

**Capstone Project Report**

**Report 2 – Project Management Plan**

– Ho Chi Minh City, January 2021 –

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# I. Project Report

## 1. Status Report

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Work Item** | **Status** | **Notes (Work Item in Details)** |
| 1 |  | Pending |  |
| 2 |  | In Progress |  |
| 3 |  | Completed |  |

## 2. Team Involvements

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Task** | **Member** | **Notes (Task Details, etc.)** |
| 1 |  | HaPTN |  |
| 2 |  | NguyenLG |  |
| 3 |  | GiaNH |  |
| 4 |  | ~~PhuVT~~ | Dropped since January 28th, 2021 |

## 3. Issues/Suggestions

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Issue** | **Status** | **Notes (Solution, Suggestion, etc.)** |
| 1 |  | Pending |  |
| 2 |  | In Progress |  |
| 3 |  | Completed |  |

# II. Project Management Plan

## 1. Overview

### 1.1 WBS & Estimation

*[Create/Provide the project WBS & Estimation following the table template as below. In which, we categorize the WBS items into three levels of complexity (Simple, Medium, Complex) and estimate the total effort to complete each item in man-day]*

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **WBS Item** | **Complexity** | **Est. Effort**  **(man-days)** |
| ***1*** | ***Initiating*** |  | ***10*** |
| 1.1 | Meet customers at Viet Anh School (Major Education) | Simple | 1 |
| 1.2 | Gain requirements | Medium | 2 |
| 1.3 | Write “Current System Description” | Medium | 4 |
| 1.4 | Confirm “Current System Description” with customers | Simple | 1 |
| 1.5 | Write Report 1 (Introduction) | Medium | 2 |
| 1.6 | Collect stakeholders’ contact information | Simple | 0 |
| ***2*** | ***Planning*** |  | ***4*** |
| 2.1 | Discuss project scope with development team | Simple | 1 |
| 2.2 | Estimate time to finish the project | Simple | 0 |
| 2.3 | Discuss project’s limitations and risks | Simple | 0 |
| 2.4 | Discuss model to use for project management | Simple | 0 |
| 2.5 | Create project plan & work breakdown structure (WBS) | Simple | 1 |
| 2.6 | Assign roles in this project for each team member | Medium | 0 |
| 2.7 | Write Report 2 (Project Management) | Medium | 2 |
| ***3*** | ***Executing*** |  | ***100*** |
| **3.1** | **Analysis** |  | **17** |
| 3.1.1 | Analyse users’ requirements:   * Identify stakeholders * Identify user roles in this system * Identify needs and activities of each role | Complex | 4 |
| 3.1.2 | Analyse materials that Major provided   * Analyse Major current working process (7 steps) * Analyse Excel files (including sample data of target schools, assignment, daily reports,…) | Medium | 2 |
| 3.1.3 | Research business definitions | Simple | 1 |
| 3.1.4 | Use free trial of CRM applications (CRMViet, EasyEdu,…) | Simple | 1 |
| 3.1.5 | Create Use case Diagram | Complex | 3 |
| 3.1.6 | Write Report 3 (Software Requirement Specification – SRS) | Complex | 6 |
| **3.2** | **Designing** |  | **13** |
| 3.2.1 | Create Entity Relationship Diagram (ERD) | Medium | 2 |
| 3.2.2 | Create Database Diagram | Simple | 0 |
| 3.2.3 | Create Architecture Diagram | Medium | 2 |
| 3.2.4 | Standardize provided Excel files | Simple | 1 |
| 3.2.5 | Write Report 4 (Software Design Document – SDD) | Complex | 8 |
| **3.3** | **Prototyping** |  | **9** |
| 3.3.1 | Draw draft major screens on paper | Simple | 2 |
| 3.3.2 | Create prototype for role Admin | Simple | 1 |
| 3.3.3 | Create prototype for role Salesman | Medium | 3 |
| 3.3.4 | Create prototype for role Sales Manager | Medium | 3 |
| **3.4** | **Implementing** |  | **44** |
| 3.4.1 | Install coding environment (Eclipse, Visual Studio Code) | Simple | 0 |
| 3.4.2 | Identify coding conventions (Front-end & Back-end) | Medium | 1 |
| 3.4.3 | Implement Admin module – Iteration 1 |  |  |
| 3.4.3.1 | Update SRS and SDD (Iteration 1) | Medium | 4 |
| 3.4.3.2 | Create test plan and test cases (Iteration 1) | Medium | 2 |
| 3.4.3.3 | Code and perform unit test (Iteration 1) | Complex | 5 |
| 3.4.3.4 | Deploy package 1 | Simple | 0 |
| 3.4.4 | Implement Salesman module – Iteration 2 |  |  |
| 3.4.4.1 | Update SRS and SDD (Iteration 2) | Medium | 4 |
| 3.4.4.2 | Create test plan and test cases (Iteration 2) | Medium | 2 |
| 3.4.4.3 | Code and perform unit test (Iteration 2) | Complex | 7 |
| 3.4.4.4 | Execute integration test and system test (Iteration 2) | Medium | 3 |
| 3.4.4.5 | Deploy package 2 | Simple | 0 |
| 3.4.5 | Implement Sales Manager module – Iteration 3 |  |  |
| 3.4.5.1 | Update SRS and SDD (Iteration 3) | Medium | 4 |
| 3.4.5.2 | Create test plan and test cases (Iteration 3) | Medium | 2 |
| 3.4.5.3 | Code and perform unit test (Iteration 3) | Complex | 7 |
| 3.4.5.4 | Execute integration test and system test (Iteration 3) | Medium | 3 |
| 3.4.5.5 | Deploy package 3 (product version Alpha) | Simple | 0 |
| **3.5** | **Testing** |  | **14** |
| 3.5.1 | Write Report 5 (Testing) | Medium | 5 |
| 3.5.2 | Fix bugs and retest | Medium | 5 |
| 3.5.3 | Get feedback from customers after acceptance test | Medium | 3 |
| 3.5.4 | Deploy full package (product version Beta) | Simple | 1 |
| **3.6** | **Support** |  | **3** |
| 3.6.1 | Write Report 6 (User Guides) | Medium | 2 |
| 3.6.2 | Train customers (end-users) how to use this application | Simple | 1 |
| ***4*** | ***Monitoring and Controlling*** |  | ***15*** |
| 4.1 | Evaluate project’s code quality | Complex | 2 |
| 4.2 | Refractor/Optimize code (optional) | Complex | 5 |
| 4.3 | Tracking project’s progress, scope and risks | Medium | 1 |
| 4.4 | Write Report 7 (Final Project Report) | Complex | 7 |
| ***5*** | ***Closing*** |  | ***6*** |
| 5.1 | Create final presentation | Simple | 2 |
| 5.2 | Practice Thesis presentation | Medium | 3 |
| 5.3 | Present at Capstone Project Defense | Complex | 1 |
| ***Total Estimated Effort (man-days)*** | | | ***135*** |

