

EVENT BOOKING SYSTEM

TEAM DELTA

Name	Student Number	Contact Information	Contribution
Rory Davis	5917670	rpd929@uowmail.edu.au	Contributed
Mohid Jamil	5205049	mj698@uowmail.edu.au	Contributed
Molin Lai	6221579	ml173@uowmail.edu.au	Contributed
Jarrad McNamara	4890607	jm221@uowmail.edu.au	Contributed
Zhijin Tang	5578747	zt823@uowmailedu.au	Contributed

Contents

1 – Business Case.....	4
1.1 – Background Information.....	4
1.2 – Business Objective.....	4
1.3 – Current Situation and Problem/Opportunity Statement	4
1.4 – Critical Assumption and Constraints	5
1.5 – Analysis of Options and Recommendation.....	5
1.6 – Preliminary Project Requirements	6
1.7 – Budget Estimate and Financial Analysis	7
1.8 – Schedule Estimate	8
1.9 – Potential Risks	8
2 – Project Charter	9
3 – Project Plans.....	11
3.1 – Project Scope Statement.....	11
3.1.1 – Introduction.....	11
3.1.2 – Project Justification	11
3.1.2 – Scope Description	11
3.1.3 – High Level Requirements.....	12
3.1.4 – Product User Acceptance Criteria	12
3.1.5 – Project Requirements.....	12
3.1.6 – Key Milestones and Deliverables Summary	13
3.1.7 – Constraints	14
3.1.8 – Assumptions	14
3.2 – Work Breakdown Structure (WBS).....	15
3.3 – Project Schedule	17
3.4 – Cost Management Plan.....	21
3.4.1 – Payrate Table:.....	21
3.4.2 – Cost Estimation:	21
3.5 – Human Resource Plan.....	24
3.5.1 – Introduction:.....	24
3.5.2 – Roles & Responsibilities of Team Members:	24
3.5.3 – Project Staff Assignment	24
3.5.4 – Organisational Chart:.....	25
3.5.5 – RACI Chart:	25
3.6 – Quality Management Plan	26
3.6.1 – Introduction.....	26
3.6.2 – Quality Standards/Objectives.....	26

3.7 – Risk Management Plan	28
3.7.1 – Introduction.....	28
3.7.2 – Methodology	28
3.7.3 – Risk Matrix:.....	29
3.7.4 – Risk Register:	30
3.8 – Project Communication Plan.....	31
3.8.1 – Roles for Communications Management:.....	31
3.8.2 – Communications Summary:	31
3.8.3 – Communications Summary and Plan.....	32
3.8.4 – Comments & Guidelines.....	32
3.8.5 – Escalation Procedures for Resolving Issues	33
3.9 – Project Stakeholder Management Plan	34
3.9.1 – Stakeholder Register:	34
4 – Project Execution	35
4.1 – Progress Report #1	35
4.2 – Progress Report #2	37
4.3 – Progress Report #3	39
4.4 – Progress Report #4	41
4.5 – Progress Report #5	43
4.6 – Progress Report #6	45
5 – Change Request & Updated Plans.....	47
5.1 – Change Request.....	47
5.2 – Scope Management Plan – Version 2	48
5.2.1 – Introduction.....	48
5.2.2 – Project Purpose and Justification	48
5.2.3 – Scope Description	48
5.2.4 – High Level Requirements.....	49
5.2.5 – Product User Acceptance Criteria	49
5.2.6 – Project Requirements:.....	49
5.2.7 – Key Milestones and Deliverables Summary	50
5.2.8 – Constraints	51
5.2.9 – Assumptions	52
5.3 – Work Breakdown Structure – Version 2	53
5.3 – Project Schedule – Version 2.....	55
5.4 – Risk Management Plan – Version 2	60
5.5 – Cost Management Plan – Version 2.....	62
5.5.1 – Cost Estimate – Version 2	62
5.6 – Communications Management Plan – Version 2	65
5.6.1 – Roles for Communications Management:.....	65
5.6.2 – Communications Summary:	65
5.6.3 – Communications Summary and Plan.....	66

5.6.4 – Comments & Guidelines.....	66
5.6.5 – Escalation Procedures for Resolving Issues	66
6 - Meeting Minutes.....	68
6.1 – Kick off Meeting:	68
6.2 – Meeting 2:	69
6.3 – Meeting 3:	70
6.4 – Meeting 4:	71
6.5 – Meeting 5	72
6.6 – Meeting 7	73
6.7 – Change Request Meeting 1	74
6.7 – Meeting 8	75
6.8 – Change Request Meeting 2	76
6.8- Meeting 9.....	77
6.9 – Meeting 10	78
7 – Project Testing.....	79
7.1 – Introduction.....	79
7.2 – Requirements	80
8 – Project Closing & Lessons-Learnt.....	90
8.1 – Lessons-Learnt Report	90
8.1.1 – Did the project meet the scope, time and cost goals?	90
8.1.2 – What was the success criteria listed in the project scope statement?	90
8.1.3 – Reflect on whether or not you met the project success criteria.....	90
8.1.4 – What were the main lessons your team learned from this project?.....	91
8.1.5 – Describe one example of what went right on this project.	92
8.1.6 – Describe one example of what went right on this project.	92
8.1.7 – What will you do differently on the next project based on your experience working on this project?.....	92
9 – Appendix	94
9.1 – Event Booking Schema.....	94

1 – Business Case

1.1 – Background Information

At the University of Wollongong there is an endless number of events hosted by students, teachers, staff and other people involved in the university. Primarily as it stands, the most common way to raise awareness about an event or find out about university events is through the distribution of flyers or posting to the '*UOW buy and sell*' Facebook page. An online booking system would be a superior option to these as they produce no waste like flyers, and the events being posted will not get buried in the mountain of posts that exists on UOW buy and sell.

1.2 – Business Objective

The overall objective is to create an event booking system that allows UOW students and staff to do the following actions:

- ❖ Create Events that contain information regarding name, price, capacity, location, promotional codes etc.
- ❖ Update an existing event to change any of the able values after the event has been created
- ❖ Search through events
- ❖ Make a booking on a selected event
- ❖ Edit an existing booking that has been made

1.3 – Current Situation and Problem/Opportunity Statement

Currently as it stands, there is not a centralised system for events being hosted/ attended by UOW students and staff. This result in an extremely fractured system that causes more work for both Event organisers to make sure their event can be seen by potential attendees and potential event goers are left to search through multiple sources in order to find an event they want.

1.4 – Critical Assumption and Constraints

In undertaking this Project, the following assumptions have been made:

- ❖ All of the hardware for deployment will be made available by UOW
- ❖ Actual payment for bookings/events will be made in person and does not need to be within the project scope.

In undertaking this project, the following Constraints have been identified:

- ❖ Project must be completed by 24/05/2019 at the latest
- ❖ Project Budget is \$50000
- ❖ No outside help can be used to complete the project, i.e. all tasks must be completed by team members and cannot be outsourced elsewhere

1.5 – Analysis of Options and Recommendation

Possible options for dealing with problem/opportunity:

1. Continue unchanged with the way events are currently being managed.
 - ❖ This option poses the least risk in terms of immediate capital expenditure, however, in doing so the issue of no centralised booking system will continue to grow as time passes.
2. Buy an out of the box software to manage events.
 - ❖ This solution may provide an improvement on the current system being used; however, such tools can be extremely expensive for an institution the size of UOW and as a result of being out of the box, is not tailor designed for the client.
3. Pay for the UOW Event Booking Project
 - ❖ This solution can help to solve the problem of the current system of booking through the development of customised software to assist in any needed area of event booking. The needed functionality can be changed or altered on request (within reason) if some features are decided to be necessary or can be abandoned at any point if they are no longer required.

Recommendation:

It is recommended that option 3 be chosen for the following reasons:

- ❖ It provides the greatest opportunity to create an ideal solution to the problem being presented, in contrast to option 2 that would provide some kind of solution, but the success of which is dependent on how well the out of the box product matches UOW's needs.
- ❖ It provides the lowest long-term cost out of the 3 options due to the following reasons. Firstly, solution 1 although may appear the cheapest out of all (doing nothing at all) however, a number of hidden costs including: flyer printing, time spent creating and putting out flyers, time spent looking for events etc. all result in this option actually being the most expensive of the 3 option.
- ❖ Equally, option 2 may seem to be cheaper in the short term due to the possibility of a lower price tag for an out of the box system. Once again, this can be seen to not be the case over the longer term as UOW continues to grow, the size and scale of the system being used will also have to grow, increasing the cost of use for systems that are purchased out of the box.

1.6 – Preliminary Project Requirements

1. Event creation functionality

- ❖ Create and launch events that have information such as price, location, capacity etc.

2. Event update functionality

- ❖ Ability to edit already created events to change any of information within the event

3. Booking an event functionality

- ❖ Search through a list of available events and make a booking

4. Editing a booking functionality

- ❖ Ability to search and locate a booking made in order to delete or make changes to the booking

1.7 – Budget Estimate and Financial Analysis

Discount rate	8%					
Assume the project is completed in Year 0	Year					Total
	0	1	2	3	4	
Costs	50,000	0	0	0	0	
Discount factor	1.00	0.93	0.86	0.79	0.73	
Discounted costs	\$50,000	-	-	-	-	\$50,000
Benefits	0	17,500	17,850	18,742.50	19,679.63	73,772.13
Discount factor	1.00	0.93	0.86	0.79	0.73	
Discounted benefits	0	16,204	15,303	14,878	14,366	\$60,752
Discounted benefits - costs	(50,000)	16,204	15,303	14,878	14,366	\$10,752
Cumulative benefits - costs	(50,000)	(33,796)	(18,493)	(3,614)	10,752	
ROI	22%					
	Payback in Year 3					NPV

Assumptions:

Savings: A large part of the savings generated by the system will come from the saving of hours for staff organising events. These savings involve the staff no longer having to create and post flyers for events, as well as posting the event to multiple platforms online to raise awareness.

Hours saved per year	500
Average Wage per hour	\$30.00
Number of Years	5
Yearly Savings	\$15,000
UOW Growth per year	0.05
Total Savings before Discount Rate	\$78,750

Increase in Attendance: Increase attendance of events due to centralised system of booking.

Percentage Increase	0.05
Assumed Revenue from Events	\$50,000.00
Number of Years	5
Yearly Savings	\$2,500
UOW Growth per year	0.05
Total Savings before Discount Rate	\$13,125

1.8 – Schedule Estimate

The project is expected to commence on 28/03/2019 and is planned to come to a close on the 24/05/2019.

1.9 – Potential Risks

The largest potential risks involved in the project are around time and cost scheduling as well as technical risks that will become more apparent as the project progresses.

Time and cost risk:

- ❖ Undertaking any project involves some unknown factors in terms of the exact time and cost it will take to produce. This arises from the fact that estimates will occasionally prove incorrect when a task is more difficult or takes longer than expected.
- ❖ To mitigate this kind of risk, attention to detail is paramount when doing cost and time estimates in order to gain an accurate estimate of the actual project costs and time needed to complete. Furthermore, close attention must be paid to the project scheduling to ensure that once estimates have been made, they are stuck to in order to stay on budget and in schedule.

Technical Risk:

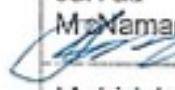
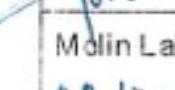
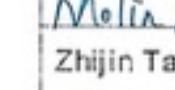
- ❖ At this time, the current requirements appear to very much within the technical capabilities of the project team. However, as the project progresses there exists a small risk that the technical difficulty of the project will begin to increase and eventually surpass the technical skills of those involved in the project.

To mitigate this risk, a thorough understanding of each team members capabilities is needed to ensure no one is put in a situation that they are out their depth. In addition to this, having a well-defined scope and detailed information about the needed requirements will help to ensure the project team is well informed about the upcoming technical work required.

2 – Project Charter

Project Charter Delta.

Date 28/03/2019

Project Title: UOWLibrary Event Planner	Project Start Date: 28/03/2019	Projected Finish Date: 17/05/19	
Budget Information: \$50 000			
Project Manager: Rory Davis			
Project Objectives: Event booking, creation and management system developed to expectat ons of the stakeholders.			
Success Criteria: All deliverables submitted Budget restraints respected All team members contribute to final product			
Approach: Initially to get a working prototype of the application as soon as possible to allow for the most time spent completing iterative development to closer match the goals of the project. This will also allow for most of the resources spent completing and refining documentation. The project will be developed employing the Agile methodology as much as possible to ensure effective completion of the project goals Weekly meetings scheduled Thursday at 12:30 will also be a vital resource for effective completion of project goals			
Roles and Responsibilities			
Name and Signature	Role	Position	Contact Information
Jarrad McNamara 	Programming / Doc	Team member	https://www.facebook.com/jarrad.mcnamara
Mohid-Jamil 	Documenting	Team Member	https://www.facebook.com/mohid.jamil.5
Molin Lai 	Documenting	Team Member	https://www.facebook.com/lynne.lai.1
Zhijin Tang 	Programing / Doc	Team Member	https://www.facebook.com/zhijin.tang.9
Rory Davis 	Programming	Project Leader	https://www.facebook.com/rory.davis.90038

Comments:

Python & MySql will likely be the languages used for development of the application

Detailed approach and clear description of the phases (Epsilon) Khar

Good to go! -Dylan Smith, Gamma team 100

Stakeholder Register

Prepared by: Rory Davis Date: 28/3/19

Name	Position	Internal/External	Project Role	Contact Info
Dylan Smith	Gamma Team	External	Stakeholder	0155900now
Uu	Epsilon	External	Stakeholder	qku803now.
Ashely Maher	Sponsor	Internal	Sponsor	ashley
Joseph Muoneme	Sponsor	Internal	Sponsor	JFM

3 – Project Plans

3.1 – Project Scope Statement

3.1.1 – Introduction

The Project Scope management plan serves as a guide to defining and managing project scope throughout the lifecycle of the project as well as outlining how project success will be defined when evaluating the performance of the project after it has been complete. Furthermore, the scope management plan also sets out the acceptance criteria for the project, defines project deliverables and also seeks to document any constraints and boundaries that are placed on the project. This plan should be consulted throughout the project to ensure the development of the Event Booking System stays within the defined scope to maximise chances of project success.

3.1.2 – Project Justification

The development of an effective Event Booking System has the intended purpose of facilitating the creation, editing and booking of events at UOW by its staff and students. The project has been authorized by the project sponsors and encompasses the design, development and documentation of the Event Booking System. The system will seek to greatly reduce the manual hours spent used to promote and book events within the University of Wollongong. As it stands, the current system is decentralized and exists mostly in the form of physical posters and Facebook Group Posts that require an interested potential attendee to stumble upon the event. In contrast, the Event Booking System will provide a single point of access for Staff and Students of UOW to create, manage and book events in a single application.

3.1.2 – Scope Description

The Event Booking System scope will include the planning, development and documentation of the application that fits the user acceptance criteria listed below. This will be achieved through the successful development of a system that can create, edit, and view Events and Bookings for events for UOW staff and students. Any activities or tasks not directly related to the research, planning, development or documentation of these requirements would be considered out of the project scope.

3.1.3 – High Level Requirements

The scope of the project includes the development of an Event Booking System that for UOW staff and students to:

- ❖ Create, manage, view Events with various event details
- ❖ Make bookings on these events that can be:
 - Viewed
 - Edited
 - Deleted
- ❖ Navigate the application easily to achieve the required functions

In addition to the development, the scope includes all activities related to the planning, design and documentation of the Event Booking System.

3.1.4 – Product User Acceptance Criteria

For the Event Booking System to be accepted by the customer, the system developed must be capable of the following requirements upon demonstration.

3.1.5 – Project Requirements

- ❖ Users can create Events that consists of the following details:
 - Event Name
 - Event Date & Time
 - Event Location
 - Event Price
 - Event Capacity
 - Event Description
 - Promotional code details
- ❖ Users can edit any of the event details in their previously created events
- ❖ Users can delete any previously created events
- ❖ Users can view future events
- ❖ Users can make Bookings for an Event with the following details:
 - Booker name
 - Booker email
 - Promotion code use

- ❖ Users can edit Bookings on events that were previously made to update any of the above information.

The development of a system with the above capabilities developed within the required project time and cost limitations will be considered the primary criteria for evaluating project success as well as being the criteria for user acceptance.

3.1.6 – Key Milestones and Deliverables Summary

The Project will track progress against list of milestones, each having defined deliverables for milestones to be considered completed. This will serve as a rough guide to determining the status of project progression in terms of completing key tasks that will lead to the eventual success of the project.

Key Milestone	Deliverable
1. Project Planning Complete	<p>Full set of project planning documents including:</p> <ul style="list-style-type: none"> • WBS • Scope Management Plan • Schedule • Cost management Plan • Human Resources Plan • Risk management Plan • Quality Management Plan • Communications management Plan • Any other documents produced in planning
2. Front and Backend Design Complete	<p>Back End Deliverables:</p> <ul style="list-style-type: none"> • Database Schema • Pseudo-Code for Event Class • Pseudo-Code for Booking Class <p>Front End Deliverables:</p> <ul style="list-style-type: none"> • Designed Event Creation Form • Designed Event Booking Form • Designed Navigation components/menus for system
3. Development Version of Software Completed	<p>Application that is capable of performing all of specified requirements when correct data is input. It may not be robust enough for end user use, but it must be capable of performing the needed functions.</p>

4. Production Version of the software completed	<ul style="list-style-type: none"> Application must be fully functional for user operation as per the defined requirements. Product testing to verify the capability of the system to complete specified requirements
5. Project Completion	<ul style="list-style-type: none"> Final Report with all necessary inclusions Lessons Learned Report

3.1.7 – Constraints

The Project is bound by a number of known constraints, foremost of which include the time and cost limits imposed on the production of the system. In terms of time, the project must be completed by no later than **Friday 24/5/2019**. Furthermore, the project will have an allocated budget for \$50,000 that will be available for the design, production and documenting of the entire Project. These constraints must be respected for the project to be considered a success and serve as the primary measuring stick in terms of judging the project's trending progression over time i.e. is the current work pace in terms of time/cost going to ensure the project finished within these constraints.

3.1.8 – Assumptions

The following lists assumptions that have been made in the preparation of the project planning that underpin many of the other decisions made during the life of the project. If any of these assumptions were to be false, alterations to the project plans would have to be made as the success of the current project plan depends on these assumptions being true.

Assumptions made:

1. All team members will remain in the subject and on the team
 - Changes to the number of people working on the project will greatly affect the project and the way it is being completed. As such, if any team member were to leave, drastic changes to the plans would have to be made in order to complete the project successfully
2. All team members will have adequate access to a capable PC to complete their required work.

Currently, all team members have access to computers to complete work at the required times when needed. However, due to the shortage in UOW computers with the requisite software (Project 2016) if any members of the team were to lose access to a computer either through breakage or loss, the team would have to make large changes to ensure that the affected member could complete the required work either at the University Computers or on another team members machine.

