope** | **23 days?** | **Mon 6/9/14** | **Wed 7/9/14** |  |  |
| Develop Scope Management Plan | 1 day | Mon 6/9/14 | Mon 6/9/14 |  | PM |
| **Feasibility Study** | **6 days** | **Mon 6/23/14** | **Mon 6/30/14** |  |  |
| **Requirements Gathering** | **6 days?** | **Wed 7/2/14** | **Wed 7/9/14** |  |  |
| **Manage Time** | **4 days** | **Thu 7/10/14** | **Tue 7/15/14** |  |  |
| **Manage Cost** | **30 days** | **Mon 6/9/14** | **Fri 7/18/14** |  |  |
| **Manage Quality** | **1 day?** | **Mon 6/9/14** | **Mon 6/9/14** |  |  |
| **Manage Resources** | **1 day?** | **Mon 6/9/14** | **Mon 6/9/14** |  |  |
| **Manage Communications** | **1 day?** | **Mon 6/9/14** | **Mon 6/9/14** |  |  |

# Risk Analysis and Plan

## Risk Management

The objective of Risk Management Plan is to manage identified risks and minimize the impact of risks on this project before significant negative consequences occur. The objective of Risk Management Plan is to manage identified risks and minimize the impact of risks on this project before significant negative consequences occur.

The following Risk table are risks associated from the beginning and potential duration of the project. Also, note the impact and detection difficulty rating assessed for each risk. The identified list is a start and continuous monitoring of risks will be done throughout the lifecycle of the project. Any changes or addendums will be documented for all applicable stakeholders following organization current change management process.  For more detail refer to the communication plan.

## Risk Identification

The project management Team D identified following risks for this project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risks Event** | **Probability** | **Impact** | **Detection Difficulty** | **When** |
| Incorrect requirements | High | High | 1 | Requirement Gathering |
| Programmer unavailable | Medium | High | 3 | Design |
| Team members unavailable | Low | High | 1 | Project Management |
| Cloud server contract issues | Medium | Medium | 2 | Implementation |
| User backlash | Low | Medium | 2 | Implementation |
| Project Manager Unavailable | Low | High | 1 | Project Management |

**Probability**

* High – Greater than 70% probability of occurrence
* Medium – Between 30% and 70% probability of occurrence
* Low – Below 30% probability of occurrence

**Impact**

* High – Risk that has the potential to greatly impact project cost, project schedule or performance
* Medium – Risk that has the potential to slightly impact project cost, project schedule or performance
* Low – Risk that has relatively little impact on cost, schedule or performance.

**Detection Difficulty** is a measure of how easy it would be to detect that the event

was going to occur in time to take mitigating action.

Range from **5 - no warning** to **1 - lots of time to react**.

## Risk Mitigation

The project management Team comes with following risk mitigation ideas for this project.

Incorrect requirements have high risk impact. To mitigate the risk the unified process and sound requirement engineering practices will be followed.

A lack of programmer availability would have a great impact on overall success of the project. To mitigate this risk, programmers are to work in tandem on functionality development and use a common code repository for code storage and version control.

A lack of participation or unforeseen absent by a Team D members would also have a high impact on project success. To mitigate this risk, team D members will put extra hours and share tasks. However, all members are highly motivated and actively engaged in the development of the project plan.

Cloud server contract negotiation is also a risk.  With current healthy business relationships with existing cloud providers, this risk has a low probability of occurring.

The most unknown risk is the potential for user backlash during the implementation phase.  To mitigate the risk, software development will follow the unified process.

In addition, user acceptance and signoff will be required for each proposed Agile Sprint.

|  |  |  |  |
| --- | --- | --- | --- |
| **Risks Event** | **Probability** | **Impact** | **Mitigation Ideas** |
| Incorrect requirements | High | High | * Unified process and sound requirement engineering practices will be followed |
| Programmer unavailable | Medium | High | * Programmers are to work in tandem on functionality development and use a common code repository for code storage and version control |
| Team members unavailable | Low | High | * Schedule extra hours * Share tasks |
| Cloud server contract issues | Medium | Medium | * Current healthy business relationships with existing cloud providers |
| User backlash | Low | Medium | * software development will follow the unified process |
| User acceptance and signoff | Low | High | * Proposed Agile Sprint |

# Resources

## Resource Allocation

Refer following table for total estimated resource cost.

Refer following table for total estimated resource cost.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Team** | **Resource**  **Count** | **Weeks** | **Hourly rate** | **Cost** |
| Analysts/designers | 2 | 4 | 150 | $48,000 |
| Programmers | 2 | 12 | 150 | $144,000 |
| Programmers | 2 | 3 | 150 | $36,000 |
| Testers | 2 | 4 | 150 | $48,000 |
| Trainer | 1 | 1 | 150 | $6,000 |
| Project manager | 1 | 16 | 150 | $96,000 |
| Total Estimated Cost |  |  |  | $378,000 |

## Resource Utilization

Graph

# Dependencies and Constraints

## Dependencies

The following are dependencies in this project:

1. Management will ensure that project team members are available as needed to complete project tasks and objectives
2. All project participants will abide by the guidelines identified within this plan
3. Project Plan might change based on if any changes in scope or issues encountered.
4. Availability of customer for meetings and trainings
5. Architecture must be open so that additional functionality may be added later.
6. A machine installed with Windows 7 Operating Systems must be purchased and ready
7. Administrative privilege must be granted
8. Internet access must be available for testing from outside of the network

## Constraints

The project has identified following constraints:

1. Limited Budget
2. Team task allocations



1. Three months project duration

# Project deliverables

Completion of project will result in following deliverables.

• VENI App Software – This software will be deployed on customer’s mobile.

• VENI App Software Manual – Software manual will be written to assist

users on application functionality and user interface.

• Training Sessions - User Training sessions will be conducted for users to train on the

systems. Also trainers will assist in initial account setup for the users.

# Communication Plan

The communication plan provides a framework for informing, involving, and sharing information for all stakeholders and project team throughout the duration of the project.

It describes how project manager interact with team members to update project status. Project team uses following communication tools.

1. Google Doc – Used to share and update project documents for all project team members.
2. Google Hangout – Used to share desktop to collaborate application demo and documents within team
3. Freeconferencecalls.com – Used to schedule meeting and send invite to all project team members.
4. UT Dallas Campus Meetings – Face-to-face discussion with team members at UTD Campus
5. UTDallas zmail exchange email

# Appendix A: Glossary

|  |  |
| --- | --- |
| **Term** | **Definition** |
| PHI | Protected Health Information |
| PII | Personally identifiable information |
|  |  |
|  |  |
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# Appendix B: References