### 1.2 Project Objectives

*[Provide the overall project objective description and then the specific target metrics of your project in term of time, cost, and quality. For example*

* *Timeliness (%):*
* *Allocated Effort (man-days):*
* *Defect Distribution:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Quality Stage** | **No. of Defects** | **% of Defect** | **Notes** |
| 1 | Initiating |  |  | * Gain sufficient and useful information for requirement analysis in the next stage. * All team members must understand clearly customer’s situation and demands. |
| 2 | Planning |  |  | Project plan must be attainable, time-bound and specific. |
| 3 | Analysis |  |  | Confirm SRS with customers before move to “Implementing” stage. |
| 4 | Designing |  |  |  |
| 5 | Prototyping |  |  | Design and confirm with customers all screens of all roles before move to “Implementing” stage. |
| 6 | Implementing |  |  | Have not started yet |
| 7 | Testing |  |  | Have not started yet |
| 8 | Support |  |  | Have not started yet |
| 9 | Monitoring & Controlling |  |  | Have not started yet |
| 10 | Closing |  |  | Have not started yet |
| ***Total*** | | ***Xxx*** | ***100%*** |  |

]

To create an utility, practical and friendly sales management application for Sales Department of Major Education.

### 1.3 Project Risks

*[List out the details on project risks in the table below]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Risk Description** | **Impact** | **Possibility** | **Response Plans** |
| **I** | **Requirement risks** | | | |
| 1 | Development team misunderstands or unclears customer requirements | High | High | Meet customers regularly to confirm our thoughts or do not hesitate to ask customers via Zalo group chat. |
| 2 | Customers do not clear about their requirements | High | Medium | Create prototypes or suggest our solutions to customers and confirm with them what features they want to use. |
| 3 | Unexpected scope change | Medium | Low | If new feature is justifiable and time remaining is enough, development team will implement that feature.  If not, team need to deal with customers to implement that feature in the next version. |
| **II** | **Techical risks** | | | |
| 4 | Lack of technical knowledge or poor coding skills | High | Medium | * Enhance self-research. * Exchange knowledge with other team members or other teams. |
| 5 | Poor code quality | Medium | Medium | Strictly follow code convention, carry out acceptance test to ensure quality source code. |
| **III** | **Human risks** | | | |
| 6 | Restricted in direct meeting and communication due to Covid-19 | High | High | * Team can use online meeting platforms (Google Meet, Zoom,…) or send resources via email. * Team can deploy live demo on Ngrok for customers using. |
| 7 | Conflicts between team members | High | High | Team need a meeting, all members share uncomfortable things. |
| 8 | Over deadline | High | High | * Each member have to report their working progress daily. * Team members need to support each other to finish tasks in time. |
| 9 | Lack of real experiences | Low | High | Ask instructor or customer Exchange knowledge with other team members or other teams. |

## 2. Management Approach

*[Describe the approach you would use the manage and implement your project]*

The project management model our team chose to manage and implement in this project is Agile, for more specific, is Scrum framework.

### 2.1 Project Process

*[Draw and describe the software development process model that the team would apply into the project implementation]*

We chose Scrum framework because of the following reasons:

* As we are making real product for a real company, we need to satisfy the customers first by early deliverables.
* Scrum requires regular meeting and communication, so development team will closely follow user’s requirements, reduce deviation.
* Scrum welcome changes, even during the developing process.
* Scrum allows us to devide work into small sprints, which will deliver module package each sprint, so we can easily manage bugs, fix bugs faster and reduce risks.