3.2 – Work Breakdown Structure (WBS)

1.0 Initiating

- 1.1 Prepare stakeholder analysis
- 1.2 Prepare business case
- 1.3 Create project charter
- 1.4 Hold project kick-off meeting
- 1.5 Develop preliminary scope statement

2.0 Planning

- 2.1 Project integration management
 - 2.1.1 Create team contract
 - 2.1.2 Develop project management plan
- 2.2 Project scope management
 - 2.2.1 Gather Requirements
 - 2.2.2 Develop scope statement
 - 2.2.3 Create WBS and WBS dictionary
- 2.3 Project time management
 - 2.3.1 Determine Activity time
 - 2.3.2 Sequence Activities
 - 2.3.3 Create Schedule
- 2.4 Project cost management
 - 2.4.1 Create Cost Estimate
- 2.5 Project quality management
 - 2.5.1 Create Project Quality Management Plan
- 2.6 Project human resource management
 - 2.6.1 Create Human Resources plan
- 2.7 Project communications management
 - 2.7.1 Determine Stakeholder Communication requirements
 - 2.7.2 Create communications management Plan
- 2.8 Project risk management
 - 2.8.1 Determine project risks
 - 2.8.2 Undertake qualitative and quantitative risk analysis
 - 2.8.3 Plan Risk Responses
- 2.9 Project technical management
 - 2.9.1 Determining available options for possible ways to implement solutions
 - 2.9.2 Deciding on a technology stack to for the project

2.10 Project Planning completed.

3.0 Executing

- 3.1 General Architecture and Design
 - 3.1.1 Set up development Environment
- 3.2 Design Front and Backend
 - 3.2.1 Design Backend
 - 3.2.1.1 Create Database Schema
 - 3.2.1.2 Create pseudo-code for Event Class
 - 3.2.1.3 Create pseudo-code for Booking Class
 - 3.2.2 Design Front End

- 3.2.2.1 Create design of user input forms
- 3.2.2.2 Create design of menu/home screens
- 3.2.2.3 Create components for application navigation

3.2.3 Front and Back end Design Completed

3.3 Implement Backend

- 3.3.1 Create Database to store records
- 3.3.2 Implement Event Class to create, delete, search for and update Events
- 3.3.3 Implement Booking Class to create, delete, search for and update Bookings

3.4 Implement Front End

- 3.4.1 Creation of user input forms/components
- 3.4.2 Creation of menu/home window & components
- 3.4.3 Creation of navigation components and windows

3.5 Connection of Database to Application

- 3.5.1 Implementation of interaction between application and database
- 3.5.2 Development version of Software Completed**

3.6 Testing

- 3.6.1 Testing of Database Functionality
- 3.6.2 Testing of Event functionality
- 3.6.3 Testing of Booking functionality
- 3.6.4 Testing of overall user experience and functionality

3.7 Refactoring

- 3.7.1 Refactor code to optimize user experience
- 3.7.2 Production versions of Software Completed**

3.8 Deployment

- 3.8.1 Deploy to destination system/s

4.0 Project Closing

- 4.1 Examine project success against success criteria
- 4.2 Write lessons learnt report

5.0 Project buffer

6.0 Project must be completed by date

3.3 – Project Schedule

ID	Name	Start	Finish	Resource Names
1	Event Booking System	Thu 21/03/19	Fri 24/05/19	
2	Meetings	Thu 21/03/19	Thu 23/05/19	Jarrad McNamara, Mohid Jamil, Molin Lai, Rory Davis, Zhijin Tang
3	Kick-off Meeting	Thu 21/03/19	Thu 21/03/19	
4	Meeting 2	Thu 28/03/19	Thu 28/03/19	
5	Meeting 3	Thu 04/04/19	Thu 04/04/19	
6	Meeting 4	Thu 11/04/19	Thu 11/04/19	
7	Meeting 5	Thu 18/04/19	Thu 18/04/19	
8	Meeting 7	Thu 02/05/19	Thu 02/05/19	
9	Meeting 8	Thu 09/05/19	Thu 09/05/19	
10	Meeting 9	Thu 16/05/19	Thu 16/05/19	
11	Meeting 10	Thu 23/05/19	Thu 23/05/19	
12	1. Initiation	Thu 21/03/19	Fri 29/03/19	
13	1.1 Prepare stakeholder analysis	Thu 21/03/19	Mon 25/03/19	Rory Davis
14	1.2 Prepare business case	Tue 26/03/19	Wed 27/03/19	Rory Davis
15	1.3 Create project charter	Tue 26/03/19	Wed 27/03/19	Jarrad McNamara
16	1.4 Hold project kickoff meeting	Thu 28/03/19	Thu 28/03/19	Rory Davis
17	1.5 Develop preliminary scope statement	Thu 28/03/19	Fri 29/03/19	Mohid Jamil
18	2. Planning	Mon 01/04/19	Thu 18/04/19	
19	2.1 Project Integration Management	Mon 01/04/19	Mon 01/04/19	
20	2.1.1 Create team contract	Mon 01/04/19	Mon 01/04/19	Molin Lai
21	2.2 Project Scope Management	Tue 02/04/19	Tue 09/04/19	

22	2.2.1 Gather Requirements	Tue 02/04/19	Thu 04/04/19	Mohid Jamil
23	2.2.2 Develop scope statement	Fri 05/04/19	Tue 09/04/19	Mohid Jamil
24	2.2.3 Create WBS and WBS Dictionary	Tue 02/04/19	Thu 04/04/19	Zhijin Tang
25	2.3 Project time management	Wed 10/04/19	Mon 15/04/19	
26	2.3.1 Determine activity time	Wed 10/04/19	Wed 10/04/19	Molin Lai
27	2.3.2 Sequence activities	Wed 10/04/19	Wed 10/04/19	Molin Lai
28	2.3.3 Create schedule	Thu 11/04/19	Mon 15/04/19	Molin Lai
29	2.4 Project Cost Management	Tue 16/04/19	Thu 18/04/19	
30	2.4.1 Create Cost Estimate	Tue 16/04/19	Thu 18/04/19	Jarrad McNamara
31	2.5 Project Quality Management	Mon 01/04/19	Wed 03/04/19	
32	2.5.1 Create project quality management plan	Mon 01/04/19	Wed 03/04/19	Mohid Jamil
33	2.6 Project Human Resource Management	Tue 16/04/19	Wed 17/04/19	
34	2.6.1 Create human resources plan	Tue 16/04/19	Wed 17/04/19	Jarrad McNamara
35	2.7 Project Communications Management	Mon 01/04/19	Mon 08/04/19	
36	2.7.1 Determining stakeholder communication requirements	Mon 01/04/19	Wed 03/04/19	Zhijin Tang
37	2.7.2 Create communications management plan	Thu 04/04/19	Mon 08/04/19	Zhijin Tang
38	2.8 Project Risk Management	Mon 01/04/19	Tue 09/04/19	
39	2.8.1 Determine project risks	Mon 01/04/19	Tue 02/04/19	Rory Davis
40	2.8.2 Undertake qualitative and quantitative risk analysis	Wed 03/04/19	Fri 05/04/19	Rory Davis
41	2.8.3 Plan risk responses	Mon 08/04/19	Tue 09/04/19	Rory Davis
42	2.9 Project Technical Management	Mon 01/04/19	Wed 03/04/19	
43	2.9.1 Determining available options for possible ways to implement solutions	Mon 01/04/19	Wed 03/04/19	Jarrad McNamara
44	2.9.2 Deciding on a technology stack for the project	Mon 01/04/19	Mon 01/04/19	Jarrad McNamara
45	2.10 Project Planning Completed	Thu 18/04/19	Thu 18/04/19	

46	3. Executing	Tue 16/04/19	Mon 13/05/19	
47	3.1 General Architecture and Design	Tue 16/04/19	Wed 17/04/19	
48	3.1.1 Setup development environment	Tue 16/04/19	Wed 17/04/19	Jarrad McNamara, Rory Davis
49	3.2 Design Front and Backend	Tue 16/04/19	Mon 22/04/19	
50	3.2.1 Design Backend	Tue 16/04/19	Fri 19/04/19	
51	3.2.1.1 Create database schema	Tue 16/04/19	Tue 16/04/19	Rory Davis
52	3.2.1.2 Create pseudo-code for Event Class	Tue 16/04/19	Wed 17/04/19	Rory Davis
53	3.2.1.3 Create pseudo-code for Booking Class	Thu 18/04/19	Fri 19/04/19	Rory Davis
54	3.2.2 Design Frontend	Mon 22/04/19	Mon 22/04/19	
55	3.2.2.1 Create design of user input forms	Mon 22/04/19	Mon 22/04/19	Jarrad McNamara
56	3.2.2.2 Create design of menu/home screens	Mon 22/04/19	Mon 22/04/19	Jarrad McNamara
57	3.2.2.3 Create components for application navigation	Mon 22/04/19	Mon 22/04/19	Jarrad McNamara
58	3.2.3 Front and Backend Design Completed	Mon 22/04/19	Mon 22/04/19	
59	3.3 Implement Backend	Tue 23/04/19	Tue 30/04/19	
60	3.3.1 Create Database to store records	Tue 23/04/19	Wed 24/04/19	Rory Davis
61	3.3.2 Implement event class to create, delete, search for, and update events	Tue 23/04/19	Thu 25/04/19	Rory Davis
62	3.3.3 Implement booking class to create, delete, search for, and update events	Fri 26/04/19	Tue 30/04/19	Rory Davis
63	3.4 Implement Frontend	Tue 23/04/19	Wed 24/04/19	
64	3.4.1 Creation of user input forms/components	Tue 23/04/19	Wed 24/04/19	Jarrad McNamara
65	3.4.2 Creation of menu/home window and components	Tue 23/04/19	Wed 24/04/19	Jarrad McNamara
66	3.4.3 Creation of navigation components and windows	Tue 23/04/19	Wed 24/04/19	Jarrad McNamara
67	3.5 Connection of Database to Application	Wed 01/05/19	Fri 03/05/19	
68	3.5.1 Implementation of interaction between application and database	Wed 01/05/19	Fri 03/05/19	Jarrad McNamara, Rory Davis

69	3.5.2 Development version of software completed	Fri 03/05/19	Fri 03/05/19	
70	3.6 Testing	Mon 06/05/19	Tue 07/05/19	
71	3.6.1 Testing of Database Functionality	Mon 06/05/19	Mon 06/05/19	Rory Davis
72	3.6.2 Testing of Event functionality	Mon 06/05/19	Mon 06/05/19	Rory Davis
73	3.6.3 Testing of Booking functionality	Mon 06/05/19	Mon 06/05/19	Jarrad McNamara
74	3.6.4 Testing of overall user experience and functionality	Mon 06/05/19	Tue 07/05/19	Jarrad McNamara
75	3.7 Refactoring	Wed 08/05/19	Thu 09/05/19	
76	3.7.1 Refactor code to optimise user experience	Wed 08/05/19	Thu 09/05/19	Rory Davis
77	3.7.2 Production version of software completed	Thu 09/05/19	Thu 09/05/19	
78	3.8 Deployment	Fri 10/05/19	Mon 13/05/19	
79	3.8.1 Deploy to destination systems	Fri 10/05/19	Mon 13/05/19	Jarrad McNamara
80	4. Project Closing	Tue 14/05/19	Wed 15/05/19	
81	4.1 Examine project success against success criteria	Tue 14/05/19	Wed 15/05/19	Rory Davis
82	4.2 Write lessons-learnt report	Tue 14/05/19	Wed 15/05/19	Rory Davis
83	5. Project Buffer	Thu 16/05/19	Fri 24/05/19	
84	6. Project Must be complete by date	Fri 24/05/19	Fri 24/05/19	

3.4 – Cost Management Plan

3.4.1 – Payrate Table:

Name	Role / Position	Payrate
Rory Davis	Project Manager	\$75.00/hr
Mohid Jamil	Project Member	\$50.00/hr
Molin Lai	Project Member	\$50.00/hr
Jarrad McNamara	Project Member	\$50.00/hr
Zhijin Tang	Project Member	\$50.00/hr

3.4.2 – Cost Estimation:

Task Name	Resource Names	Hours of work	Cost Per Hour	Cost \$
Event Booking System				
Meetings	All Team Members	8.00	\$275.00	\$2,200.00
1. Initiation		61.00		\$4,025.00
1.1 Prepare stakeholder analysis	Rory Davis	18.00	\$75.00	\$1,350.00
1.2 Prepare business case	Rory Davis	12.00	\$ 75.00	\$900.00
1.3 Create project charter	Jarrad McNamara	15.00	\$ 50.00	\$750.00
1.4 Hold project kickoff meeting	All Team Members	1.00	\$ 275.00	\$275.00
1.5 Develop preliminary scope statement	Mohid Jamil	15.00	\$ 50.00	\$750.00
2. Planning				\$10,300.00
2.1 Project Integration Management				
2.1.1 Create team contract	Molin Lai	4.00	\$ 50.00	\$200.00
2.5 Project Quality Management				
2.5.1 Create project quality management plan	Mohid Jamil	12.00	\$ 50.00	\$600.00
2.7 Project Communications Management				
2.7.1 Determining stakeholder communication requirements	Zhijin Tang	12.00	\$ 50.00	\$600.00
2.7.2 Create communications management plan	Zhijin Tang	12.00	\$ 50.00	\$600.00
2.8 Project Risk Management				
2.8.1 Determine project risks	Rory Davis	10.00	\$ 75.00	\$750.00
2.8.2 Undertake qualitative and quantitative risk analysis	Rory Davis	16.00	\$ 75.00	\$1,200.00
2.8.3 Plan risk responses	Rory Davis	8.00	\$ 75.00	\$600.00
2.9 Project Technical Management				

2.9.1 Determining available options for possible ways to implement solutions	Jarrad McNamara	15.00	\$ 50.00	\$750.00
2.9.2 Deciding on a technology stack for the project	Jarrad McNamara	6.00	\$ 50.00	\$300.00
2.2 Project Scope Management				
2.2.1 Gather Requirements	Mohid Jamil	15.00	\$ 50.00	\$750.00
2.2.3 Create WBS and WBS Dictionary	Zhijin Tang	15.00	\$ 50.00	\$750.00
2.2.2 Develop scope statement	Mohid Jamil	12.00	\$ 50.00	\$600.00
2.3 Project time management				
2.3.1 Determine activity time	Molin Lai	6.00	\$ 50.00	\$300.00
2.3.2 Sequence activities	Molin Lai	4.00	\$ 50.00	\$200.00
2.3.3 Create schedule	Molin Lai	15.00	\$ 50.00	\$750.00
2.4 Project Cost Management				
2.4.1 Create Cost Estimate	Jarrad McNamara	15.00	\$ 50.00	\$750.00
2.6 Project Human Resource Management				
2.6.1 Create human resources plan	Jarrad McNamara	12.00	\$ 50.00	\$600.00
2.10 Project Planning Completed				
3. Executing				\$12,550.00
3.1 General Architecture and Design				
3.1.1 Setup development environment	Jarrad McNamara, Rory Davis	10.00	\$ 125.00	\$1,250.00
3.2 Design Front and Backend				
3.2.1 Design Backend				
3.2.1.1 Create database schema	Rory Davis	5.00	\$ 75.00	\$375.00
3.2.1.2 Create pseudo-code for Event Class	Rory Davis	10.00	\$ 75.00	\$750.00
3.2.1.3 Create pseudo-code for Booking Class	Rory Davis	10.00	\$ 75.00	\$750.00
3.2.2 Design Frontend				
3.2.2.1 Create design of user input forms	Jarrad McNamara	8.00	\$ 50.00	\$400.00
3.2.2.2 Create design of menu/home screens	Jarrad McNamara	6.00	\$ 50.00	\$300.00
3.2.2.3 Create components for application navigation	Jarrad McNamara	6.00	\$ 50.00	\$300.00
3.2.3 Front and Backend Design Completed				
3.3 Implement Backend				
3.3.1 Create Database to store records	Rory Davis	6.00	\$ 75.00	\$450.00
3.3.2 Implement event class to create, delete, search for, and update events	Rory Davis	15.00	\$ 75.00	\$1,125.00
3.3.3 Implement booking class to create, delete, search for, and update events	Rory Davis	15.00	\$ 75.00	\$1,125.00
3.4 Implement Frontend				
3.4.1 Creation of user input forms/components	Jarrad McNamara	8.00	\$ 50.00	\$400.00

3.4.2 Creation of menu/home window and components	Jarrad McNamara	8.00	\$ 50.00	\$400.00
3.4.3 Creation of navigation components and windows	Jarrad McNamara	6.00	\$ 50.00	\$300.00
3.5 Connection of Database to Application				
3.5.1 Implementation of interaction between application and database	Jarrad McNamara, Rory Davis	15.00	\$ 125.00	\$1,875.00
3.5.2 Development version of software completed				
3.6 Testing				
3.6.1 Testing of Database Functionality	Rory Davis	6.00	\$ 75.00	\$450.00
3.6.2 Testing of Event functionality	Rory Davis	6.00	\$ 75.00	\$450.00
3.6.3 Testing of Booking functionality	Jarrad McNamara	6.00	\$ 50.00	\$300.00
3.6.4 Testing of overall user experience and functionality	Jarrad McNamara	8.00	\$ 50.00	\$400.00
3.7 Refactoring				
3.7.1 Refactor code to optimise user experience	Rory Davis	10.00	\$ 75.00	\$750.00
3.7.2 Production version of software completed				
3.8 Deployment				
3.8.1 Deploy to destination systems	Jarrad McNamara	8.00	\$ 50.00	\$400.00
4. Project Closing				\$900.00
4.1 Examine project success against success criteria	Rory Davis	6.00	\$ 75.00	\$450.00
4.2 Write lessons-learnt report	Rory Davis	6.00	\$ 75.00	\$450.00
5. Project Buffer				\$10,000.00
6. Project Must be complete by date	24/05/2019			
Total Estimated Cost				\$39,975.00

3.5 – Human Resource Plan

3.5.1 – Introduction:

The Human Resources Management plan is a vital component of the project, as it demonstrates the processes that will be implemented in order to effectively manage all stakeholders involved. The human resources management plan includes the following:

- ❖ Roles and responsibilities of team members
- ❖ Project staff assignment
- ❖ Project organisational chart
- ❖ Project resource histogram
- ❖ Project RACI Chart

3.5.2 – Roles & Responsibilities of Team Members:

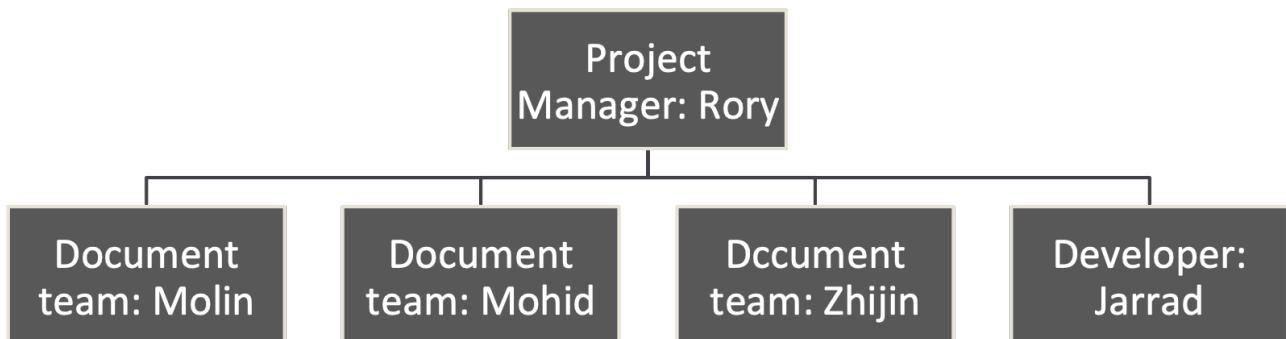
Roles	Positions	Responsibility
Project Manager	1	The project manager is responsible for the overall success of the project. The project manager is required to assign tasks to team members, manage the progress of the project, evaluate the team's performance, and sign off on all expenses and the final product.
Development Team	1	The development teams' responsibilities are to design and implement the software for the stakeholders. They will need to communicate with the project manager regularly to ensure they are staying on track.
Document Team	2	The document team is responsible for keeping track of the development of the project. They must communicate with the project manager to ensure they document anything relevant that happens in the project. They are required to be at all team meetings in order to record the agenda and discussions of the meetings.