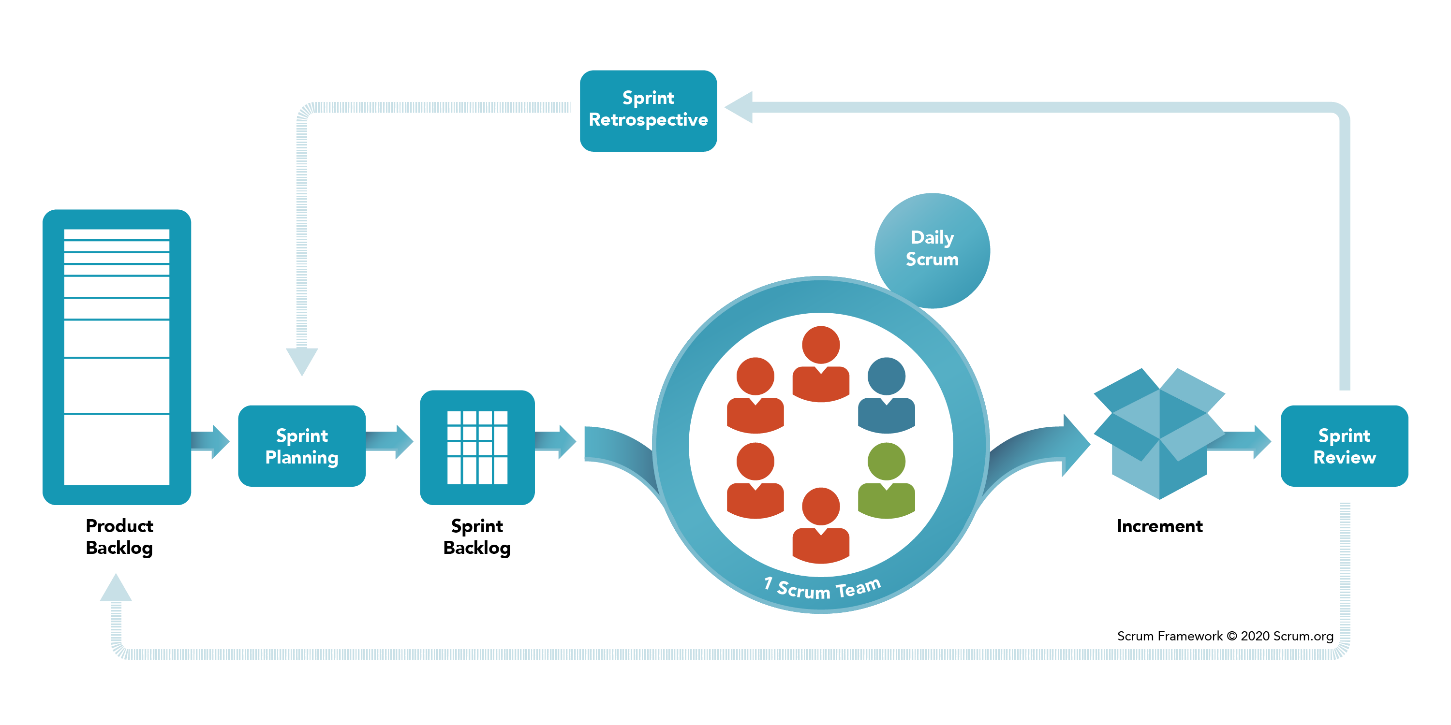


Figure 1. Scrum Framework

*Reference:* [*https://www.scrum.org/resources/what-is-scrum*](https://www.scrum.org/resources/what-is-scrum)

### 2.2 Quality Management

*[Provide the approach you would apply to improve the project quality, reach the project quality objectives. Some of the quality approach can include*

* *Defect Prevention*
* *Reviewing*
* *Unit Testing*
* *Integration Testing*
* *System Testing*

*]*

To enhance the quality, the team have to:

* Follow all code conventions and ensure clean code.
* Refer to and study similar working applications in the market.
* Ensure all team members clearly understand user requirements and prototype.

### 2.3 Training Plan

*[You need to plan the training activities in case any of your team member lack of knowledge/skills to handle the project works]*

|  |  |  |  |
| --- | --- | --- | --- |
| Training Area | Participants | When, Duration | Waiver Criteria |
| Java Spring Boot | All team members |  | Mandatory |
| HTML, CSS, Javascript (ES6) | All team members |  | Mandatory |
| SCSS | HaPTN, GiaNH |  | Optional |
| ReactJS | All team members |  | Mandatory |
| UML 2.0 conventions | All team members |  | Mandatory |
| Git, Github | All team members |  | Mandatory |