3.5.3 – Project Staff Assignment

Name	Role	Tasks	Skills
Rory Davis	Project Leader	- Programming - Organising team work	Java, GUI, HTML, C++
Zhijin Tang	Project Member	- Programming - Documentation	Java, Python

Jarrad McNamara	Project Member	- Database creating - Programming	C++
Molin Lai	Project Member	- Documentation	
Mohid Jamil	Project Member	- Documentation	

3.5.4 – Organisational Chart:



3.5.5 – RACI Chart:

Task	Project Manager	Development Team	Documentation Team	Project Sponsors
Create team contract	R/A	R	R	-
Project Scope	C	R/C	R/A	C
Project Schedule	C	C	R/A	I
Project Cost Plan	C	C	R/A	I
Quality Management Plan	C	C	R/A	C
Human Resources Management Plan	C	C	R/A	I
Communication Management Plan	C	C	R/A	C
Risk management Plan	C	C	R/A	I
Deciding on technology Stack	C	R/A	R/A	I
Set up development Environment	I	R/A	-	-
Design Front and Backend	I	R/A	I	-
Implement Backend	I	R/A	I	-
Implement Frontend	I	R/A	I	I
Testing	C	R/A	I	I
Refactoring	I	R/A	I	I
Deployment	C	R/A	I	C
Project Closing	R/A	C	C	I

R = Responsible

A = Accountable

C = Consulted

I = Informed

3.6 – Quality Management Plan

3.6.1 – Introduction

To ensure that all concerned parties are satisfied with the quality of work being produced within the project, a quality management plan has been compiled. This will give information as to how each individual deliverable will be measured in terms of whether or not it of an acceptable quality for the project. This will be done in terms of satisfying a given metric for each deliverable in order for the particular deliverable to be deemed of an acceptable quality.

3.6.2 – Quality Standards/Objectives

Deliverable	Quality Standard	Metric
Project Charter	Contains all required information as per the supplied template. Must be signed off by the Project Sponsor to ensure quality.	The Project Team will examine the Project Charter once completed to make sure all information is supplied. Once all members are satisfied with the document, it will be taken to the Project Sponsors. The Project Charter must be signed off by the Project Sponsors and this will serve as the final quality test to make sure it of a high enough standard for the Sponsors.
Project Plans	Project Plans are to be completed such that each individual plan satisfies the supplied templates' content table to the satisfaction of the rest of the team. As other team members will be using these documents in the future, it is in their vested interest to ensure all documents are completed to a high standard.	The Plans are integral to the overall success of the Project. As such, each one of the plans must be of an acceptable quality to provide insight and a guide to work being done later in the Project. To ensure this quality, each plan that is submitted must be approved by all team members and the Project Manager at the next Weekly meeting after it has been completed.
Front and Backend Design Documents	The outputs produced from this deliverable i.e. the pseudo-code classes, must clearly indicate where and how each of the technical requirements is being satisfied	The resulting outputs from this milestone will be in the form of pseudo-code and schemas for backend design. To be of an acceptable quality standard, the provided

	<p>within the program as a whole. Furthermore, the front-end design documents must clearly show how a user would navigate through the application to achieve their required functionality. An example of this would be a clear explanation of window interaction to navigate through the application to Create a new event or any other of the requirements of the system.</p>	<p>pseudo-code must clearly indicate how each requirement will be satisfied in terms of order of methods to call to achieve the required function. Window/component mockups will be the outputs for the frontend design. To be of an acceptable standard of quality.</p>
Development Version of Software	<p>The development version of the software must be able to, with the correct data entered, achieve the required functionality that the customer has specified. This may not be fully optimized and may have some small bug fixes and overall cosmetics to still improve, however, the overall functionality of the system must be usable to meet the quality standard.</p>	<p>The development version of the software will go through extensive testing to ensure that it is of suitable quality before deployment of the software. This version of the software will be tested by and shown to all team members before the final version has been completed.</p>
Production Version of Software	<p>The production version of the software must be able to complete all the required functionality that was specified in the project plans. The system must also provide information on navigation/application user to any potential user that may be unfamiliar with using the application. In addition to this, it must be able to be robust enough to deal with general user activity such as repeated incorrect input. Lastly, the application must use the UOW branding guide and apply appropriate coloring/logo placement to meet the standards supplied in said document.</p>	<p>After the project manager has signed off on the final production version of the software, its functionality will be demonstrated to the stakeholders.</p>

3.7 – Risk Management Plan

3.7.1 – Introduction

The Risk Management Plan seeks to accurately define and manage potential project risks that could occur throughout the project. The plan will be set out to address the following:

- ❖ Methodology:
 - How the potential Risks of the project are going to be discovered before they occur
- ❖ Risk identification
 - Risk Register will show all the identified risks in the project
- ❖ Risk Probability and impact assessment
 - Risk matrix is used to assess the consequences of certain project risks. Results in Risk Register Table
- ❖ Risk Responses are identified
 - Roles and responsibilities for responding to each risk are specified in the last column of the Risk Register Table

3.7.2 – Methodology

The primary tool for discovering and identifying potential Risks to the project was brainstorming. This activity involves the Project Team as whole having an open discussion about the possible Risks we may encounter on the Project. This will be done a number of times just make sure as many potential risks are identified as possible. The output from these brainstorming exercises is the Risk Register that identifies all project risks the project team was able to find.

At this point, assessment is done to compare each risk against a Risk Matrix (Seen below) to evaluate the likely impact that risk poses to the project at this time. Finally, after this impact assessment is done, the list is ranked and risk responses will be made to either mitigate the risk as best as possible, or to deal with the consequences of a risk should it occur.

3.7.3 – Risk Matrix:

RISK RATING KEY	LOW	MEDIUM	HIGH	EXTREME
	0 ACCEPTABLE	1 ALARM (as low as reasonably practicable)	2 GENERALLY UNACCEPTABLE	3 INTOLERABLE
	OK TO PROCEED	TAKE MITIGATION EFFORTS	SEEK SUPPORT	PLACE EVENT ON HOLD

	SEVERITY			
	ACCEPTABLE LITTLE TO NO EFFECT ON EVENT	TOLERABLE EFFECTS ARE FELT, BUT NOT CRITICAL TO OUTCOME	UNDESIRABLE SERIOUS IMPACT TO THE COURSE OF ACTION AND OUTCOME	INTOLERABLE COULD RESULT IN DISASTER
LIKELIHOOD				
IMPROBABLE RISK IS UNLIKELY TO OCCUR	LOW – 1 –	MEDIUM – 4 –	MEDIUM – 6 –	HIGH – 10 –
POSSIBLE RISK WILL LIKELY OCCUR	LOW – 2 –	MEDIUM – 5 –	HIGH – 8 –	EXTREME – 11 –
PROBABLE RISK WILL OCCUR	MEDIUM – 3 –	HIGH – 7 –	HIGH – 9 –	EXTREME – 12 –

3.7.4 – Risk Register:

ID	Rank	RISK DESCRIPTION	CAUSE/TRIGGER	CONSEQUENCE	RATING	RESPONSE
1	4	Lose a team member	Team member drops the subject	All members will be required to do more work than was expected before	4	The team must re-schedule and re-assign all work that was required to be finished the member who left
2	5	Client expectations not met by product	Miscommunication between project team and clients	Client unhappy with final product	4	Adequate time and resources should be assigned to fully understanding and documenting the expectations of the client and making sure the members implementing these features have a thorough understanding of what is expected
3	1	Running over schedule	Work not properly estimated or not completed by deadlines	Running over schedule will result in poor outcomes with the client	6	Adequate estimation of time and careful planning throughout the project schedule can reduce this risk greatly. In addition to this, a contingency period at the end of the project will allow any schedule overrun to be accounted for
4	2	Running over budget	Cost of work not properly estimated	Running over budget will result in poor outcomes with the client	6	Adequate estimation of costs of project tasks as well as a reserve of the budget put aside to deal with additional/unforeseen costs will help to mitigate this risk
5	3	Incorrect functionality of software	Technical ability/execution of team is below expected level	Functionality of final product less than expected level	6	Gaining a comprehensive understanding of each team members skills and assigning tasks accordingly.
6	6	Drastic Change in clients' needs/wants	Client requires a large change in the requirements after the project has been commenced	Project will have to be altered to accommodate the needed changes	4	Having a reserve of time and money left aside from the project schedule assigned work will allow these changes to be accommodated
7	7	Team member unable to complete required work	Team member falls ill/unable to complete an assigned segment of work	The assigned work will have to be re-assigned to someone able to complete it	2	Project manager will re-assign work to a group member who is capable and has the resources available to complete it

3.8 – Project Communication Plan

3.8.1 – Roles for Communications Management:

❖ Project Manager

The project manager is responsible for the overall integration of communications between both the team and the other important project stakeholders such as the project sponsors. In addition to this, the project manager must lead communications in terms of the project team and making sure that all members are communicating their progress in the required formats and frequency as specified in the following communications matrix.

❖ Project Team

The project team is responsible for internal communication that will allow all members to have a complete understanding about the progression of the project as a whole, as well as each individual element within the project. Each team member must ensure that they are following the required formats when reporting their progress to ensure all stakeholders are adequately informed on project progress/potential problems.

❖ Other Project Stakeholders

The project involves a number of other different stakeholders, all whom need to be informed of different aspects of the project in differing amounts of detail. Firstly, the clients of the project will be kept informed regularly through a weekly in person update to ensure that the project remains on track and to their satisfaction. Furthermore, the project sponsors will also have to stay informed as they have both a large influence on the project as well as having the largest vested interest in its success. They will be updated about major progress/potential problems in the form of writing or a presentation to demonstrate the progress/problem being examined.

3.8.2 – Communications Summary:

Google drive was chosen as the primary form of documentation sharing within the group to allow the simultaneous access of documents by multiple team members to edit and view needed documents for the project. This will also allow for the different versions of the files to all be kept in the same shared cloud folder instead of having a single point of failure such as storing documents on a single team member's computer.

Facebook and its associated chat platform messenger were chosen as the primary communications channel for general team updates and chat. This was chosen as it was already being used by the team members and had successfully been used in the past for projects and therefore had the best chance of high engagement and therefore more communication between team members.

3.8.3 – Communications Summary and Plan

Communications Name	Delivery Method / Format	Producer	Due / Frequency	Total Meetings
Group Formation	Meeting in the Classroom	All team members, Stakeholders	14:30 – 15:30 – 14/03/19	1
Task Assignment Meeting	Facebook Chat	All team members	Ongoing on as ‘as needed’ basis	As needed
Weekly Report	Short meeting in Building 3 – Minute meetings will be kept	All team members	12:30 – 13:00 – Every week	9 group meetings including the initial kick-off meeting
Program Meeting	Informal chat in class or directly after if time doesn’t permit meeting in class	Rory, Jarrad, Zhijin	Weekly	10 Meetings in class
Document Meeting	Informal chat in class or directly after if time doesn’t permit meeting in class	Molin, Mohid	Weekly	10 Meetings in class
Progress Reporting	Weekly update during class. Involves simple update of what tasks have to be started/finished in the subsequent week	Rory Davis, Stakeholders	Weekly	10 Meetings in class

3.8.4 – Comments & Guidelines

- ❖ Respect and help each other
- ❖ Encourage constructive comments
- ❖ Treat each member fairly
- ❖ Do not deviate from the subject matter
- ❖ Insist on completing the work

3.8.5 – Escalation Procedures for Resolving Issues

- ❖ **Problem/Issue is found and presented in the group:**
 - This will occur either in the weekly group meeting or the document/programming team meeting depending on which applicable area it belongs to.
- ❖ **Discuss the feasibility and necessity of change to resolve issue**
 - Project team members discuss the possible options for solving/avoiding the problem or issue
 - Project team discusses the consequences of taking actions specified in the previous step as well as how the consequences of these actions will be monitored in the future
 - Project manager makes a decision about best course of action based on the available options to solve the issue.
- ❖ **Make the needed changes & Monitor Results**
 - Project team executes the agreed upon changes to resolve the issue
 - Project team monitors the results of change using the agreed upon method/frequency.
 - If the issue persists or new issues arise, document issues and begin escalation procedures again from the beginning
- ❖ **Final Escalation**
 - If a reasonable solution cannot be found to an issue in a timely manner, i.e. the issue if left unresolved may cause significant delays in project or increase in costs, the project manager will escalate the issue and seek advice from stakeholders to ensure all interested/concerned parties are made aware of critical project decision

3.9 – Project Stakeholder Management Plan

3.9.1 – Stakeholder Register:

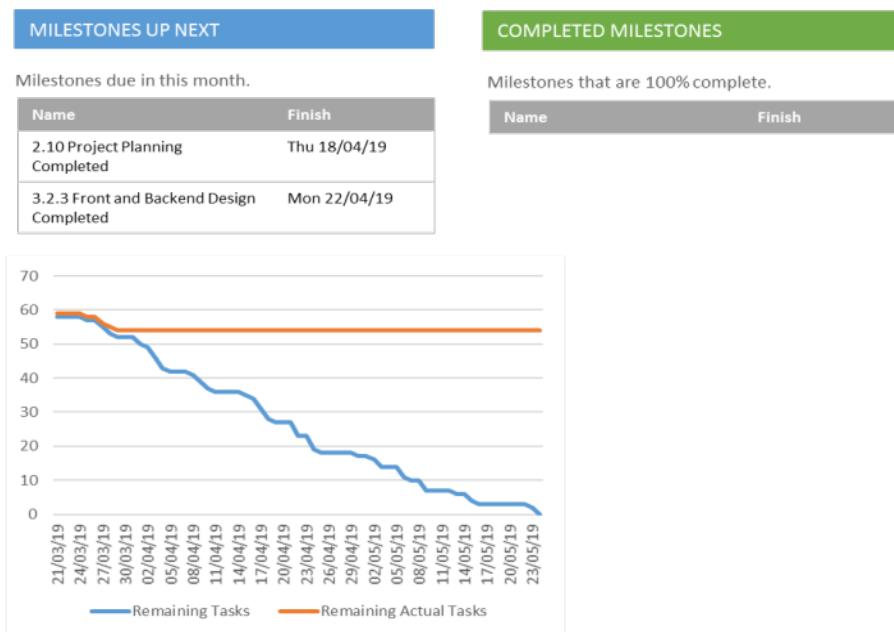
Prepared by: Rory Davis (Project Manager) – 28/03/2019

Name	Position	Internal / External	Project Role
Dylan Smith	Gamma Team	External	Stakeholder
Vu	Epsilon	External	Stakeholder
Ashley Maher	Sponsor	Internal	Sponsor
Joseph Muoneme	Sponsor	Internal	Sponsor

4 – Project Execution

4.1 – Progress Report #1

30/03/2019 – 1. Initiation = Complete

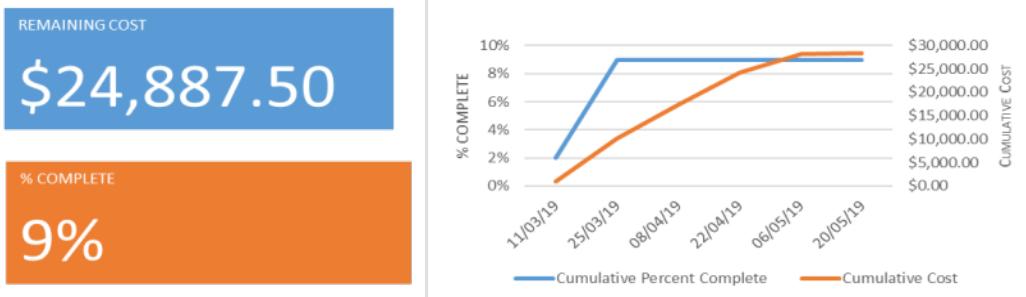


COST OVERVIEW

Name	Baseline Cost	Actual Cost
1. Initiation	\$3,787.50	\$3,287.50

PROGRESS VERSUS COST

Progress made versus the cost spent over time. If % Complete line below the cumulative cost line, your project may be over budget.



COST STATUS

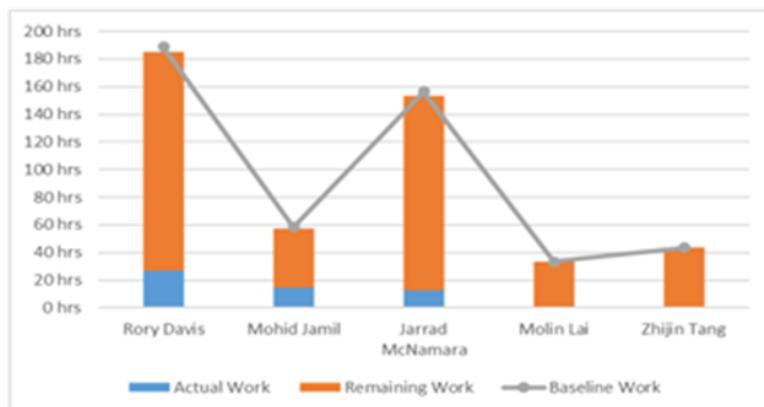
Cost status for top level tasks.

Name	Actual Cost	Remaining Cost	Baseline Cost	Cost
Meetings	\$100.00	\$1,137.50	\$1,237.50	\$1,237.50
1. Initiation	\$3,287.50	\$0.00	\$3,787.50	\$3,287.50
2. Planning	\$0.00	\$10,300.00	\$10,300.00	\$10,300.00
3. Executing	\$0.00	\$12,550.00	\$12,550.00	\$12,550.00
4. Project Closing	\$0.00	\$900.00	\$900.00	\$900.00
Project Buffer	\$0.00	\$0.00	\$0.00	\$0.00
Project Must be complete by date	\$0.00	\$0.00	\$0.00	\$0.00

RESOURCE OVERVIEW

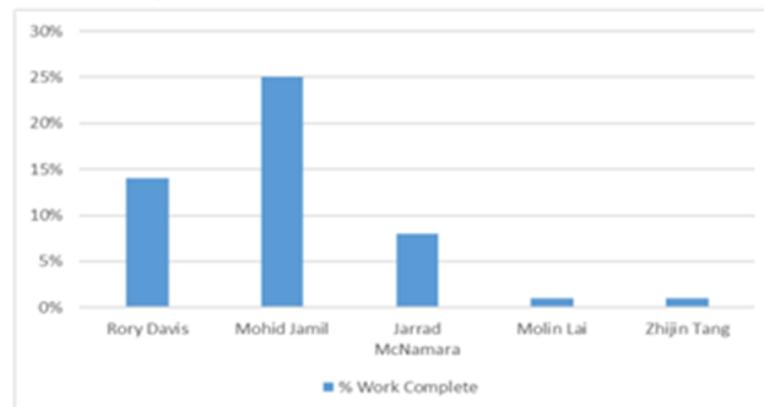
RESOURCE STATS

Work status for all work resources.



WORK STATUS

% work done by all the work resources.



RESOURCE STATUS

Remaining work for all work resources.

Name	Remaining Work	Actual Work
Rory Davis	158.5 hrs	26.5 hrs
Mohid Jamil	43 hrs	14.5 hrs
Jarrad McNamara	141 hrs	12.5 hrs
Molin Lai	33 hrs	0.5 hrs
Zhijin Tang	43 hrs	0.5 hrs

4.2 – Progress Report #2

18/04/2019 – 2.10 Project Planning Completed – **MILESTONE #1 = Complete**

MILESTONE REPORT

MILESTONES UP NEXT

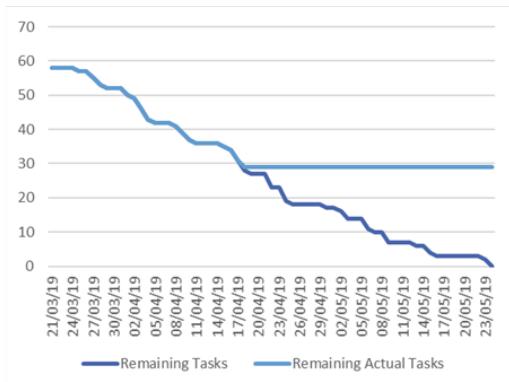
Milestones due in this month.

Name	Finish
3.2.3 Front and Backend Design Completed	Mon 22/04/19

COMPLETED MILESTONES

Milestones that are 100% complete.