## 3. Master Schedule

*[Given the main project deliverables. Those can be internal and/or external deliverables. Students can prepare master schedule like the table format as below or in the more detailed structure as in the attached sample file -* ***Report2\_Sample High Level Project Schedule.pdf****]*

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Deliverable** | **Due Date** | **Deliverable Scope** |
| 1 | Project Introduction (Report 1) |  |  |
| 2 | Project Plan (Report 2) |  | WBS |
| 3 | SRS (Report 3) |  | Use case Diagram and Specification, non functional requirements, screen flow and description |
| 4 | Design (Report 4) |  | Architecture Diagram, Detailed Design, ERD, Database Diagram, Prototypes |
| 5 | Code Package 1: module “Admin” (Front-end) |  | Codes & Unit test cases |
| 6 | Code Package 2 : module “Salesman” (Front-end) |  | Codes & Unit test, System test cases |
| 7 | Code Package 3 : module “Sales Manager” (Front-end) |  | Codes & Unit test, System test test cases |
| 8 | Code Package 1 (Back-end) |  | Codes & Unit test cases |
| 9 | Code Package 2 (Back-end) |  | Codes & Unit test, System test test cases |
| 10 | UAT Package |  | Code, System test reports |
| 11 | Final Package |  | Final codes & documents, User guides |

## 4. Project Organization

### 4.1 Team & Structures

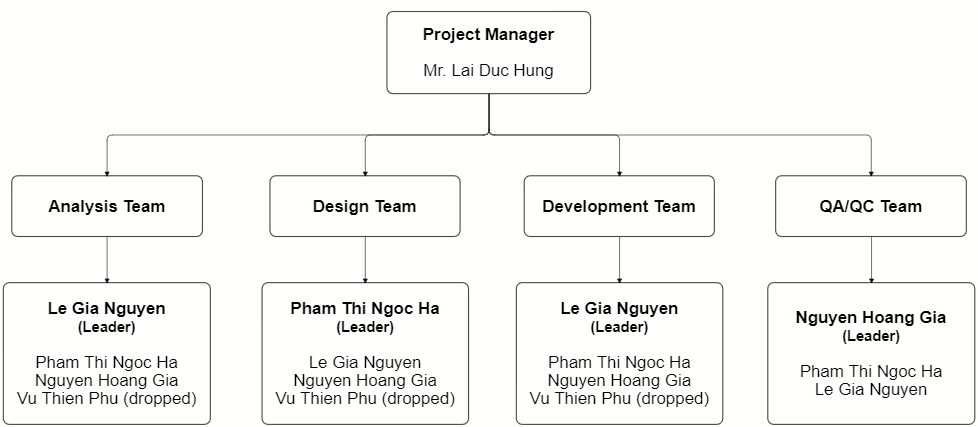


Figure 2. Team & Structures

### 4.2 Roles & Responsibilities

*[Describe the roles & responsibilities in your project, in the format as the sample below]*