Name	Finish
2.10 Project Planning Completed	Thu 18/04/19

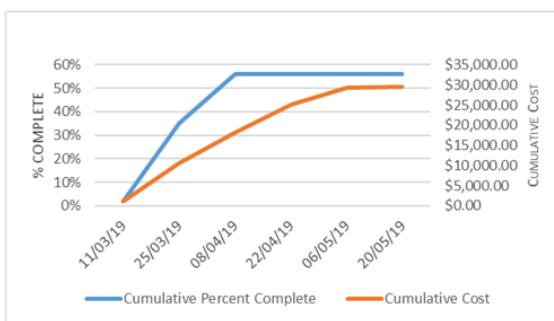


COST OVERVIEW

Name	Baseline Cost	Actual Cost
1. Initiation	\$3,787.50	\$3,287.50
2. Planning	\$10,300.00	\$10,300.00

PROGRESS VERSUS COST

Progress made versus the cost spent over time. If % Complete line below the cumulative cost line, your project may be over budget.



COST STATUS

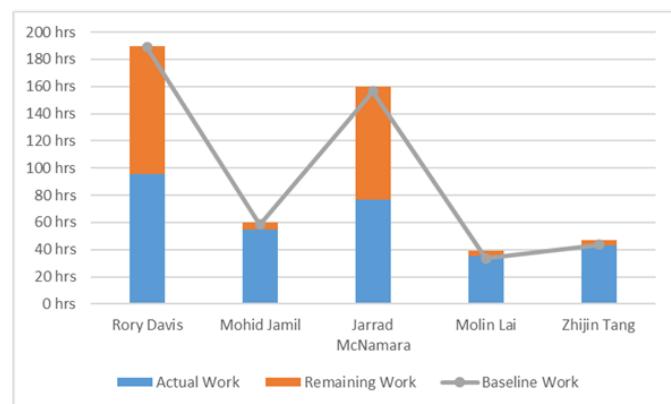
Cost status for top level tasks.

Name	Actual Cost	Remaining Cost	Baseline Cost	Cost
Meetings	\$1,325.00	\$1,150.00	\$1,237.50	\$2,475.00
1. Initiation	\$3,287.50	\$0.00	\$3,787.50	\$3,287.50
2. Planning	\$10,300.00	\$0.00	\$10,300.00	\$10,300.00
3. Executing	\$2,750.00	\$9,800.00	\$12,550.00	\$12,550.00
4. Project Closing	\$0.00	\$900.00	\$900.00	\$900.00
Project Buffer	\$0.00	\$0.00	\$0.00	\$0.00
Project Must be complete by date	\$0.00	\$0.00	\$0.00	\$0.00

RESOURCE OVERVIEW

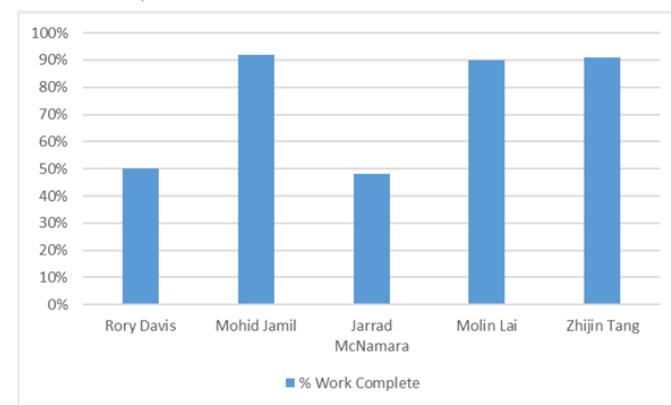
RESOURCE STATS

Work status for all work resources.



WORK STATUS

% work done by all the work resources.



RESOURCE STATUS

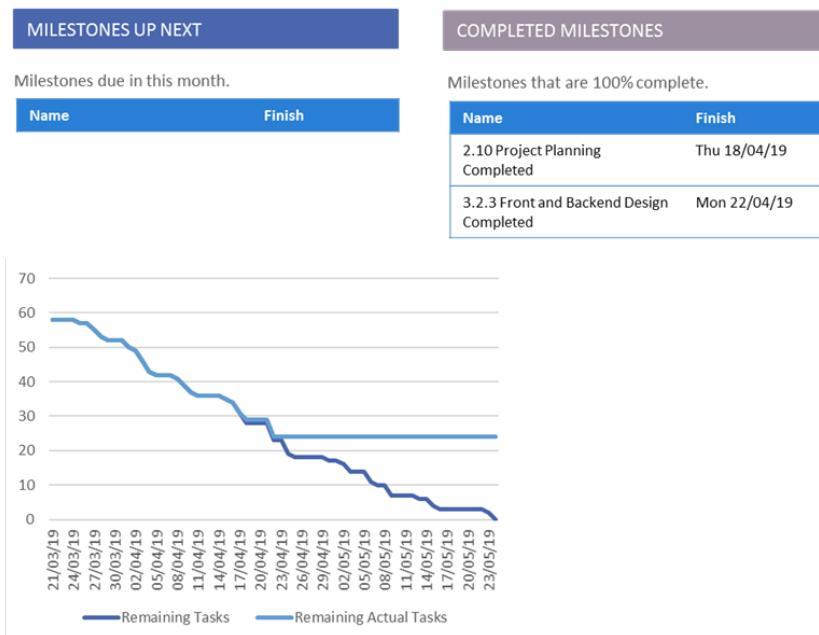
Remaining work for all work resources.

Name	Remaining Work	Actual Work
Rory Davis	94 hrs	95.5 hrs
Mohid Jamil	5 hrs	55 hrs
Jarrad McNamara	83 hrs	77 hrs
Molin Lai	4 hrs	35 hrs
Zhijin Tang	4 hrs	43 hrs

4.3 – Progress Report #3

22/04/2019 – 3.2.3 Front and Backend Design Completed – **MILESTONE #2** = Complete

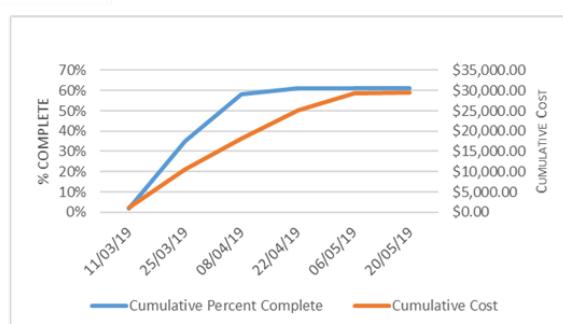
MILESTONE REPORT



COST OVERVIEW

Name	Baseline Cost	Actual Cost
1. Initiation	\$3,787.50	\$3,287.50
2. Planning	\$10,300.00	\$10,300.00

PROGRESS VERSUS COST
Progress made versus the cost spent over time. If % Complete line below the cumulative cost line, your project may be over budget.



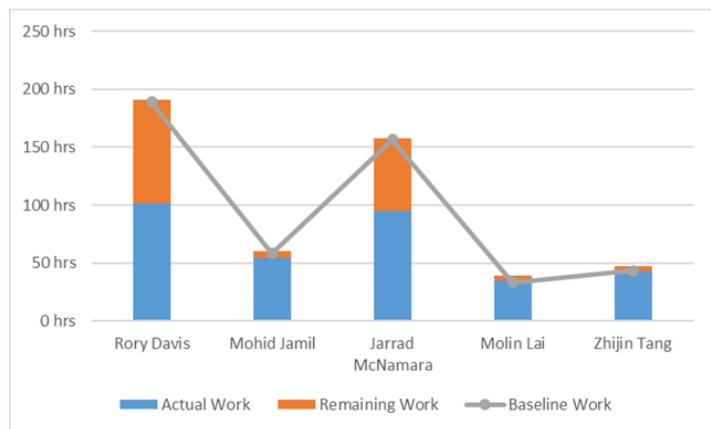
COST STATUS
Cost status for top level tasks.

Name	Actual Cost	Remaining Cost	Baseline Cost	Cost
Meetings	\$1,325.00	\$1,150.00	\$1,237.50	\$2,475.00
1. Initiation	\$3,287.50	\$0.00	\$3,787.50	\$3,287.50
2. Planning	\$10,300.00	\$0.00	\$10,300.00	\$10,300.00
3. Executing	\$4,100.00	\$8,425.00	\$12,550.00	\$12,525.00
4. Project Closing	\$0.00	\$900.00	\$900.00	\$900.00
Project Buffer	\$0.00	\$0.00	\$0.00	\$0.00
Project Must be complete by date	\$0.00	\$0.00	\$0.00	\$0.00

RESOURCE OVERVIEW

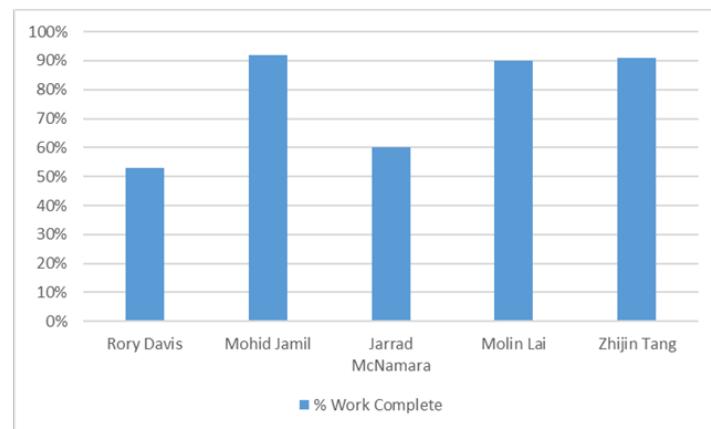
RESOURCE STATS

Work status for all work resources.



WORK STATUS

% work done by all the work resources.



RESOURCE STATUS

Remaining work for all work resources.

Name	Remaining Work	Actual Work
Rory Davis	89 hrs	101.5 hrs
Mohid Jamil	5 hrs	55 hrs
Jarrad McNamara	63 hrs	95 hrs
Molin Lai	4 hrs	35 hrs
Zhijin Tang	4 hrs	43 hrs

4.4 – Progress Report #4

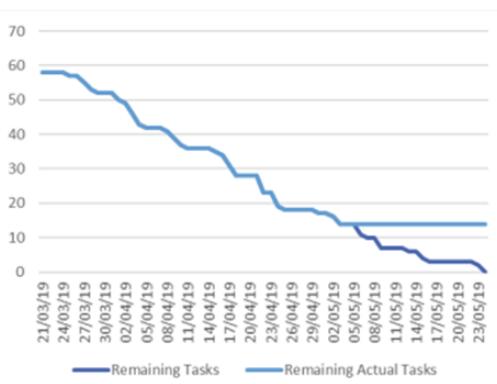
03/05/2019 – 3.5.2 Development Version of Software Completed – **MILESTONE #3 = Complete**

MILESTONE REPORT

MILESTONES UP NEXT

Milestones due in this month.

Name	Finish
3.7.2 Production version of software completed	Thu 09/05/19
Project Must be complete by date	Fri 24/05/19



COMPLETED MILESTONES

Milestones that are 100% complete.

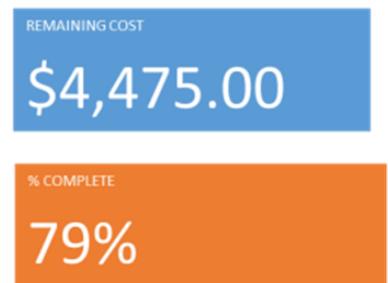
Name	Finish
2.10 Project Planning Completed	Thu 18/04/19
3.2.3 Front and Backend Design Completed	Mon 22/04/19
3.5.2 Development version of software completed	Fri 03/05/19

COST OVERVIEW

Name	Baseline Cost	Actual Cost
1. Initiation	\$3,787.50	\$3,287.50
2. Planning	\$10,300.00	\$10,300.00

PROGRESS VERSUS COST

Progress made versus the cost spent over time. If % Complete line below the cumulative cost line, your project may be over budget.



COST STATUS

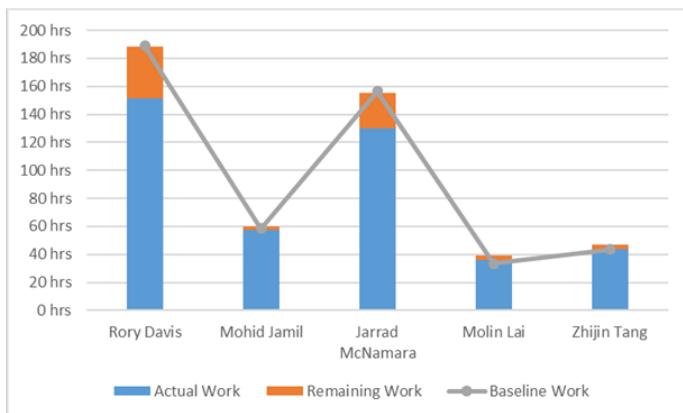
Cost status for top level tasks.

Name	Actual Cost	Remaining Cost	Baseline Cost	Cost
Meetings	\$1,650.00	\$825.00	\$1,237.50	\$2,475.00
1. Initiation	\$3,287.50	\$0.00	\$3,787.50	\$3,287.50
2. Planning	\$10,300.00	\$0.00	\$10,300.00	\$10,300.00
3. Executing	\$9,475.00	\$2,750.00	\$12,550.00	\$12,225.00
4. Project Closing	\$0.00	\$900.00	\$900.00	\$900.00
Project Buffer	\$0.00	\$0.00	\$0.00	\$0.00
Project Must be complete by date	\$0.00	\$0.00	\$0.00	\$0.00

RESOURCE OVERVIEW

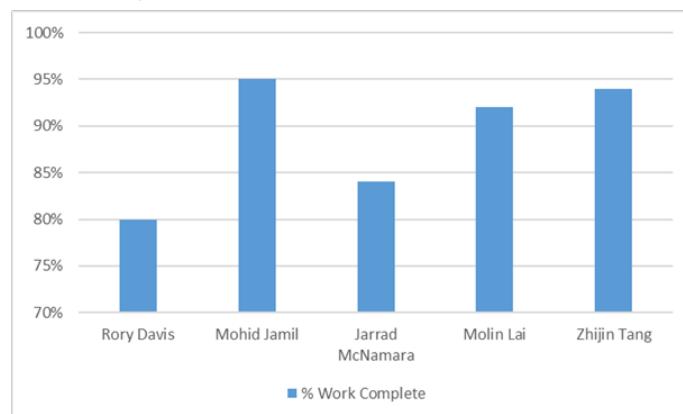
RESOURCE STATS

Work status for all work resources.



WORK STATUS

% work done by all the work resources.



RESOURCE STATUS

Remaining work for all work resources.

Name	Remaining Work	Actual Work
Rory Davis	37 hrs	151.5 hrs
Mohid Jamil	3 hrs	57 hrs
Jarrad McNamara	25 hrs	130 hrs
Molin Lai	3 hrs	36 hrs
Zhijin Tang	3 hrs	44 hrs

4.5 – Progress Report #5

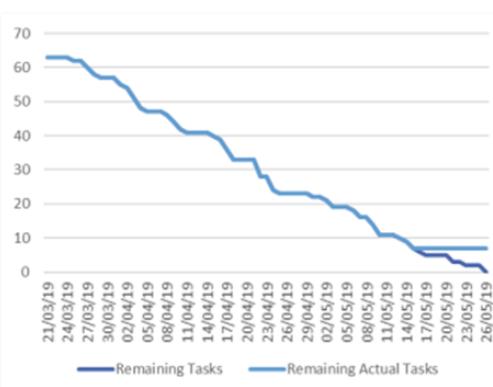
15/05/2019 – 3.8.2 Production Version of Software Completed – **MILESTONE #4 = Complete**

MILESTONE REPORT

MILESTONES UP NEXT

Milestones due in this month.

Name	Finish
Project Must be complete by date	Sun 26/05/19



COMPLETED MILESTONES

Milestones that are 100% complete.

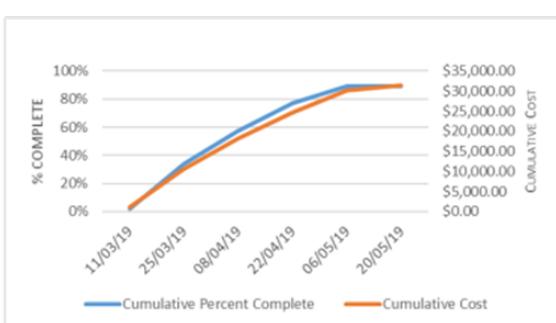
Name	Finish
2.10 Project Planning Completed	Thu 18/04/19
3.2.3 Front and Backend Design Completed	Mon 22/04/19
3.5.2 Development version of software completed	Fri 03/05/19
3.8.2 Production version of software completed	Wed 15/05/19

COST OVERVIEW

Name	Baseline Cost	Actual Cost
1. Initiation	\$3,287.50	\$3,287.50
2. Planning	\$10,300.00	\$10,300.00

PROGRESS VERSUS COST

Progress made versus the cost spent over time. If % Complete line below the cumulative cost line, your project may be over budget.



COST STATUS

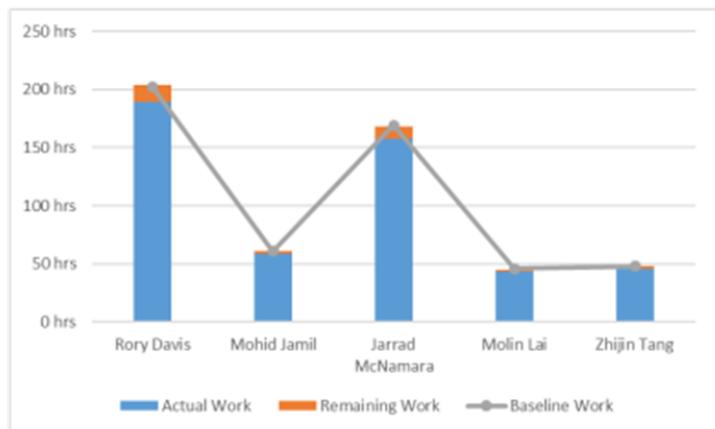
Cost status for top level tasks.

Name	Actual Cost	Remaining Cost	Baseline Cost	Cost
Meetings	\$2,200.00	\$550.00	\$2,750.00	\$2,750.00
1. Initiation	\$3,287.50	\$0.00	\$3,287.50	\$3,287.50
2. Planning	\$10,300.00	\$0.00	\$10,300.00	\$10,300.00
3. Executing	\$13,725.00	\$400.00	\$14,150.00	\$14,125.00
4. Project Closing	\$0.00	\$900.00	\$900.00	\$900.00
Project Buffer	\$0.00	\$0.00	\$0.00	\$0.00
Project Must be complete by date	\$0.00	\$0.00	\$0.00	\$0.00

RESOURCE OVERVIEW

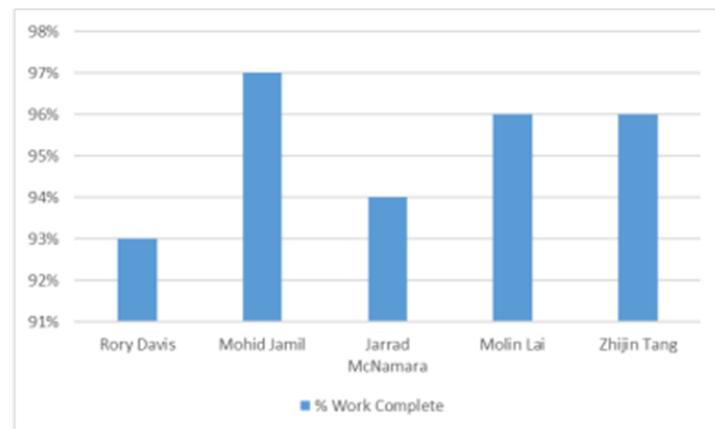
RESOURCE STATS

Work status for all work resources.



WORK STATUS

% work done by all the work resources.



RESOURCE STATUS

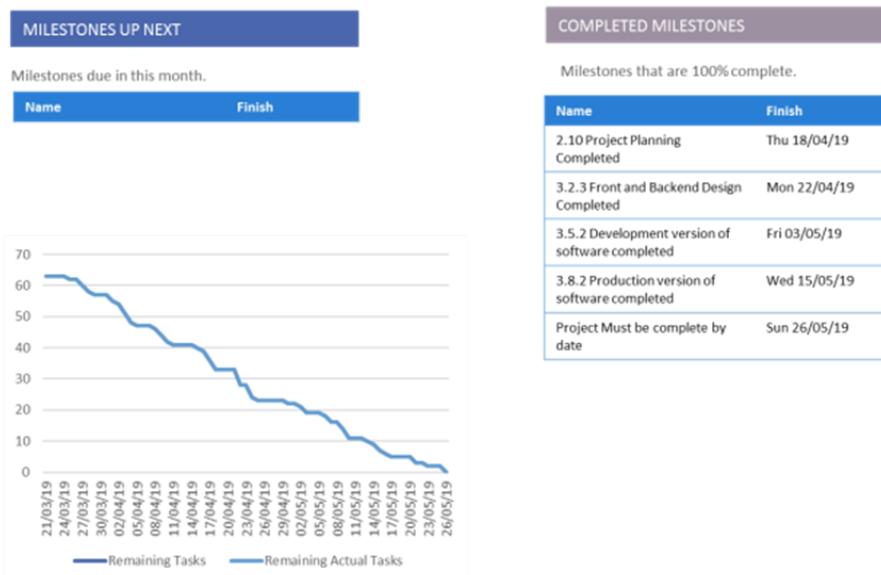
Remaining work for all work resources.

Name	Remaining Work	Actual Work
Rory Davis	14 hrs	189.5 hrs
Mohid Jamil	2 hrs	59 hrs
Jarrad McNamara	10 hrs	158 hrs
Molin Lai	2 hrs	43 hrs
Zhijin Tang	2 hrs	46 hrs

4.6 – Progress Report #6

24/05/2019 – Project Must be Completed by Date = Complete

MILESTONE REPORT



COST OVERVIEW

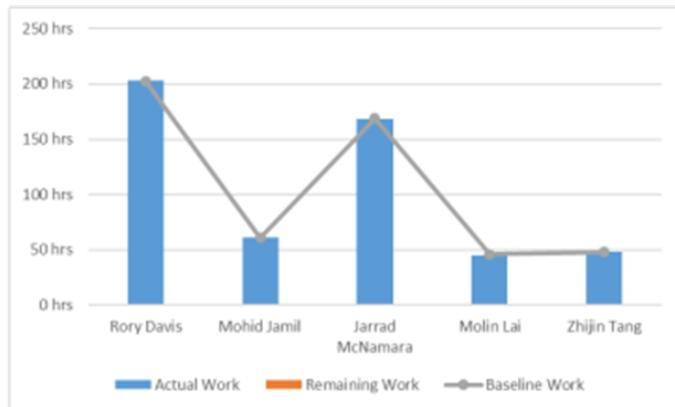
THU 21/03/19 - SUN 26/05/19



RESOURCE OVERVIEW

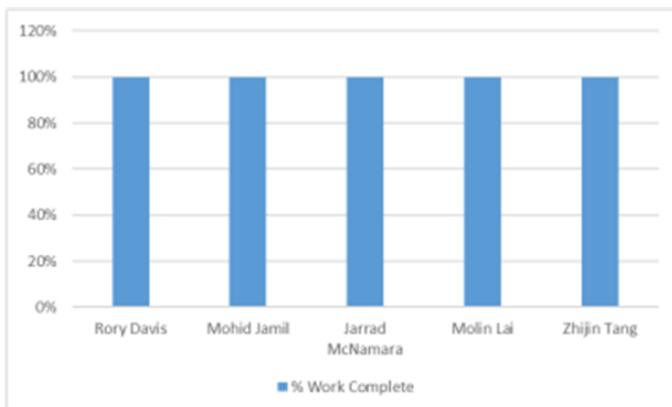
RESOURCE STATS

Work status for all work resources.



WORK STATUS

% work done by all the work resources.



RESOURCE STATUS

Remaining work for all work resources.

Name	Remaining Work	Actual Work
Rory Davis	0 hrs	203.5 hrs
Mohid Jamil	0 hrs	61 hrs
Jarrad McNamara	0 hrs	168 hrs
Molin Lai	0 hrs	45 hrs
Zhijin Tang	0 hrs	48 hrs

5 – Change Request & Updated Plans

5.1 – Change Requests

UNIVERSITY OF WOLLONGONG
PROJECT OFFICE

PROJECT CHANGE REQUEST FORM

This Project Change Request Form must be completed to request approval for a significant change to the approved Project Plan.

1. PROJECT DETAILS

Name of Project
UOW Event Booking

2. REQUEST DETAILS

Date of Request	Request No.	Name of Requestor	Project Position
6/5/2019	1	Dr Jun Yan	CIO

3. CHANGE DETAILS

Project Category	Proposed Change	Reason for Variance
Scope	Inclusion of a user account function that will allow users to: Create an account, Login/Logout of account, Update Account Details, View Account History, Email Account History to account email	The changes to the software's functionality have been requested by the CIO.
Time	2 Days	Work required to implement new changes
Cost	\$640	More time required to program changes
Quality	None	
Risk Management	Manage risk associated with implementing change	Changing the system may result in unexpected errors/bugs being introduced
Communications	The project team members will hold an additional 2 group meetings	This will allow adequate time to plan and execute the requested changes in the small amount of time remaining in the project

4. CHANGE JUSTIFICATION

Priority	Immediate	Essential	Urgent	High	Medium	Low
	X					
Intended outcome(s)	The system will support user accounts and associated functionality					
Expected benefit(s)	Improved overall user experience as well as increased user engagement with the ability to login and view previous events etc..					

5. IMPACT OF CHANGE

The proposed changes will likely not have a great affect on the existing functionality of the system. It will continue to function in much the same way, however, an added ability to login and view bookings and events from the past may improve overall user experience

6. SUPPORTING DOCUMENTATION

Updated Planning Documents include: Project scope statement, Cost management Plan, Risk management Plan, Project Schedule and Communications management Plan.

CHANGE APPROVAL RESPONSE DETAILS

Approved (Yes/No)	Decision date	Decision made by	Decision reason	Resulting Action
Yes	16/5/19	Joseph	Change	PR

5.2 – Scope Management Plan – Version 2

5.2.1 – Introduction

The Project Scope management plan serves as a guide to defining and managing project scope throughout the lifecycle of the project as well as outlining how project success will be defined when evaluating the performance of the project after it has been complete. Furthermore, the scope management plan also sets out the acceptance criteria for the project, defines project deliverables and also seeks to document any constraints and boundaries that are placed on the project. This plan should be consulted throughout the project to ensure the development of the Event Booking System stays within the defined scope to maximise chances of project success.

5.2.2 – Project Purpose and Justification

The development of an effective Event Booking System has the intended purpose of facilitating the creation, editing and booking of events at UOW by its staff and students. The project has been authorized by the project sponsors and encompasses the design, development and documentation of the Event Booking System. The system will seek to greatly reduce the manual hours spent used to promote and book events within the University of Wollongong. As it stands, the current system is decentralized and exists mostly in the form of physical posters and Facebook Group Posts that require an interested potential attendee to stumble upon the event. In contrast, the Event Booking System will provide a single point of access for Staff and Students of UOW to create, manage and book events in a single application.

5.2.3 – Scope Description

The Event Booking System scope will include the planning, development and documentation of the application that fits the user acceptance criteria listed below. This will be achieved through the successful development of a system that can create, edit, and view Events and Bookings for events for UOW staff and students. Furthermore, the system will allow users to create an account and login to a previously created account upon verification. Logged in users can use all system functions as well as the ability to view previously create events and bookings in addition to being able to edit account details. Any activities or tasks not directly related to the research, planning, development or documentation of these requirements will be considered out of the project scope.

5.2.4 – High Level Requirements

The scope of the project includes the development of an Event Booking System that for UOW staff and students to:

- ❖ Create, manage, view Events with various event details
- ❖ Make bookings on these events that can be:
 - Viewed
 - Edited
 - Deleted
- ❖ Create an account containing user details
- ❖ Login to a previously created account to:
 - Book and create events while logged in
 - View previously created and booked events in an account history
- ❖ Navigate the application easily to achieve the required functions

In addition to the development, the scope includes all activities related to the planning, design and documentation of the Event Booking System.

5.2.5 – Product User Acceptance Criteria

For the Event Booking System to be accepted by the customer, the system developed must be capable of the following requirements upon demonstration.

5.2.6 – Project Requirements:

- ❖ Users can create Events that consists of the following details:
 - Event Name
 - Event Date & Time
 - Event Location
 - Event Price
 - Event Capacity
 - Event Description
 - Promotional code details
- ❖ Users can edit any of the event details in their previously created events
- ❖ Users can delete any previously created events
- ❖ Users can view future events
- ❖ Users can make Bookings for an Event with the following details:

- Booker name
- Booker email
- Promotion code use
- ❖ Users can edit Bookings on events that were previously made to update any of the booking information
- ❖ Users can create an account with the following information:
 - Name
 - Email
 - Password
- ❖ Users can login to a previously created account with correct entry of email and password
- ❖ A logged in user can achieve all normal system function as well as:
 - View Event History
 - View Booking History
 - Edit account details

The development of a system with the above capabilities developed within the required project time and cost limitations will be considered the primary criteria for evaluating project success as well as being the criteria for user acceptance.

5.2.7 – Key Milestones and Deliverables Summary

The Project will track progress against list of milestones, each having defined deliverables for milestones to be considered completed. This will serve as a rough guide to determining the status of project progression in terms of completing key tasks that will lead to the eventual success of the project.

Key Milestone	Deliverable
1. Project Planning Complete	<p>Full set of project planning documents including:</p> <ul style="list-style-type: none"> • WBS • Scope Management Plan • Schedule • Cost management Plan • Human Resources Plan • Risk management Plan • Quality Management Plan • Communications management Plan • Any other documents produced in planning

2. Front and Backend Design Complete	<p>Back End Deliverables:</p> <ul style="list-style-type: none"> • Database Schema • Pseudo-Code for Event Class • Pseudo-Code for Booking Class <p>Front End Deliverables:</p> <ul style="list-style-type: none"> • Designed Event Creation Form • Designed Event Booking Form • Designed Navigation components/menus for system
3. Development Version of Software Completed	<p>Application that is capable of performing all of specified requirements when correct data is input. It may not be robust enough for end user use, but it must be capable of performing the needed functions.</p>
4. Production Version of the software completed	<ul style="list-style-type: none"> • Application must be fully functional for user operation as per the defined requirements. • Product testing to verify the capability of the system to complete specified requirements
5. Project Completion	<ul style="list-style-type: none"> • Final Report with all necessary inclusions • Lessons Learned Report

5.2.8 – Constraints

The Project is bound by a number of known constraints, foremost of which include the time and cost limits imposed on the production of the system. In terms of time, the project must be completed by no later than **Sunday 26/5/2019**. Furthermore, the project will have an allocated budget for **\$50,000** that will be available for the design, production and documenting of the entire Project. These constraints must be respected for the project to be considered a success and serve as the primary measuring stick in terms of judging the project's trending progression over time i.e. is the current work pace in terms of time/cost going to ensure the project finished within these constraints.

5.2.9 – Assumptions

The following is a list of assumptions that have been made in the preparation of the project planning that underpin many of the other decisions made during the life of the project. If any of these assumptions were to be false, alterations to the project plans would have to be made as the success of the current project plan depends on these assumptions being true. Assumptions made:

1. All team members will remain in the subject and on the team
 - ❖ Changes to the number of people working on the project will greatly affect the project and the way it is being completed. As such, if any team member were to leave, drastic changes to the plans would have to be made in order to complete the project successfully
2. All team members will have adequate access to a capable PC to complete their required work.
 - ❖ Currently, all team members have access to computers to complete work at the required times when needed. However, due to the shortage in UOW computers with the requisite software (Project 2016) if any members of the team were to lose access to a computer either through breakage or loss, the team would have to make large changes to ensure that the affected member could complete the required work either at the University Computers or on another team members machine.

5.3 – Work Breakdown Structure – Version 2

1.0 Initiating

- 1.1 Prepare stakeholder analysis
- 1.2 Prepare business case
- 1.3 Create project charter
- 1.4 Hold project kick-off meeting
- 1.5 Develop preliminary scope statement

2.0 Planning

- 2.1 Project integration management
 - 2.1.1 Create team contract
 - 2.1.2 Develop project management plan
- 2.2 Project scope management
 - 2.2.1 Gather Requirements
 - 2.2.2 Develop scope statement
 - 2.2.3 Create WBS and WBS dictionary
- 2.3 Project time management
 - 2.3.1 Determine Activity time
 - 2.3.2 Sequence Activities
 - 2.3.3 Create Schedule
- 2.4 Project cost management
 - 2.4.1 Create Cost Estimate
- 2.5 Project quality management
 - 2.5.1 Create Project Quality Management Plan
- 2.6 Project human resource management
 - 2.6.1 Create Human Resources plan
- 2.7 Project communications management
 - 2.7.1 Determine Stakeholder Communication requirements
 - 2.7.2 Create communications management Plan
- 2.8 Project risk management
 - 2.8.1 Determine project risks
 - 2.8.2 Undertake qualitative and quantitative risk analysis
 - 2.8.3 Plan Risk Responses
- 2.9 Project technical management
 - 2.9.1 Determining available options for possible ways to implement solutions
 - 2.9.2 Deciding on a technology stack to for the project

2.10 Project Planning completed.

3.0 Executing

- 3.1 General Architecture and Design
 - 3.1.1 Set up development Environment
- 3.2 Design Front and Backend
 - 3.2.1 Design Backend
 - 3.2.1.1 Create Database Schema
 - 3.2.1.2 Create pseudo-code for Event Class
 - 3.2.1.3 Create pseudo-code for Booking Class
 - 3.2.2 Design Front End

- 3.2.2.1 Create design of user input forms
- 3.2.2.2 Create design of menu/home screens
- 3.2.2.3 Create components for application navigation

3.2.3 Front and Back end Design Completed

3.3 Implement Backend

- 3.3.1 Create Database to store records
- 3.3.2 Implement Event Class to create, delete, search for and update Events
- 3.3.3 Implement Booking Class to create, delete, search for and update Bookings

3.4 Implement Front End

- 3.4.1 Creation of user input forms/components
- 3.4.2 Creation of menu/home window & components
- 3.4.3 Creation of navigation components and windows

3.5 Connection of Database to Application

- 3.5.1 Implementation of interaction between application and database
- 3.5.2 Development version of Software Completed**

3.6 Implement Change request alterations

- 3.6.1 Update Planning Documents
- 3.6.2 Design change implementation
- 3.6.3 Implement changes for user account functionality

3.7 Testing

- 3.7.1 Testing of Database Functionality
- 3.7.2 Testing of Event functionality
- 3.7.3 Testing of Booking functionality
- 3.7.4 Testing of overall user experience and functionality

3.8 Refactoring

- 3.8.1 Refactor code to optimize user experience
- 3.8.2 Production versions of Software Completed**

3.9 Deployment

- 3.9.1 Deploy to destination system/s

4.0 Project Closing

- 4.1 Examine project success against success criteria
- 4.2 Write lessons learnt report

5.0 Project buffer

6.0 Project must be completed by date

5.3 – Project Schedule – Version 2

ID	Name	Start	Finish	Resource Names
1	Event Booking System	Thu 21/03/19	Sun 26/05/19	
2	Meetings	Thu 21/03/19	Thu 23/05/19	
3	Kick-off Meeting	Thu 21/03/19	Thu 21/03/19	Jarrad McNamara,Mohid Jamil,Molin Lai,Rory Davis,Zhijin Tang
4	Meeting 2	Thu 28/03/19	Thu 28/03/19	Jarrad McNamara,Mohid Jamil,Molin Lai,Rory Davis,Zhijin Tang
5	Meeting 3	Thu 04/04/19	Thu 04/04/19	Jarrad McNamara,Mohid Jamil,Molin Lai,Rory Davis,Zhijin Tang
6	Meeting 4	Thu 11/04/19	Thu 11/04/19	Jarrad McNamara,Mohid Jamil,Molin Lai,Rory Davis,Zhijin Tang
7	Meeting 5	Thu 18/04/19	Thu 18/04/19	Jarrad McNamara,Mohid Jamil,Molin Lai,Rory Davis,Zhijin Tang
8	Meeting 7	Thu 02/05/19	Thu 02/05/19	Jarrad McNamara,Mohid Jamil,Molin Lai,Rory Davis,Zhijin Tang
9	Change Request Meeting 1	Tue 07/05/19	Tue 07/05/19	Jarrad McNamara,Mohid Jamil,Molin Lai,Rory Davis,Zhijin Tang
10	Meeting 8	Thu 09/05/19	Thu 09/05/19	Jarrad McNamara,Mohid Jamil,Molin Lai,Rory Davis,Zhijin Tang
11	Change Request Meeting 2	Tue 14/05/19	Tue 14/05/19	Jarrad McNamara,Mohid Jamil,Molin Lai,Rory Davis,Zhijin Tang
12	Meeting 9	Thu 16/05/19	Thu 16/05/19	Jarrad McNamara,Mohid Jamil,Molin Lai,Rory Davis,Zhijin Tang
13	Meeting 10	Thu 23/05/19	Thu 23/05/19	Jarrad McNamara,Mohid Jamil,Molin Lai,Rory Davis,Zhijin Tang
14	1. Initiation	Thu 21/03/19	Fri 29/03/19	
15	1.1 Prepare stakeholder analysis	Thu 21/03/19	Mon 25/03/19	Rory Davis
16	1.2 Prepare business case	Tue 26/03/19	Wed 27/03/19	Rory Davis
17	1.3 Create project charter	Tue 26/03/19	Wed 27/03/19	Jarrad McNamara

18	1.4 Hold project kick-off meeting	Thu 28/03/19	Thu 28/03/19	Rory Davis
19	1.5 Develop preliminary scope statement	Thu 28/03/19	Fri 29/03/19	Mohid Jamil
20	2. Planning	Mon 01/04/19	Thu 18/04/19	
21	2.1 Project Integration Management	Mon 01/04/19	Mon 01/04/19	
22	2.1.1 Create team contract	Mon 01/04/19	Mon 01/04/19	Molin Lai
23	2.2 Project Scope Management	Tue 02/04/19	Tue 09/04/19	
24	2.2.1 Gather Requirements	Tue 02/04/19	Thu 04/04/19	Mohid Jamil
25	2.2.2 Develop scope statement	Fri 05/04/19	Tue 09/04/19	Mohid Jamil
26	2.2.3 Create WBS and WBS Dictionary	Tue 02/04/19	Thu 04/04/19	Zhijin Tang
27	2.3 Project time management	Wed 10/04/19	Mon 15/04/19	
28	2.3.1 Determine activity time	Wed 10/04/19	Wed 10/04/19	Molin Lai
29	2.3.2 Sequence activities	Wed 10/04/19	Wed 10/04/19	Molin Lai
30	2.3.3 Create schedule	Thu 11/04/19	Mon 15/04/19	Molin Lai
31	2.4 Project Cost Management	Tue 16/04/19	Thu 18/04/19	
32	2.4.1 Create Cost Estimate	Tue 16/04/19	Thu 18/04/19	Jarrad McNamara
33	2.5 Project Quality Management	Mon 01/04/19	Wed 03/04/19	
34	2.5.1 Create project quality management plan	Mon 01/04/19	Wed 03/04/19	Mohid Jamil
35	2.6 Project Human Resource Management	Tue 16/04/19	Wed 17/04/19	
36	2.6.1 Create human resources plan	Tue 16/04/19	Wed 17/04/19	Jarrad McNamara
37	2.7 Project Communications Management	Mon 01/04/19	Mon 08/04/19	

38	2.7.1 Determining stakeholder communication requirements	Mon 01/04/19	Wed 03/04/19	Zhijin Tang
39	2.7.2 Create communications management plan	Thu 04/04/19	Mon 08/04/19	Zhijin Tang
40	2.8 Project Risk Management	Mon 01/04/19	Tue 09/04/19	
41	2.8.1 Determine project risks	Mon 01/04/19	Tue 02/04/19	Rory Davis
42	2.8.2 Undertake qualitative and quantitative risk analysis	Wed 03/04/19	Fri 05/04/19	Rory Davis
43	2.8.3 Plan risk responses	Mon 08/04/19	Tue 09/04/19	Rory Davis
44	2.9 Project Technical Management	Mon 01/04/19	Wed 03/04/19	
45	2.9.1 Determining available options for possible ways to implement solutions	Mon 01/04/19	Wed 03/04/19	Jarrad McNamara
46	2.9.2 Deciding on a technology stack for the project	Mon 01/04/19	Mon 01/04/19	Jarrad McNamara
47	2.10 Project Planning Completed	Thu 18/04/19	Thu 18/04/19	
48	3. Executing	Tue 16/04/19	Fri 17/05/19	
49	3.1 General Architecture and Design	Tue 16/04/19	Wed 17/04/19	
50	3.1.1 Setup development environment	Tue 16/04/19	Wed 17/04/19	Jarrad McNamara, Rory Davis
51	3.2 Design Front and Backend	Tue 16/04/19	Mon 22/04/19	
52	3.2.1 Design Backend	Tue 16/04/19	Mon 22/04/19	
53	3.2.1.1 Create database schema	Tue 16/04/19	Tue 16/04/19	Rory Davis
54	3.2.1.2 Create pseudo-code for Event Class	Tue 16/04/19	Wed 17/04/19	Rory Davis
55	3.2.1.3 Create pseudo-code for Booking Class	Thu 18/04/19	Mon 22/04/19	Rory Davis]
56	3.2.2 Design Frontend	Mon 22/04/19	Mon 22/04/19	
57	3.2.2.1 Create design of user input forms	Mon 22/04/19	Mon 22/04/19	Jarrad McNamara

58	3.2.2.2 Create design of menu/home screens	Mon 22/04/19	Mon 22/04/19	Jarrad McNamara
59	3.2.2.3 Create components for application navigation	Mon 22/04/19	Mon 22/04/19	Jarrad McNamara
60	3.2.3 Front and Backend Design Completed	Mon 22/04/19	Mon 22/04/19	
61	3.3 Implement Backend	Tue 23/04/19	Tue 30/04/19	
62	3.3.1 Create Database to store records	Tue 23/04/19	Wed 24/04/19	Rory Davis
63	3.3.2 Implement event class to create, delete, search for, and update events	Tue 23/04/19	Thu 25/04/19	Rory Davis
64	3.3.3 Implement booking class to create, delete, search for, and update events	Fri 26/04/19	Tue 30/04/19	Rory Davis
65	3.4 Implement Frontend	Tue 23/04/19	Wed 24/04/19	
66	3.4.1 Creation of user input forms/components	Tue 23/04/19	Wed 24/04/19	Jarrad McNamara
67	3.4.2 Creation of menu/home window and components	Tue 23/04/19	Wed 24/04/19	Jarrad McNamara
68	3.4.3 Creation of navigation components and windows	Tue 23/04/19	Wed 24/04/19	Jarrad McNamara
69	3.5 Connection of Database to Application	Wed 01/05/19	Fri 03/05/19	
70	3.5.1 Implementation of interaction between application and database	Wed 01/05/19	Fri 03/05/19	Jarrad McNamara, Rory Davis
71	3.5.2 Development version of software completed	Fri 03/05/19	Fri 03/05/19	
72	3.6 Implement Change Request alterations	Mon 06/05/19	Thu 09/05/19	
73	3.6.1 Update Planning Documents	Mon 06/05/19	Mon 06/05/19	Molin Lai
74	3.6.2 Design Change Implementation	Mon 06/05/19	Tue 07/05/19	Rory Davis, Jarrad McNamara
75	3.6.3 Implement Changes for new requirements	Wed 08/05/19	Thu 09/05/19	Jarrad McNamara, Rory Davis
76	3.7 Testing	Fri 10/05/19	Mon 13/05/19	
77	3.7.1 Testing of Database Functionality	Fri 10/05/19	Fri 10/05/19	Rory Davis

78	3.7.2 Testing of Event functionality	Fri 10/05/19	Fri 10/05/19	Rory Davis
79	3.7.3 Testing of Booking functionality	Fri 10/05/19	Fri 10/05/19	Jarrad McNamara
80	3.7.4 Testing of overall user experience and functionality	Fri 10/05/19	Mon 13/05/19	Jarrad McNamara
81	3.8 Refactoring	Tue 14/05/19	Wed 15/05/19	
82	3.8.1 Refactor code to optimise user experience	Tue 14/05/19	Wed 15/05/19	Rory Davis
83	3.8.2 Production version of software completed	Wed 15/05/19	Wed 15/05/19	
84	3.9 Deployment	Thu 16/05/19	Fri 17/05/19	
85	3.9.1 Deploy to destination systems	Thu 16/05/19	Fri 17/05/19	Jarrad McNamara
86	4. Project Closing	Mon 20/05/19	Tue 21/05/19	
87	4.1 Examine project success against success criteria	Mon 20/05/19	Tue 21/05/19	Rory Davis
88	4.2 Write lessons-learnt report	Mon 20/05/19	Tue 21/05/19	Rory Davis
89	5. Project Buffer	Wed 22/05/19	Sun 26/05/19	
90	6. Project Must be complete by date	Sun 26/05/19	Sun 26/05/19	

5.4 – Risk Management Plan – Version 2

ID	Rank	RISK DESCRIPTION	CAUSE/TRIGGER	CONSEQUENCE	RATING	RESPONSE
1	6	Lose a team member	Team member drops the subject	All members will be required to do more work than was expected before	4	The team must re-schedule and re-assign all work that was required to be finished the member who left
2	7	Client expectations not met by product	Miscommunication between project team and clients	Client unhappy with final product	4	Adequate time and resources should be assigned to fully understanding and documenting the expectations of the client and making sure the members implementing these features have a thorough understanding of what is expected
3	1	Running over schedule	Work not properly estimated or not completed by deadlines	Running over schedule will result in poor outcomes with the client	6	Adequate estimation of time and careful planning throughout the project schedule can reduce this risk greatly. In addition to this, a contingency period at the end of the project will allow any schedule overrun to be accounted for
4	2	Running over budget	Cost of work not properly estimated	Running over budget will result in poor outcomes with the client	6	Adequate estimation of costs of project tasks as well as a reserve of the budget put aside to deal with additional/unforeseen costs will help to mitigate this risk
5	5	Incorrect functionality of software	Technical ability/execution of team is below expected level	Functionality of final product less than expected level	6	Gaining a comprehensive understanding of each team members skills and assigning tasks accordingly.
6	9	Drastic Change in clients' needs/wants	Client requires a large change in the requirements after the project has been commenced	Project will have to be altered to accommodate the needed changes	4	Having a reserve of time and money left aside from the project schedule assigned work will allow these changes to be accommodated
7	10	Team member unable to complete required work	Team member falls ill/unable to complete an assigned segment of work	The assigned work will have to be re-assigned to someone able to complete it	2	Project manager will re-assign work to a group member who is capable and has the resources available to complete it

8	4	Change in requirements puts project over budget	Change request made by clients results in more work needed	This extra will cause an over run of budget	6	Assign money left aside for unexpected/additional work, to this task
9	3	Change in requirements puts project over schedule	Change request made by clients results in more work needed	This will cause an over run on the schedule and could delay the finish of the project	6	Assign resources left aside for unexpected/additional work, to this task
10	8	Implementing request change affects existing functionality	The changes made to the system as per the change request results in the system developing bugs and deteriorating in functionality	The system will be less functional than it was before the change	4	Before implementing any changes to the system, all code is backed up and can be reverted if needed.

5.5 – Cost Management Plan – Version 2

5.5.1 – Cost Estimate – Version 2

Task Name	Resource Names	Hours of work	Cost Per Hour	Cost \$
Event Booking System				
Meetings	All Team Members	8.00	\$275.00	\$2,200.00
1. Initiation		61.00		\$4,025.00
1.1 Prepare stakeholder analysis	Rory Davis	18.00	\$75.00	\$1,350.00
1.2 Prepare business case	Rory Davis	12.00	\$ 75.00	\$900.00
1.3 Create project charter	Jarrad McNamara	15.00	\$ 50.00	\$750.00
1.4 Hold project kickoff meeting	All Team Members	1.00	\$ 275.00	\$275.00
1.5 Develop preliminary scope statement	Mohid Jamil	15.00	\$ 50.00	\$750.00
2. Planning				\$10,300.00
2.1 Project Integration Management				
2.1.1 Create team contract	Molin Lai	4.00	\$ 50.00	\$200.00
2.5 Project Quality Management				
2.5.1 Create project quality management plan	Mohid Jamil	12.00	\$ 50.00	\$600.00
2.7 Project Communications Management				
2.7.1 Determining stakeholder communication requirements	Zhijin Tang	12.00	\$ 50.00	\$600.00
2.7.2 Create communications management plan	Zhijin Tang	12.00	\$ 50.00	\$600.00
2.8 Project Risk Management				
2.8.1 Determine project risks	Rory Davis	10.00	\$ 75.00	\$750.00
2.8.2 Undertake qualitative and quantitative risk analysis	Rory Davis	16.00	\$ 75.00	\$1,200.00
2.8.3 Plan risk responses	Rory Davis	8.00	\$ 75.00	\$600.00
2.9 Project Technical Management				
2.9.1 Determining available options for possible ways to implement solutions	Jarrad McNamara	15.00	\$ 50.00	\$750.00
2.9.2 Deciding on a technology stack for the project	Jarrad McNamara	6.00	\$ 50.00	\$300.00
2.2 Project Scope Management				
2.2.1 Gather Requirements	Mohid Jamil	15.00	\$ 50.00	\$750.00
2.2.3 Create WBS and WBS Dictionary	Zhijin Tang	15.00	\$ 50.00	\$750.00
2.2.2 Develop scope statement	Mohid Jamil	12.00	\$ 50.00	\$600.00
2.3 Project time management				
2.3.1 Determine activity time	Molin Lai	6.00	\$ 50.00	\$300.00
2.3.2 Sequence activities	Molin Lai	4.00	\$ 50.00	\$200.00

2.3.3 Create schedule	Molin Lai	15.00	\$ 50.00	\$750.00
2.4 Project Cost Management				
2.4.1 Create Cost Estimate	Jarrad McNamara	15.00	\$ 50.00	\$750.00
2.6 Project Human Resource Management				
2.6.1 Create human resources plan	Jarrad McNamara	12.00	\$ 50.00	\$600.00
2.10 Project Planning Completed				
3. Executing				\$12,550.00
3.1 General Architecture and Design				
3.1.1 Setup development environment	Jarrad McNamara, Rory Davis	10.00	\$ 125.00	\$1,250.00
3.2 Design Front and Backend				
3.2.1 Design Backend				
3.2.1.1 Create database schema	Rory Davis	5.00	\$ 75.00	\$375.00
3.2.1.2 Create pseudo-code for Event Class	Rory Davis	10.00	\$ 75.00	\$750.00
3.2.1.3 Create pseudo-code for Booking Class	Rory Davis	10.00	\$ 75.00	\$750.00
3.2.2 Design Frontend				
3.2.2.1 Create design of user input forms	Jarrad McNamara	8.00	\$ 50.00	\$400.00
3.2.2.2 Create design of menu/home screens	Jarrad McNamara	6.00	\$ 50.00	\$300.00
3.2.2.3 Create components for application navigation	Jarrad McNamara	6.00	\$ 50.00	\$300.00
3.2.3 Front and Backend Design Completed				
3.3 Implement Backend				
3.3.1 Create Database to store records	Rory Davis	6.00	\$ 75.00	\$450.00
3.3.2 Implement event class to create, delete, search for, and update events	Rory Davis	15.00	\$ 75.00	\$1,125.00
3.3.3 Implement booking class to create, delete, search for, and update events	Rory Davis	15.00	\$ 75.00	\$1,125.00
3.4 Implement Frontend				
3.4.1 Creation of user input forms/components	Jarrad McNamara	8.00	\$ 50.00	\$400.00
3.4.2 Creation of menu/home window and components	Jarrad McNamara	8.00	\$ 50.00	\$400.00
3.4.3 Creation of navigation components and windows	Jarrad McNamara	6.00	\$ 50.00	\$300.00
3.5 Connection of Database to Application				
3.5.1 Implementation of interaction between application and database	Jarrad McNamara, Rory Davis	15.00	\$ 125.00	\$1,875.00
3.5.2 Development version of software completed				
3.6 Implement Change Request Alterations				
3.6.1 Update Planning Documents	Molin Lai	4.00	\$ 50.00	\$200.00

3.6.2 Design Change Implementation	Jarrad McNamara, Rory Davis	6.00	\$ 125.00	\$750.00
3.6.3 Implement changes for new requirements	Jarrad McNamara, Rory Davis	8.00	\$ 125.00	\$1,000.00
3.7 Testing				
3.7.1 Testing of Database Functionality	Rory Davis	6.00	\$ 75.00	\$450.00
3.7.2 Testing of Event functionality	Rory Davis	6.00	\$ 75.00	\$450.00
3.7.3 Testing of Booking functionality	Jarrad McNamara	6.00	\$ 50.00	\$300.00
3.7.4 Testing of overall user experience and functionality	Jarrad McNamara	8.00	\$ 50.00	\$400.00
3.8 Refactoring				
3.8.1 Refactor code to optimise user experience	Rory Davis	10.00	\$ 75.00	\$750.00
3.8.2 Production version of software completed				
3.9 Deployment				
3.9.1 Deploy to destination systems	Jarrad McNamara	8.00	\$ 50.00	\$400.00
4. Project Closing				\$900.00
4.1 Examine project success against success criteria	Rory Davis	6.00	\$ 75.00	\$450.00
4.2 Write lessons-learnt report	Rory Davis	6.00	\$ 75.00	\$450.00
Project Buffer				\$10,000.00
Project Must be complete by date				
Total Estimated Cost				\$42,200.00

5.6 – Communications Management Plan – Version 2

5.6.1 – Roles for Communications Management:

❖ Project Manager

The project manager is responsible for the overall integration of communications between both the team and the other important project stakeholders such as the project sponsors. In addition to this, the project manager must lead communications in terms of the project team and making sure that all members are communicating their progress in the required formats and frequency as specified in the following communications matrix.

❖ Project Team

The project team is responsible for internal communication that will allow all members to have a complete understanding about the progression of the project as a whole, as well as each individual element within the project. Each team member must ensure that they are following the required formats when reporting their progress to ensure all stakeholders are adequately informed on project progress/potential problems.

❖ Other Project Stakeholders

The project involves a number of other different stakeholders, all whom need to be informed of different aspects of the project in differing amounts of detail. Firstly, the clients of the project will be kept informed regularly through a weekly in person update to ensure that the project remains on track and to their satisfaction. Furthermore, the project sponsors will also have to stay informed as they have both a large influence on the project as well as having the largest vested interest in its success. They will be updated about major progress/potential problems in the form of writing or a presentation to demonstrate the progress/problem being examined.

5.6.2 – Communications Summary:

Google drive was chosen as the primary form of documentation sharing within the group to allow the simultaneous access of documents by multiple team members to edit and view needed documents for the project. This will also allow for the different versions of the files to all be kept in the same shared cloud folder instead of having a single point of failure such as storing documents on a single team member's computer.

Facebook and its associated chat platform messenger was chosen as the primary communications channel for general team updates and chat. This was chosen as it was already being used by the team members and had successfully been used in the past for projects and therefore had the best chance of high engagement and therefore more communication between team members.

5.6.3 – Communications Summary and Plan

Communications Name	Delivery Method / Format	Producer	Due / Frequency	Total Meetings
Group Formation	Meeting in the Classroom	All team members, Stakeholders	14:30 – 15:30 – 14/03/19	1
Task Assignment Meeting	Facebook Chat	All team members	Ongoing on as ‘as needed’ basis	As needed
Weekly Report	Short meeting in Building 3 – Minute meetings will be kept	All team members	12:30 – 13:00 – Every week	9 group meetings including the initial kick-off meeting
Program Meeting	Informal chat in class or directly after if time doesn’t permit meeting in class	Rory, Jarrad, Zhijin	Weekly	10 Meetings in class
Document Meeting	Informal chat in class or directly after if time doesn’t permit meeting in class	Molin, Mohid	Weekly	10 Meetings in class
Progress Reporting	Weekly update during class. Involves simple update of what tasks have to be started/finished in the subsequent week	Rory Davis, Stakeholders	Weekly	10 Meetings in class
Emergency Change Meeting	Short meeting similar to weekly meeting to discuss needed changes that have been requested for the system	All team members	When needed	2 meetings: 07/05/19 & 14/05/19

5.6.4 – Comments & Guidelines

- Respect and help each other
- Encourage constructive comments
- Treat each member fairly
- Do not deviate from the subject matter
- Insist on completing the work

5.6.5 – Escalation Procedures for Resolving Issues

- ❖ **Problem/Issue is found and presented in the group:**
 - This will occur either in the weekly group meeting or the document/programming team meeting depending on which applicable area it belongs to.
- ❖ **Discuss the feasibility and necessity of change to resolve issue**

- Project team members discuss the possible options for solving/avoiding the problem or issue
 - Project team discusses the consequences of taking actions specified in the previous step as well as how the consequences of these actions will be monitored in the future
 - Project manager makes a decision about best course of action based on the available options to solve the issue.
- ❖ **Make the needed changes & Monitor Results**
- Project team executes the agreed upon changes to resolve the issue
 - Project team monitors the results of change using the agreed upon method/frequency.
 - If the issue persists or new issues arise, document issues and begin escalation procedures again from the beginning
- ❖ **Final Escalation**
- If a reasonable solution cannot be found to an issue in a timely manner, i.e. the issue if left unresolved may cause significant delays in project or increase in costs, the project manager will escalate the issue and seek advice from stakeholders to ensure all interested/concerned parties are made aware of critical project decision.

6 - Meeting Minutes

6.1 – Kick off Meeting:

Location	Building 3
Date & Time	Thursday 21/03/2019 – 12:45pm
Chairperson	Rory Davis
Attendees	Jarrad McNamara Molin Lai Mohid Jamil Zhijin Lang
Objective	Get the project off to an effective start by introducing key stakeholders, reviewing project goals, and discussing future plans.
Agenda	<ol style="list-style-type: none">1. Determine the general design of project.2. Complete Project Charter.3. Distribute works on programming and documentation.<ul style="list-style-type: none">✓ Programming: Rory Davis& Zhijin Tang✓ Documentation: Molin LAI& Mohid Jamil✓ Database: Jarrad McNamara4. Plan initial schedule.

Action Items	Assigned To	Due Date	Status
Prepare Stakeholder Analysis	Rory Davis	Mon 25/03/19	In progress
Prepare Business Case	Rory Davis	Wed 27/03/19	In progress
Project Charter	Jarrad McNamara	Wed 27/03/19	In progress

Date of Next Meeting: Thursday 28/03/2019

6.2 – Meeting 2:

Location	Building 3
Date & Time	Thursday 28/03/2019 – 12:45pm
Chairperson	Rory Davis
Attendees	Jarrad McNamara Molin Lai Mohid Jamil Zhijin Lang
Agenda	1. Write requirement 2. Assign Initial tasks 3. Conduct progress communication

Action Items	Assigned To	Due Date	Status
Prepare Stakeholder Analysis	Rory Davis	Mon 25/03/19	Complete
Prepare Business Case	Rory Davis	Wed 27/03/19	Complete
Project Charter	Jarrad McNamara	Wed 27/03/19	Complete
Create Team Contract	Molin Lai	Mon 01/04/19	In progress
Project Technical Management	Jarrad McNamara	Wed 03/04/19	In Progress
Quality Management	Mohid Jamil	Wed 03/04/19	In progress
Work Breakdown Structure	Zhijin Tang	Thu 04/04/19	In progress

Date of Next Meeting: Thursday 04/04/2019

6.3 – Meeting 3:

Location	Building 3
Date & Time	Thursday 04/04/2019 – 12:45pm
Chairperson	Rory Davis
Attendees	Jarrad McNamara Molin Lai Mohid Jamil Zhijin Lang
Agenda	<ol style="list-style-type: none"> 1. Discuss development of the project 2. Assign planning tasks 3. Discuss other possible designs

Action Items	Assigned To	Due Date	Status
Create Team Contract	Molin Lai	Mon 01/04/19	Complete
Project Technical Management	Jarrad McNamara	Wed 03/04/19	Complete
Quality Management	Mohid Jamil	Wed 03/04/19	Complete
Work Breakdown Structure	Zhijin Tang	Thu 04/04/19	Complete
Communications Management	Zhijin Tang	Mon 08/04/19	In progress
Scope Statement	Mohid Jamil	Tue 09/04/19	In progress
Risk Management Plan	Rory Davis	Tue 09/04/19	In progress
Project Schedule	Molin Lai	Mon 15/04/19	In progress
Human Resources & Cost Management Plans	Jarrad McNamara	Mon 17/04/19	In progress

Date of Next Meeting: Thursday 11/04/2019

6.4 – Meeting 4:

Location	Building 3
Date & Time	Thursday 11/04/2019 – 12:45pm
Chairperson	Rory Davis
Attendees	Molin Lai Mohid Jamil Zhijin Lang
Agenda	<ol style="list-style-type: none"> 1. Discuss the progress. 2. Assign programming tasks. 3. Prepare the presentation.

Action Items	Assigned To	Due Date	Status
Communications Management	Zhijin Tang	Mon 08/04/19	Complete
Scope Statement	Mohid Jamil	Tue 09/04/19	Complete
Risk Management Plan	Rory Davis	Tue 09/04/19	Complete
Project Schedule	Molin Lai	Mon 15/04/19	In progress
Human Resources & Cost Management Plans	Jarrad McNamara	Mon 17/04/19	In progress
Design Backend	Rory Davis	Fri 19/04/19	In progress
Design Frontend	Jarrad McNamara	Mon 22/04/19	In progress

Date of Next Meeting: Thursday 18/04/2019

6.5 – Meeting 5

Location	Building 3
Date & Time	Thursday 18/04/2019 – 12:45pm
Chairperson	Rory Davis
Attendees	Molin Lai Mohid Jamil Zhijin Lang
Agenda	<ol style="list-style-type: none"> 1. Discuss the progress. 2. Prepare the presentation. 3. Plan the key tasks about the program.

Action Items	Assigned To	Due Date	Status
Project Schedule	Molin Lai	Mon 15/04/19	Complete
Human Resources & Cost Management Plans	Jarrad McNamara	Mon 17/04/19	Complete
Design Backend	Rory Davis	Fri 19/04/19	In progress
Design Frontend	Jarrad McNamara	Mon 22/04/19	In progress
Implement Backend	Rory Davis	Tue 30/04/19	In progress
Implement Frontend	Jarrad McNamara	Wed 24/04/19	In progress
Connect Database to Application	Rory Davis & Jarrad McNamara	Fri 03/05/19	In progress

Date of Next Meeting: Thursday 02/05/2019 – because of the Easter Holidays, *Meeting 6* is cancelled.

6.6 – Meeting 7

Location	Building 3
Date & Time	Thursday 02/05/2019 – 12:45pm
Chairperson	Rory Davis
Attendees	Jarrad McNamara Molin Lai Mohid Jamil Zhijin Lang
Agenda	<ol style="list-style-type: none"> 1. Check the completed schedule. 2. Practice for presentation. 3. Conduct next schedule.

Action Items	Assigned To	Due Date	Status
Design Backend	Rory Davis	Fri 19/04/19	Complete
Design Frontend	Jarrad McNamara	Mon 22/04/19	Complete
Implement Backend	Rory Davis	Tue 30/04/19	Complete
Implement Frontend	Jarrad McNamara	Wed 24/04/19	Complete
Connect Database to Application	Rory Davis & Jarrad McNamara	Fri 03/05/19	In progress
Testing of the Program	Rory Davis & Jarrad McNamara	Mon 06/05/19	In progress
Refactor the Program	Rory Davis & Jarrad McNamara	Thu 09/05/19	In progress

Date of Next Meeting: Thursday 09/05/2019

6.7 – Change Request Meeting 1

Location	Building 3
Date & Time	Tuesday 07/05/2019 – 12:45pm
Chairperson	Rory Davis
Attendees	Jarrad McNamara Molin Lai Mohid Jamil Zhijin Lang
Agenda	<ol style="list-style-type: none"> 1. Discuss the change request. 2. Assign updated tasks. 3. Update the original project with the requested changes.

Action Items	Assigned To	Due Date	Status
Connect Database to Application	Rory Davis & Jarrad McNamara	Fri 03/05/19	Complete
Testing of the Program	Rory Davis & Jarrad McNamara	Mon 06/05/19	Postponed
Refactor the Program	Rory Davis & Jarrad McNamara	Thu 09/05/19	Postponed
Update Planning Documents	Molin Lai	Mon 06/05/19	Complete
Design Change Implementation	Rory Davis & Jarrad McNamara	Tue 07/05/19	In progress
Implement changes for new requirements	Rory Davis & Jarrad McNamara	Thu 09/05/19	In progress

Date of Next Meeting: Thursday 09/05/2019

6.7 – Meeting 8

Location	Building 3
Date & Time	Thursday 09/05/2019 – 12:45pm
Chairperson	Rory Davis
Attendees	Jarrad McNamara Molin Lai Mohid Jamil Zhijin Lang
Agenda	<ol style="list-style-type: none">1. Discuss the implemented changes.2. Check the completed tasks.3. Plan testing of program.

Action Items	Assigned To	Due Date	Status
Design Change Implementation	Rory Davis & Jarrad McNamara	Tue 07/05/19	Complete
Implement changes for new requirements	Rory Davis & Jarrad McNamara	Thu 09/05/19	In progress
Test the Program	Rory Davis & Jarrad McNamara	Mon 13/05/19	In progress

Date of Next Meeting: **Tuesday 14/05/2019**

6.8 – Change Request Meeting 2

Location	Building 3
Date & Time	Tuesday 14/05/2019 – 12:45pm
Chairperson	Rory Davis
Attendees	Jarrad McNamara Molin Lai Mohid Jamil Zhijin Lang
Agenda	<ol style="list-style-type: none">1. Discuss the progress.2. Assign the remaining programming tasks.3. Assign tasks to start compiling final report document.

Action Items	Assigned To	Due Date	Status
Implement changes for new requirements	Rory Davis & Jarrad McNamara	Thu 09/05/19	Complete
Test the Program	Rory Davis & Jarrad McNamara	Mon 13/05/19	Complete
Refactor the Program	Rory Davis & Jarrad McNamara	Wed 15/05/19	In progress
Deploy the Program	Rory Davis & Jarrad McNamara	Fri 17/05/19	In progress
Compile all Report Documents	Rory Davis	23/05/19	In progress

Date of Next Meeting: Thursday 16/05/2019

6.8- Meeting 9

Location	Building 3
Date & Time	Thursday 16/05/2019 – 12:45pm
Chairperson	Rory Davis
Attendees	Jarrad McNamara Molin Lai Mohid Jamil Zhijin Lang
Agenda	<ol style="list-style-type: none"> 1. Discuss the progress. 2. Assign tasks to complete the program. 3. Assign tasks to complete the final report.

Action Items	Assigned To	Due Date	Status
Refactor the Program	Rory Davis & Jarrad McNamara	Wed 15/05/19	Complete
Deploy the Program	Rory Davis & Jarrad McNamara	Fri 17/05/19	In progress
Project Closing Report	Rory Davis	Tue 21/05/19	In progress
Compile all Report Documents	Rory Davis	Thu 23/05/19	In progress
Complete the Final Report	Rory Davis & Molin Lai	Sun 26/05/19	In progress

Date of Next Meeting: Thursday 23/05/2019

6.9 – Meeting 10

Location	Building 3
Date & Time	Thursday 23/05/2019 – 12:45pm
Chairperson	Rory Davis
Attendees	Jarrad McNamara Molin Lai Mohid Jamil Zhijin Lang
Agenda	1. Discuss the progress. 2. Discuss the overall project.

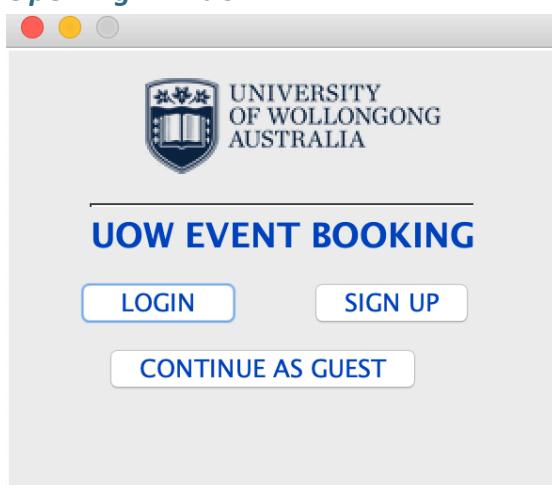
Action Items	Assigned To	Due Date	Status
Deploy the Program	Rory Davis & Jarrad McNamara	Fri 17/05/19	Complete
Project Closing Report	Rory Davis	Tue 21/05/19	Complete
Compile all Report Documents	Rory Davis	Thu 23/05/19	Complete
Complete the Final Report	Rory Davis & Molin Lai	Sun 26/05/19	In progress

7 – Project Testing

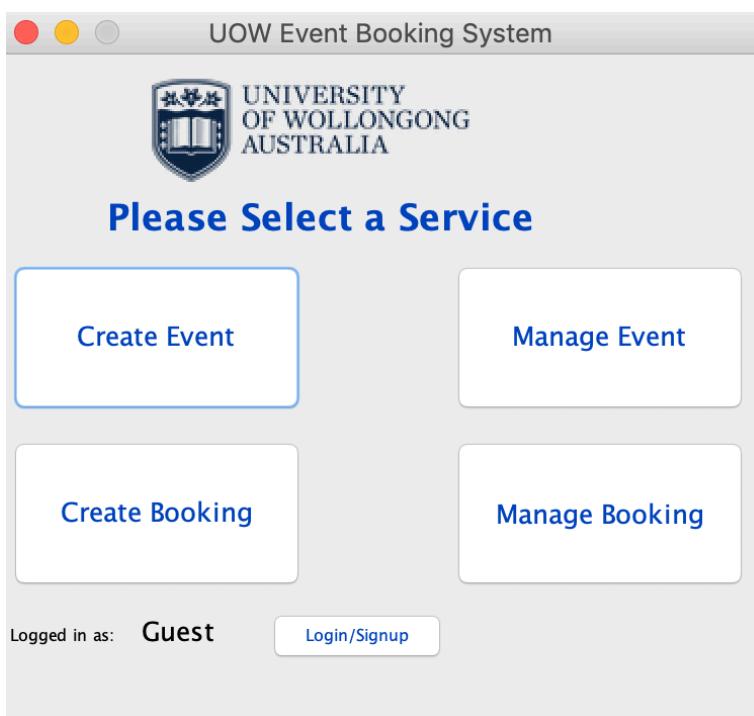
7.1 – Introduction

The following testing shows the screenshot results of the UOW Event Booking system being used to demonstrate the requirements needed for user acceptance. This will be done in a systematic way in which each requirement will have testing screenshots showing functions after an explanation of how the system has reached that point before the screenshot was taken. In order to save an extremely lengthy testing document, the below “Menu” and “Opening” windows and they’re components (i.e. “Create Booking Button”) will be referred to in text rather than photos in all subsequent references as to save the need to show the menu/opening window screenshots many times.

Opening Window



Main Menu



7.2 – Requirements

7.2.1 – Users can create events that consist of the following details:

Event Name, Event Date & Time, Event Location, Event Price, Event Capacity, Event Description, Promotional code details.

Instructions to Create an Event:

- ❖ Start the Event Booking System
- ❖ Either login (requires authentication) or Continue as guest
- ❖ Click “Create Event”
- ❖ To reach confirmation as seen in lower screenshot, user must enter values for all fields and click “Create Event”

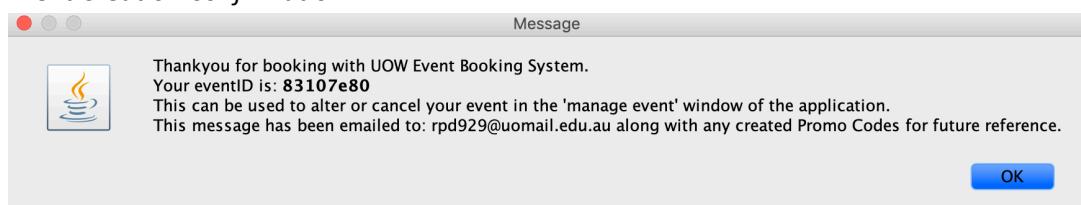
Create an Event Window

The screenshot shows the 'Create an Event' window. At the top, it says 'UOW Event Booking System'. Below that is the title 'Create an Event'. The form contains the following fields:

- Event Name:** UOW Computer Science Graduation
- Email Address:** rpd929@uomail.edu.au
- Date:** 6 9 2019
- Time:** 4 00 PM
- Price:** 20
- Capacity:** 500
- Location:** UOW Hall
- Description:** University of Wollongong Computer Science students who are eligible to graduate and wish to do so must book a ticket by the 1/09/2019

At the bottom, there are two buttons: 'Promotional Codes' and 'Create Promo Codes' (disabled), and a large 'Create Event' button.

Event Creation Confirmation

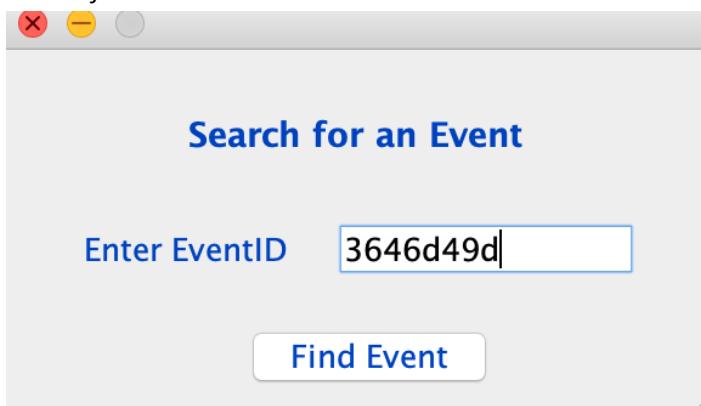


7.2.2 – Users can edit any of the event details in their previously created events

Instructions:

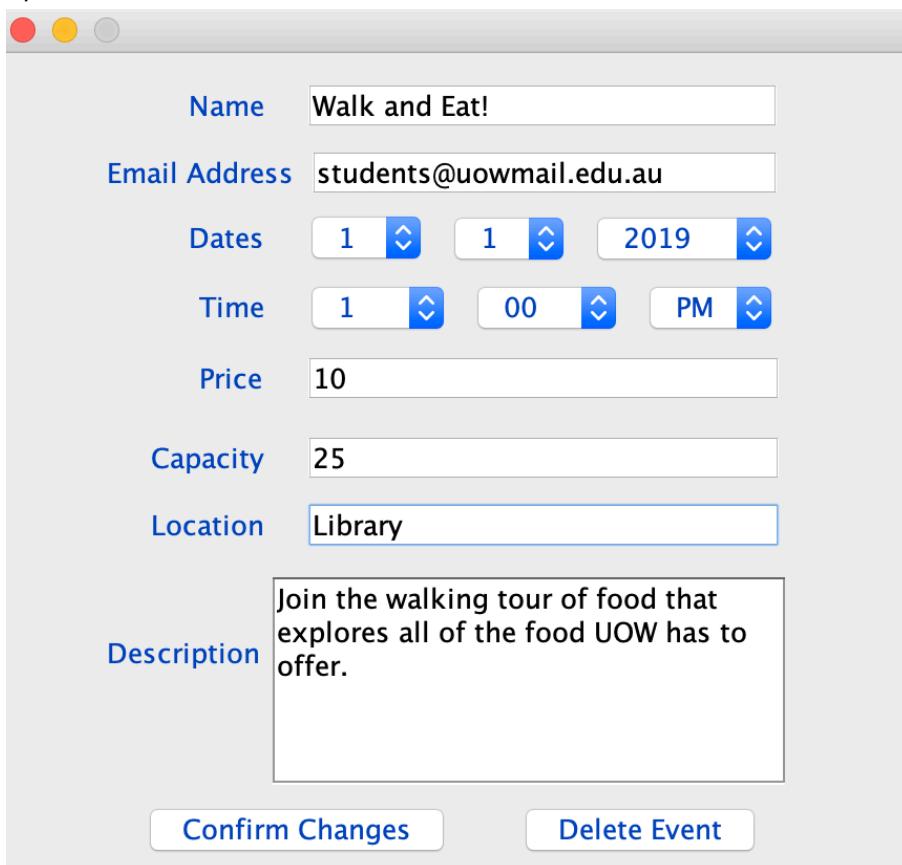
- ❖ Start the Event Booking System
- ❖ Either login (requires authentication) or Continue as guest
- ❖ Click “Manage Event”
- ❖ Enter EventID supplied upon creation of Event
- ❖ Click “Find Event”
- ❖ Update details and click “Confirm Changes”

Search for an Event



The window title is "Search for an Event". It has three buttons in the top-left corner: a red X, a yellow minus sign, and a grey circle. The main area contains the text "Search for an Event" in blue. Below it is a form field with the label "Enter EventID" and a text input box containing "3646d49d". At the bottom is a blue "Find Event" button.

Update an Event



The window title is "Update an Event". It has three buttons in the top-left corner: a red X, a yellow minus sign, and a grey circle. The main area contains several form fields:

- Name: Walk and Eat!
- Email Address: students@uowmail.edu.au
- Dates: 1/1/2019
- Time: 10:00 PM
- Price: 10
- Capacity: 25
- Location: Library
- Description: Join the walking tour of food that explores all of the food UOW has to offer.

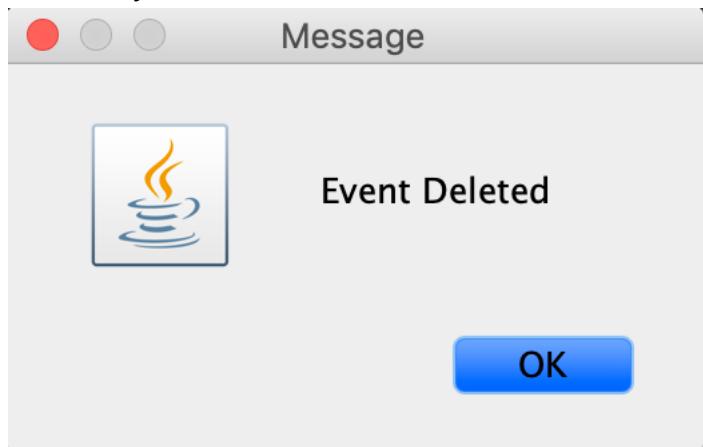
At the bottom are two buttons: "Confirm Changes" and "Delete Event".

7.2.3 – Users can delete any previously created events

Instructions:

- ❖ Start the Event Booking System
- ❖ Either login (requires authentication) or Continue as guest
- ❖ Click “Manage Event” (see previous screenshots)
- ❖ Enter EventID supplied upon creation of Event (see previous screenshots)
- ❖ Click “Find Event” (see previous screenshot”)
- ❖ Click “Delete Event” to delete the Event

Delete Confirmation

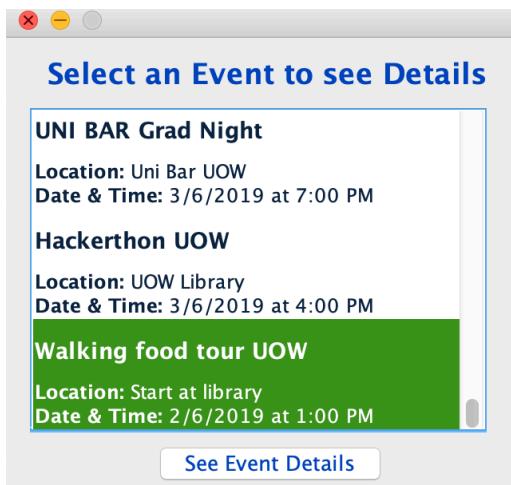


7.2.4 – Users can view future events

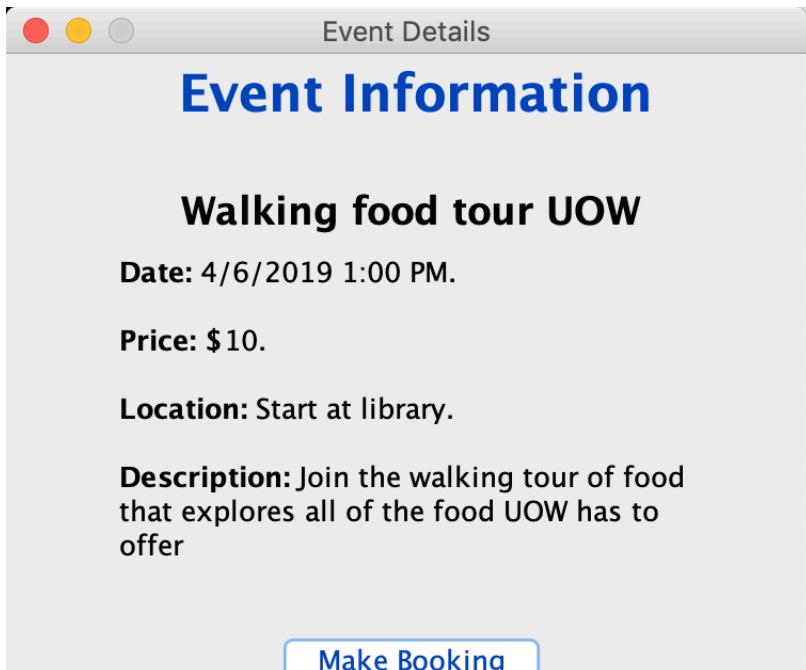
Instructions:

- ❖ Start the Event Booking System
- ❖ Either login (requires authentication) or Continue as guest
- ❖ Click “Book Events” Button in Main menu
- ❖ Click an Event to highlight and then click “See event Details” to view all event details

Select an Event



Event Details



7.2.5 – Users can make Bookings for an Event with the following details: Booker name, Booker email, Promotion code use

Instructions:

- ❖ Start the Event Booking System
- ❖ Either login (requires authentication) or Continue as guest
- ❖ Click “Book Events” Button in Main menu
- ❖ Click an Event to highlight and then click “See event Details” to view all event details (see previous slide)
- ❖ Once viewing Event Details window, click “Make Booking Button”
- ❖ To see confirmation window, fill out values for all fields (Promotional Codes are optional) and click “Confirm Booking” button

Create Booking

Walking food tour UOW

Location: Start at library
Date & Time: 2/6/2019 at 1:00 PM

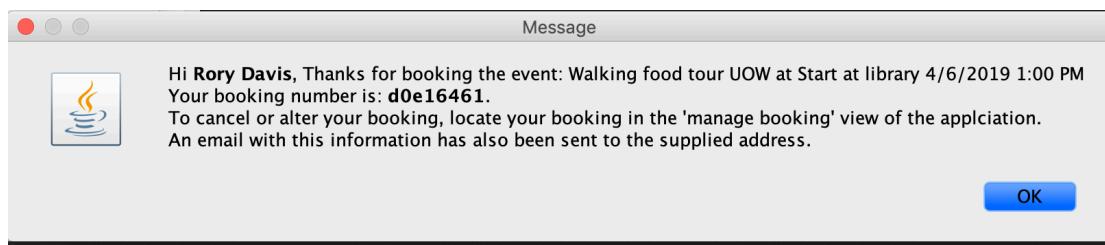
Price: \$10

Name:

Email:

Number of Tickets

Promotional Code:

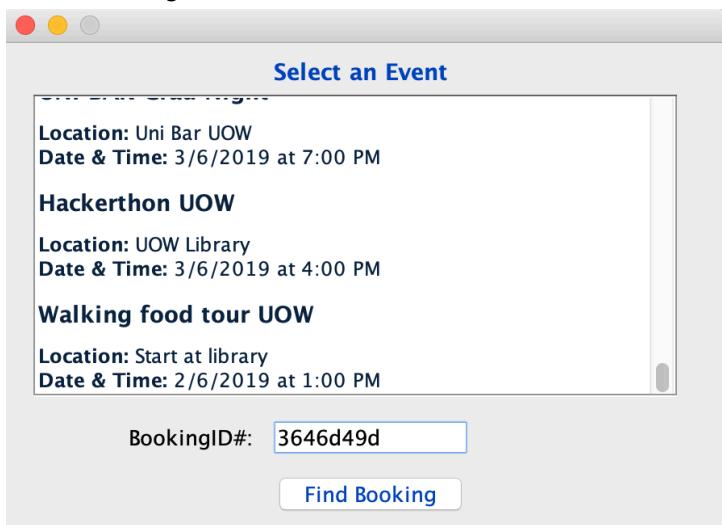


7.2.6 – Users can edit Bookings on events that were previously made to update any of the booking information or delete the booking

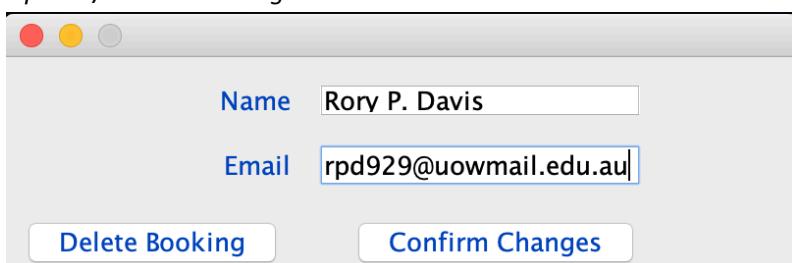
Instructions:

- ❖ Start the Event Booking System
- ❖ Either login (requires authentication) or Continue as guest
- ❖ At Main Menu click “Manage Booking” button
- ❖ Select the Event the booking was made for by clicking on it and Enter the BookingID supplied at Booking Creation.
- ❖ Click “Find Booking”
- ❖ Either Update Booking information and click “Confirm Changes” to edit a booking or click “Delete Booking” button to delete a Booking.

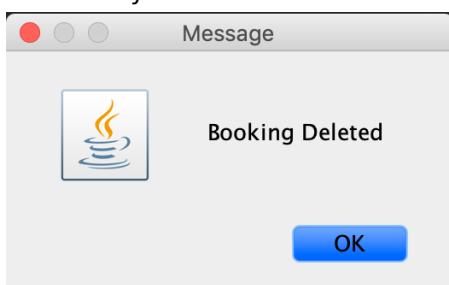
Find a Booking Window



Update/Delete Booking Window



Delete Confirmation Window



7.2.7 – Users can create an account with the following information: Name, Email, Password

Instructions:

- ❖ Start the Event Booking System
- ❖ User Clicks “Sign Up” button at Opening Window
- ❖ User enters values for all fields and clicks “Sign-Up!” Button

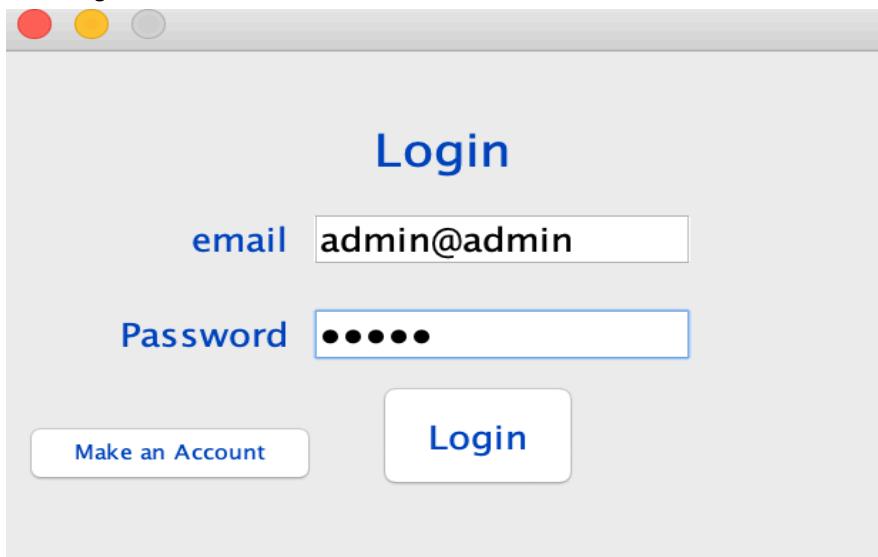
The screenshot shows a window titled "Sign-Up" with a title bar featuring three standard window control buttons (red, yellow, green). The main content area is titled "Create an Account" in bold blue text. It contains four input fields: "Name" with a single-line text input field, "Email" with a single-line text input field, "Password" with a single-line text input field, and "Re-enter password" with a single-line text input field. Below these fields is a large rectangular button with a drop shadow containing the text "Sign-Up!" in blue.

7.2.8 – Users can login to a previously created account with correct entry of email and password

Instructions:

- ❖ Start the Event Booking System
- ❖ User Clicks “Login” Button at opening Window
- ❖ User Enters correct values for an existing User
- ❖ User Clicks “Login” Button

User Login Window



Main Menu Window with User “Admin” being logged in



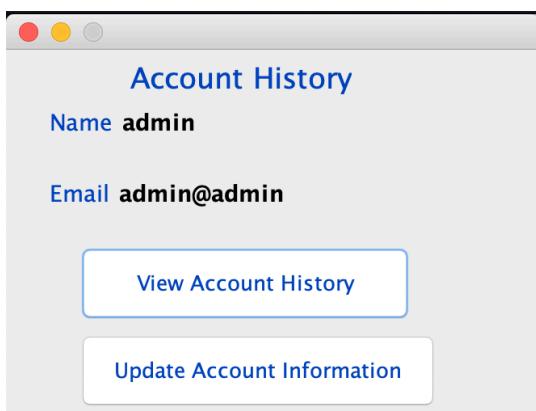
7.2.9 – A logged in user can achieve all normal system function as well as:

View Event History, View Booking History, Edit account details

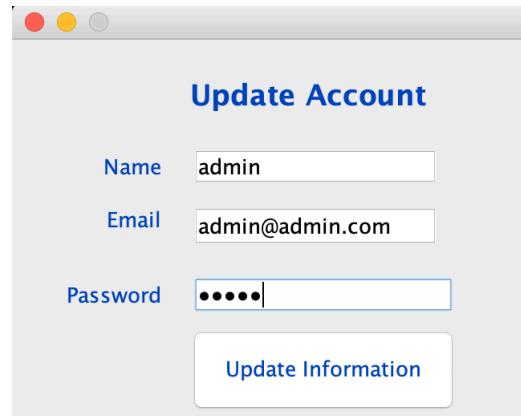
Instructions:

- ❖ Start the Event Booking System
- ❖ User Clicks “Login” Button at opening Window
- ❖ User Enters correct values for an existing User
- ❖ User Clicks “Login” Button
- ❖ At Main Menu user clicks “Account Information” Button (See previous screenshot)
- ❖ User clicks either “Update Account Information” to update account details or Clicks “View Account History” Button to view account history.
- ❖ To view Events created by user; in the Account History Menu, click “view Events Created” Button
- ❖ To View Events Booked by user; in the Account History Menu, click “View Events Booked” Button

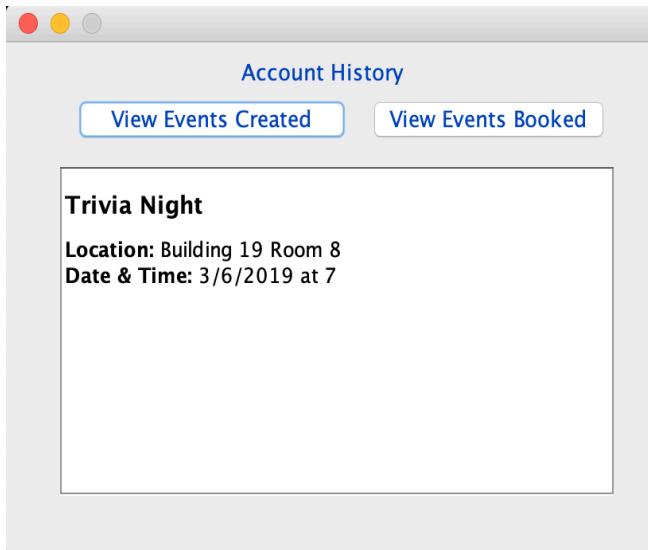
Account Information Menu Window



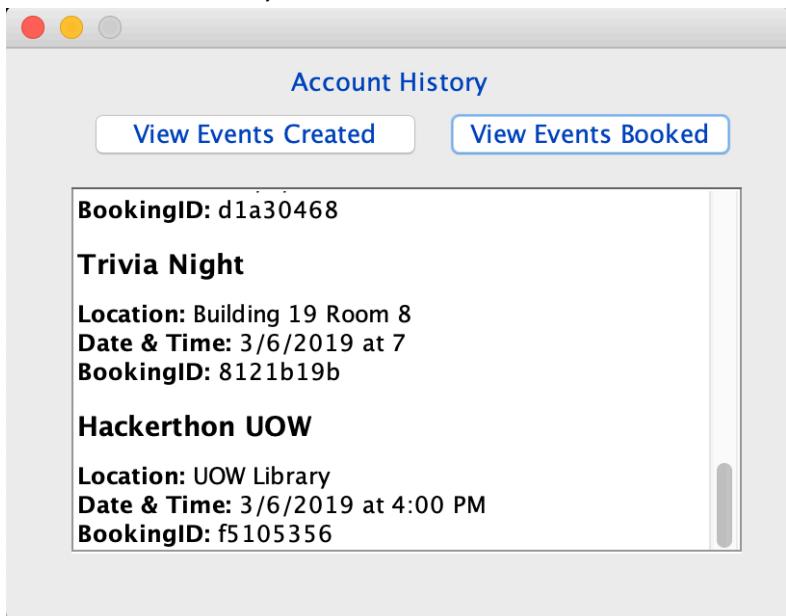
Account Update Window



View Events Created by User Window



View Events Booked by User Window



8 – Project Closing & Lessons-Learnt

8.1 – Lessons-Learnt Report

Project Name:	UOW Event Booking System – Team Delta
Project Sponsor:	Ashley Maher & Joseph Muoneme
Project Manager:	Rory Davis
Project Dates:	21/03/2019 – 26/05/2019
Final Budget:	\$42,200

8.1.1 – Did the project meet the scope, time and cost goals?

Our team was successfully able to finish the project within the scope, time and cost goals. The time goal was the hardest to achieve due to the change request to increase the functionality of the system, as well as some internal communications issues. Although there was a contingency plan for both time and cost, the increase costs could be covered due to the funds left aside, but the work to be completed was significantly more of an issue. In terms of the scope, the project team had an easier time meeting the goals set out, mainly due to early diligent work to establish a good understanding of what was in and out of scope for this project.

8.1.2 – What was the success criteria listed in the project scope statement?

The success criteria of the project was completion of the project such that all requirements stipulated in the requirements list were capable of being executed by the system, in addition to respecting the cost and time constraints placed on the project.

8.1.3 – Reflect on whether or not you met the project success criteria.

The project was overall successful in terms of meeting the success criteria for a number of different reasons:

Firstly, the system was able to successfully pass testing that proves the capability of the system to complete the requirements' that were stipulated for the project to be success. This includes the functionality set out in the change request and reflected in the updated planning documents. The completion of these requirements was one of the core benchmarks for project success and their completion and as such, the successful implementation of these requirements is a definite success for the project team.

Furthermore, given the fact that the project finished well within the cost constraint of \$50, 000 as well as being completed in the assigned time frame, the project could definitely be considered an overall success. Although finishing later than anticipated, primarily due to the change request, the project was able to finish a number of days before the absolute due date which is acceptable given the changes that were required to be implemented.

The largest success of the project in terms of evaluation against the success criteria is the completion of the system at more than \$10,000 less than the assigned budget. This was largely due to effective cost estimation and diligent work by the project team to ensure no tasks were delayed by an amount of time that would drain large amounts resources from other parts of the project.

However, despite completing these goals to an adequate standard, after the teams' experience working on the current project, the next project will have a more comprehensive criteria for assessing project success. This reflects the fact that although we were able to assess our project again the criteria we created, it served as more of a "pass", "fail" criteria rather than a scale of success that ranges. This has made effectively evaluation more difficult, however, a valuable lesson in project planning has been learned by the team.

8.1.4 – What were the main lessons your team learned from this project?

The team has learned an enormous amount during the life of this project, both about project management in general as well as software projects specifically. From the perspective of general project management, the main lesson learned was the importance and relative difficulty of an effective communications within a group of 5 people. At the start of the project, much of the work done was ensuring each member was assigned the correct work and effectively assigning our resources. However, as the project progressed it became clear that although we had assigned the requisite work, unless we had directly discussed the content and how it fits within the entire project, we would often overlap some work being done due to each member not having a clear idea of the exact scope of the task.

In addition to this, our technical team learned a considerable amount about the complexity and difficulty in dealing with projects that are larger than had been experienced previously and that are built by more than one person. This posed quite a challenge as we had a relatively technical team in terms of programming experience and much of the work done had to be learned as the project progressed. However, this was invaluable experience for the team as they had to make difficult decisions under time pressure and deal with the consequences by learning new skills that will likely be of use in future projects.

In conclusion, this project provided a valuable learning experience for the project team as it was all members first time on working on a project of this size and dealing with the challenges that come with this.

These skills both in general project management as well as the technical skills that were acquired during the project will serve as the main lessons learned by the project team.

8.1.5 – Describe one example of what went right on this project.

This project had the most success in the later period of the schedule in which a number of unknowns were cleared up and the team was on the same page in terms of knowing what needed to be done, who it had to be done by and when. This resulted in the work being done after the change request being some of our best work despite having the most amount of time pressure associated with it. Each team member had a clearer understanding of his/her role and the required work they needed to complete.

This was directly a result on an increase in group meetings (additional 2) as well as an overall increase in the communication between the group. Furthermore, a more thorough understanding of general project management skills that were gained during the project were extremely useful in the later stages of the Project Schedule.

8.1.6 – Describe one example of what went right on this project.

The difficulties faced on the project were often due to a breakdown in communication between team members due to a small language barrier that made it hard to convey finer details of project work. An example of this would be the initial construction of planning documents took a number of attempts to complete correctly as many of the members were unclear about exactly what needed to be done for each plan. Although still finishing within the time and budget constraints, work could have been completed much faster if we had established stronger communication channels earlier in the project life.

8.1.7 – What will you do differently on the next project based on your experience working on this project?

The largest changes that would be made on the next project would be the establishment of stronger communications channels and more frequent updating of progress from all team members. The establishment of stronger communications channels would likely be in the form some sort of weekly check-in in which the work that is being completed for the week is reviewed by other team members in order for the project team to have a more broad understanding of the different project parts as well as being able to make any needed changes before the weekly meetings.

This would hopefully have the result of putting the project team on the same page in terms of how the project is progressing and what is required of each member. Furthermore, a more comprehensive version control system would be employed in the next project as system that was used during this project made it difficult to compare and track changes in important project documents.

In addition to this, the overall improvement in details of planning documents will be a priority on future projects as these plans are most useful when they are detailed and comprehensive. The experience that the team has gained during the Project will certainly result in a vastly improved planning process on future projects as it became clear as they project developed how often these plans were used as a reference and how useful a well detailed set of plans could be.

9 – Appendix

9.1 – Event Booking Schema