|  |  |
| --- | --- |
| **Role** | **Responsibility** |
| Project Manager | * Be a bridge between Major Education and FPTU development team in the initial stage of the project. * Give guidance, review deliverables during project time. |
| Analysis Leader | * Communicate with customers to get requirements. * Analyse customer’s requirements and business and explain to team members. * Generate use cases, entities, architecture diagram,… * Review and adjust project’s documents made by analysis members. |
| Analysis Member | * Communicate with customers to get requirements. * Analyse customer’s requirements and business. * Draw diagrams (Use cases, ERD,…) and write documents. |
| Design Leader | * Design prototypes for website layouts. * Assign tasks for team members. |
| Design Member | * Design prototypes for tasks assigned by the Design Leader. * Review draft prototypes of Design Leader. * Review prototypes of each other. |
| Technical Leader | * Study and decide architecture and technologies using in the project. * Assign tasks for development team members. * Track the work progress of the project. * Review member's code and fix errors. |
| Developer | * Implement code for tasks assigned by the Technical Leader. * Implement unit test. |
| Test Leader | * Write test cases and test plan for the project. * Assign tasks for team members. * Review test results of team members and make test strategy. * Implement the system test. * Collect and analyse customer’s comments at phase UAT. |
| Test Member | Write test cases and test modules as tasks assigned by the Test Leader. |

## 5. Project Communication

### 5.1 Communication Plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Communication Item** | **Who/ Target** | **Purpose** | **When, Frequency** | **Type, Tool, Method(s)** |
| First meeting | Project supervisor, Project team, Major team (customers) | Introduce the project | Once | Meeting |
| Weekly meeting | Project supervisor, Project team | Review project status | Weekly | Meeting |
| Meeting minute reports | Project supervisor, Project team | Inform supervisor and team members about weekly meeting contents | Weekly | Document file  Submit via email |

### 5.2 External Interface

#### a. FU Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| Function | Contact Person  (name, position) | Contact address  (email, telephone) | Responsibility |
| Supervisor | **Lai Duc Hung**  Instructor | [HungLD5@fe.edu.vn](mailto:HungLD5@fe.edu.vn)  0976.710.580 | - Provide document templates. - Give instruction to project team. - Review deliverables. - Supervise project status. |

#### b. Customer Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| Function | Contact Person  (name, position) | Contact address  (email, telephone) | Responsibility |
| Customer Representor | **Pham Duy Tien** Sales Supervisor | [duytien@truongvietanh.com](mailto:duytien@truongvietanh.com)  0963.281.235 | - Give and describe requirements.  - Review deliverables of the development team. |
| Coordinator | **Tran Thi Xuan Tuyen**  Account Manager | [xuantuyen@truongvietanh.com](mailto:xuantuyen@truongvietanh.com)  0938.137.949 | Introduce project and related person in charge of this project |
| Supporter | **Le Quy Mai Huyen**  Vice president | huyen@truongvietanh.com  0984.388.988 | Support to connect between Major team and development team. |

## 6. Configuration Management

### 6.1 Tools & Infrastructures

|  |  |
| --- | --- |
| **Programming languages** | Java (Java EE 11), Javascript (ES6) |
| **Framework** | Spring Boot, ReactJS |
| **API** | RESTful API |
| **DBMS** | MySQL |
| **IDEs/Editors** | Eclipse, Visual Studio Code |
| **UML tools** | StarUML, LucidChart, Cacoo |
| **Version Control** | GitHub |
| **Deployment server** | Azure |
| **Project management tool** | Azure DevOps |

### 6.2 Document Management

*[Describe how you would manage project documents & their changes/versions]*

We create a shared GitHub account only used only for this project, all team members can access to this account.

In this account, we create a repository for storing all materials related to documents, including 7 reports, requirements analysis, Major’s files, UML diagrams of SDD and weekly meeting minutes.

Link: <https://github.com/salesmgt/documentation>.

### 6.3 Source Code Management

*[Describe how you would manage project source codes & their changes/versions]*

In the shared GitHub account mentioned in part 6.2, we create one repository for prototype, one for front-end codes and one for back-end codes. Links of these repositories are provided below.

Prototype: <https://github.com/salesmgt/prototype>.

Front-end: <https://github.com/salesmgt/draft-frontend>.

Back-end: