

Project Plan

CSCI375

Team Benz

February 5, 2018

Introduction

An Idea, is a thought or suggestion as to a possible course of action. Ideas have led to innovation, progress, and much of human development throughout time. But truly, it is only action that has led us to this point. Unfortunately, we shun down many of our ideas on a daily basis, because we have been nurtured to think that we cannot accomplish them, they seem too big for one person to accomplish. Our team has a solution, we propose a system that will put ideas into play.

Document Overview

For our project, we propose a web-service that allows users to put their ideas into action and create projects which they lack the necessary skills and/or resources to accomplish on their own. Other users can then pledge contributions to its completion in a number of forms, from money to advanced skill sets. The targeted audience is students, professors, and the local community surrounding the university. The key features of the system are two main services, one service gives individuals the ability to share ideas and find the necessary skills and resources needed to get the idea into action, and the other service provides others the ability to contribute to an idea they find interesting.

In this document, we will provide an updated version to our initial proposal and provide the management plan for our project. The updated proposal will be divided into two main parts, the proposed project idea and its feasibility analysis. While, the management plan will be divided into six parts, the final team structure, the team charter, a list of deliverables and deadlines associated with project milestones, a set of key technical processes the team will follow, project metrics the team plans to track, and an initial software development plan.

In the proposal, we will introduce the project, by briefly outlining the product, identifying the target audience and identifying the key features. Followed by a more detailed discussion of the target audience, why the project is probably of interest to that audience, preliminary features list with prioritization of the core features, additional features that are important but not essential, and less important features. We will then end the preliminary proposal with an outline for our suggested and potential interface. As for our feasibility analysis and recommendations part, we

will provide an analysis on how practical our project is for our team. In which, we will give an overview of the feasibility analysis, that is the feasibility analysis of the technical risks, of the economic risks, of the organizational risks, all that are associated with the project and the key features related to these risks. We will also discuss the cost benefit analysis of the project, and finally summarize the analysis, and set of recommendations relevant to the scale and scope of such a project. The three main updates to the proposal are, one, the cost analysis is now measured with respect to the user and not the team, two, the summary and recommendations section is separately provided at the end , and three, a few other edits recommended by the instructor but do not necessarily affect the previous context.

As for the team management plan, the final team structure was updated to better reflect the roles we each settled in after working together for a couple of weeks now. The team charter, establishes boundaries and clarifies path to goal. It spells out the team's purpose, duration and time commitment, different scopes, team members structure, desired end result, supporting resources, reporting plan, and deliverables. The list of milestones, deliverables, and deadlines gives the team a set time frame to follow. The list of key technical processes the team will follow, provide the team with a neat plan and rules that are key to good document and code management. The metrics will keep the team in check and provides a tangible tool of measuring progress and shortcomings. We conclude with the initial software development plan, the plan gives the software process its own time frame, set of tasks and deliverables, which is essential for the team not to confuse milestones with software tasks.

Proposal

Product Name: Make It Work

The product is a web-service that allows users to create and share their ideas and find any necessary skills or resources required to put the idea into action. The idea is thus shared publicly within a university campus, initially on VIU's nanaimo campus, a university campus where skills, ideas, and passion are only ten minutes apart on a given day.

We are currently focused on connecting individuals within a university campus. The target audience is students, professors, and the local community surrounding the university which have the different skill sets and areas of study to allow them to collaborate on projects.

The key features are, the ability to share ideas, the ability to help users find the necessary skills and resources to get that idea into action, and the ability for others to contribute that idea or other ideas they would like to see in action.

The primary benefit our project offers to our target audience is the ability to expand their abilities and skills through collaboration, and the secondary benefit of seeing personal projects completed. Core features are, the ability to create and browse projects, the ability to pledge support for projects. Secondary features are, the ability to filter while browsing, the ability to follow a given project, scheduling tools. Bonus features would be, having unified public platform for communication and proper time planning.

Our ideas for a preliminary interface thus far have revolved around a website with three main pages. One page will have featured ideas listed and a search bar, second page is for starting an idea and the third page will have all the ideas with the ability of filtering. Refer to the prototype, in Appendix I.

Feasibility Analysis and Recommendations

In this feasibility analysis we will focus on four sides, the technical analysis, economic analysis, organizational analysis, and cost benefit analysis.

Core features are within our ability given time, especially if it is only a prototype. Implementing secondary features may take longer, but seem feasible as a group. Bonus features, do not seem feasible at the moment, this will have to be visited back later in the project, after the group has worked together and we have better understood our strengths, weaknesses and time affordance.

Technical risks include lack of complete proficiency and experience in system analysis, requirement gathering, very technical web programing.

For economic risks, since we do not have to build the actually system of this project, there may be no economic risks.

Organizational risks are, not all group members have regular access to the internet which limits the ability to connect everyone at the same time. We only communicate through email, and thus as group members we rely on other members to respond to the emails as soon as possible.

Different schedules are limiting the frequency of group meetings.

As for the cost benefit analysis, the only cost associated with this project is clients time during testing and iteration.

The benefits of this project as outlined earlier, is the ability to provide students and local university communities with a platform to collaborate on ideas they wouldn't be motivated or able to accomplish alone, hence it eliminates the risk of losing some great ideas that with lack of motivation and collaboration could have been lost.

Summary of The Analysis and Set of Recommendations

Overall there is only one risk brought forward by the technical analysis of the system. But although it might seem like there are technical shortcomings, they are only limiting if we are to

add on any of the bonus features in the future. To account for this, we will focus on the core features and make sure we will limit our scope in our management plan.

Management Plan

The team will be self-directed and equally managed, the project manager will essentially act as a facilitator and a bridge person between other team members.

Final team structures (roles and responsibilities)

Sami Al-Qusus - Project Manager (organizer + submit team files), Timekeeper.

Phuc Thinh Le (Tony) - Material Coordinator, Harmonizer.

QiJie(Ben) Lao - Lead Team Member, Developer.

Caleb Lewis - Technical Analyst.

Pete Brandl - Functional Analyst, Checker.

Team charter

Team Name: Team BENZ

Team Purpose –

This team consists of five members, put together to work as a team on a semester long project for CSCI 375. The team will have two main tasks.

Task one focuses mostly on the documentation, presentation, and deliverables side of the project. The second task is developing the software for a proposed website.

Duration and Time Commitment –

- The team will be working together until April 8, 2018.
- The team will meet on Friday at 3:30 PM and on Monday at 4:00 PM.
- Attendance is not mandatory, members that are not able to attend must inform the manager 24 hours before such meeting, unless there is a valid reason.

Scope (in scope / out of scope) –

Only core features, required documentation and deliverables are in scope. Secondary and bonus features are documented but will likely not be pursued at this time and are considered out of scope.

Members –

- Sami Al-Qusus - Project Manager
- Phuc Thinh Le (Tony) - Material Coordinator
- QiJie(Ben) Lao - Lead Team Member
- Pete Brandl - Functional Analyst, Checker
- Caleb Lewis - Technical Analyst

Desired End Result –

- Complete working website based on core features.
- Documentation of the system analysis process from start to end.

Supporting Resources –

- VIU library group study area.
- CSCI servers and multiple softwares available in the CSCI lab.
- Professor Sarah Carruthers (Instructor)
- CSCI 375 classmates (Potential users of the system)
- VIU technology support.
- Personal computers equipped with all the necessary software.

Reporting Plan –

- All communication will be done through email
- Include all team members in all emails, the only exception is if you are reporting to the manager directly for a personal matter.

Deliverables –

- Team Formation
- Preliminary Proposals
- Project Plan
- Risk Management Plan
- Project Requirements
- Process Model
- Data Model
- Architectural Design
- Project Demos and Files
- Final Presentations and Documentation

List of milestones, deliverables, and deadlines (for more detail see the gantt chart in Appendix I)

Milestones	Deliverables	Deadlines
Preliminary Proposals (Identify Idea and Obtain approval)	PreliminaryProposal.pdf	January 29, 2018
Project Plan	ProjectPlan.pdf	February 4, 2018
Risk Analysis	RiskAnalysis.pdf	February 18, 2018
Requirements + Evaluation	Requirements.pdf Individual: GroupEvaluation.pdf SelfEvaluation.pdf	March 6, 2018
Process Model	ProcessModel.pdf	March 11, 2018
Data Model	DataModel.pdf	March 18, 2018
Architectural Design	ArchDesign.pdf	March 26, 2018
Prototype Demo + Final Project	Closeout.pdf Git: All required documents and source files All project documents from all project phases	April 8, 2018
Evaluation	Individual: GroupEvaluation.pdf SelfEvaluation.pdf	April 15, 2018

Key technical processes the team will follow

A. version control team plans to use for team repository

- Documentation: A shared directory, created on Google Drive Group Project will be used for all documentation.

1. Once the document is finalized, the project manager will download it and push it to the group's shared git repository, available on the CSCI servers.

- Code: each developer will create, test and modify routines assigned to them in their personal development area.
 1. Once any team member completes a task at hand, they are to send the files to the project manager.
 2. Once all files have been completed, the project manager will push to git all the files to an appropriate shared directory.

B. development environment and tools team plans to use

Web:

Environments:

- Linux
- Mac
- Windows

Tools:

- Brackets
- Adobe Dreamweaver
- Bluefish
- <https://stuweb.viu.ca/~location> as testing host

Photo:

- Illustrator
- Photoshop

Database:

- SQL

UI Mockups:

- Balsamiq

C. code and document standards team plans to follow

- Html, css, and javascript must be separated.
- Make use of white space.
- One one comment for each chunk of code.
- One job per function.

Project metrics the team plans to track:

A. Productivity: This metric will allow the project manager and team members to monitor fairness in work distribution. It will also help in catching potential delays in the timeline.

- Process used to gather metric: Members are to highlight their contribution in the shared documents. Overall contribution by each member will be clearly noticed.
- Responsibility of team with respect to those processes:

1. Members should monitor their productivity relative to other member and should make an effort to contribute equally.
2. Members should openly but politely express their concern, if they notice certain members barely contribute.

B. Group Grade: This will allow the team members the overall team effort and know if they are on track or not.

- Process used to gather metric: Provided by instructor on D2L.
- Responsibility of team with respect to those processes:
 1. Project manager should set up a meeting and address the problem if an average or below grade was given.
 2. If reason for unsatisfactory grade is not understood the project manager or a team member should meet with the instructor to understand the reasoning and recommendations.

Initial software development plan (for more detail see the gantt chart in App in Appendix I):

Task name	Member	Task nature	Deliverable	Start	End	Duration	% complete
Requirements + Evaluation				19-Feb-18	06-Mar-18	12	
Functionality requirements gathering	all mem	Elicitation	PDF report	19-Feb-18	26-Feb-18	6	
User and task analysis	all mem	Elaboration	PDF report	27-Feb-18	06-Mar-18	6	
Process Model +Data Model				07-Mar-18	18-Mar-18	8	
Specifications Document	all mem	Specification	PDF report	04-Mar-18	06-Mar-18	2	
Conceptual Design	all mem	Specification	PDF report	07-Mar-18	08-Mar-18	2	
UI Prototype	all mem	Implementation	Balsamiq PDF	09-Mar-18	10-Mar-18	1	
UI Testing	all mem	Validation	PDF report	11-Mar-18	12-Mar-18	1	

User Evaluation	all mem	Validation	PDF report	13-Mar-18	15-Mar-18	3	
Fix UI accordingly	all mem	Implementat ion	PDF report	16-Mar-18	18-Mar-18	1	
Architectural Design				19-Mar-18	26-Mar-18	6	
Software Implementation	all mem	Implementat ion	Documentat ion + source files	19-Mar-18	21-Mar-18	3	
Software Testing	all mem	Validation	PDF report	22-Mar-18	24-Mar-18	2	
Iterate over implementation and testing + update files6 until satisfactory	all mem	Validation	PDF report	25-Mar-18	04-Apr-18	8	
Prototype Demo + final Project				27-Mar-18	08-Apr-18	9	
Hand in software	all mem	Finalization		27-Mar-18	08-Apr-18	9	

Appendix I

- 1. Prototype**
- 2. List of milestones, deliverables, and deadlines**
- 3. Initial software development plan**



Featured Ideas

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Make It Work

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phone: ~~4444 4444 4444 4444~~

email: ~~44204 42244 40442 402 4042~~

◀ Step 4 ▶

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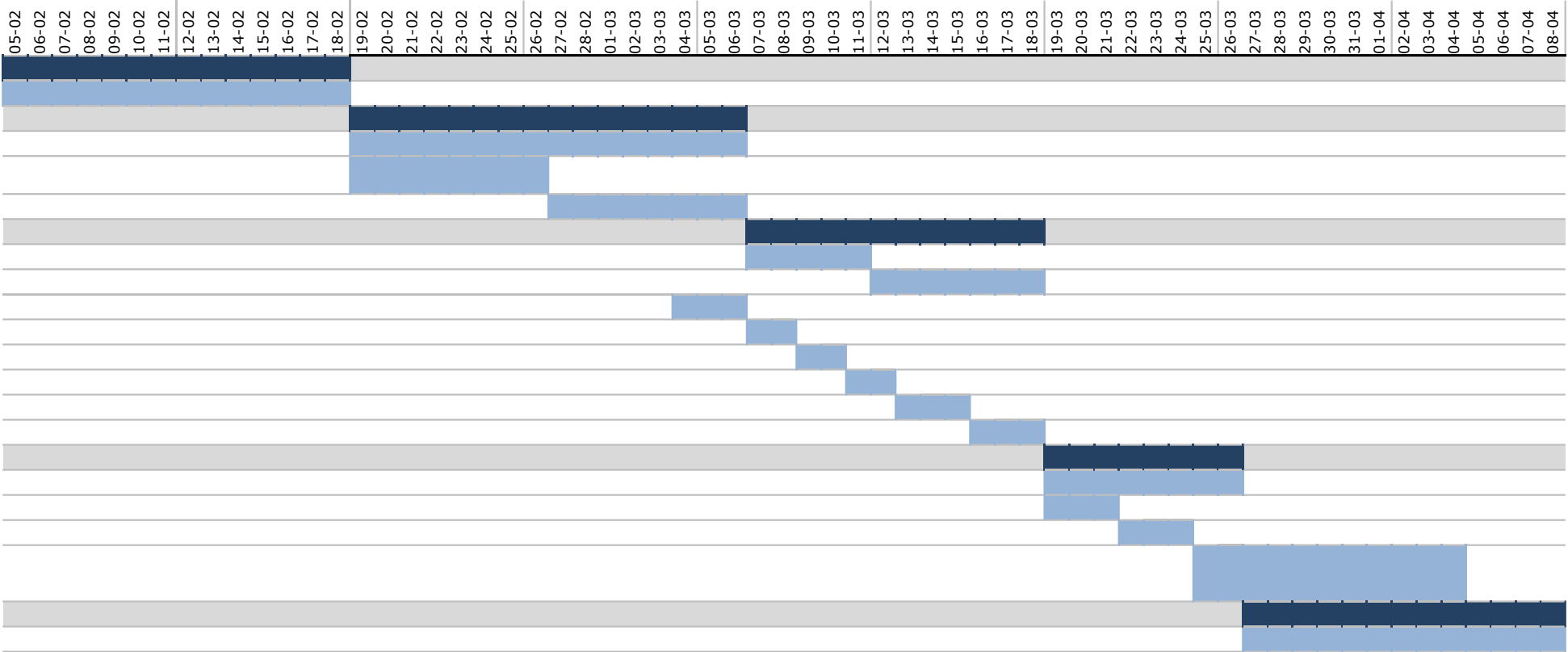
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Make It Work!

| ID | Task Description | Assign To | Nature | Start Date | Planned End Date | Actual End Date | % Complete | Work Days Planned | Work Days Elapsed | Work Days Remain | Work Days Overrun |
|----------|--|-----------|----------------|------------------|------------------|-----------------|------------|-------------------|-------------------|------------------|-------------------|
| 1 | Risk Anlysis | | | 05-Feb-18 | 18-Feb-18 | | | 10 | 0 | 10 | 0 |
| 1.1 | RiskAnalysis.pdf | all mem | | 05-Feb-18 | 18-Feb-18 | | | 10 | 0 | 10 | 0 |
| 2 | Requirements + Evaluation | | | 19-Feb-18 | 06-Mar-18 | | | 12 | 0 | 12 | 0 |
| 2.1 | Requirements.pdf | all mem | | 19-Feb-18 | 06-Mar-18 | | | 12 | 0 | 12 | 0 |
| 2.2 | Functionality requirements gathering | all mem | Elicitation | 19-Feb-18 | 26-Feb-18 | | | 7 | 0 | 6 | 0 |
| 2.3 | User and task analysis | all mem | Elaboration | 27-Feb-18 | 06-Mar-18 | | | 7 | 0 | 6 | 0 |
| 3 | Process Model +Data Model | | | 07-Mar-18 | 18-Mar-18 | | | 8 | 0 | 8 | 0 |
| 3.1 | ProcessModel.pdf | all mem | | 07-Mar-18 | 11-Mar-18 | | | 2 | 0 | 3 | 0 |
| 3.2 | DataModel.pdf | all mem | | 12-Mar-18 | 18-Mar-18 | | | 5 | 0 | 5 | 0 |
| 3.3 | Specifications Document | all mem | Specification | 04-Mar-18 | 06-Mar-18 | | | 2 | 0 | 2 | 0 |
| 3.4 | Conceptual Design | all mem | Specification | 07-Mar-18 | 08-Mar-18 | | | 1 | 0 | 2 | 0 |
| 3.5 | UI Prototype | all mem | Implementation | 09-Mar-18 | 10-Mar-18 | | | 1 | 0 | 1 | 0 |
| 3.6 | UI Testing | all mem | Validation | 11-Mar-18 | 12-Mar-18 | | | 1 | 0 | 1 | 0 |
| 3.7 | User Evaluation | all mem | Validation | 13-Mar-18 | 15-Mar-18 | | | 2 | 0 | 3 | 0 |
| 3.8 | Fix UI accordingly | all mem | Implementation | 16-Mar-18 | 18-Mar-18 | | | 2 | 0 | 1 | 0 |
| 4 | Architectural Design | | | 19-Mar-18 | 26-Mar-18 | | | 6 | 0 | 6 | 0 |
| 4.1 | ArchDesign.pdf | all mem | | 19-Mar-18 | 26-Mar-18 | | | 6 | 0 | 6 | 0 |
| 4.2 | Software Implementation | all mem | Implementation | 19-Mar-18 | 21-Mar-18 | | | 2 | 0 | 3 | 0 |
| 4.3 | Software Testing | all mem | Validation | 22-Mar-18 | 24-Mar-18 | | | 2 | 0 | 2 | 0 |
| 4.4 | Iterate over implementation and testing + update files6 until satisfactory | all mem | Validation | 25-Mar-18 | 04-Apr-18 | | | 10 | 0 | 8 | 0 |
| 5 | Prototype Demo + final Project | | | 27-Mar-18 | 08-Apr-18 | | | 9 | 0 | 9 | 0 |
| 5.1 | Closeout.pdf | all mem | | 27-Mar-18 | 08-Apr-18 | | | 9 | 0 | 9 | 0 |

GanttChart



Make It Work!

| ID | Task Description | Assign To | Nature | Start Date | Planned End Date | Actual End Date | % Complete | Work Days Planned | Work Days Elapsed | Work Days Remain | Work Days Overrun | 05-02 | 06-02 | 07-02 | 08-02 | 09-02 |
|----------|--|-----------|----------------|------------------|------------------|-----------------|------------|-------------------|-------------------|------------------|-------------------|-------|-------|-------|-------|-------|
| 1 | Risk Analysis | | | 05-Feb-18 | 18-Feb-18 | | | 10 | 0 | 10 | 0 | | | | | |
| 1.1 | RiskAnalysis.pdf | all mem | | 05-Feb-18 | 18-Feb-18 | | | 10 | 0 | 10 | 0 | | | | | |
| 2 | Requirements + Evaluation | | | 19-Feb-18 | 06-Mar-18 | | | 12 | 0 | 12 | 0 | | | | | |
| 2.1 | Requirements.pdf | all mem | | 19-Feb-18 | 06-Mar-18 | | | 12 | 0 | 12 | 0 | | | | | |
| 2.2 | Functionality requirements gathering | all mem | Elicitation | 19-Feb-18 | 26-Feb-18 | | | 7 | 0 | 6 | 0 | | | | | |
| 2.3 | User and task analysis | all mem | Elaboration | 27-Feb-18 | 06-Mar-18 | | | 7 | 0 | 6 | 0 | | | | | |
| 3 | Process Model +Data Model | | | 07-Mar-18 | 18-Mar-18 | | | 8 | 0 | 8 | 0 | | | | | |
| 3.1 | ProcessModel.pdf | all mem | | 07-Mar-18 | 11-Mar-18 | | | 2 | 0 | 3 | 0 | | | | | |
| 3.2 | DataModel.pdf | all mem | | 12-Mar-18 | 18-Mar-18 | | | 5 | 0 | 5 | 0 | | | | | |
| 3.3 | Specifications Document | all mem | Specification | 04-Mar-18 | 06-Mar-18 | | | 2 | 0 | 2 | 0 | | | | | |
| 3.4 | Conceptual Design | all mem | Specification | 07-Mar-18 | 08-Mar-18 | | | 1 | 0 | 2 | 0 | | | | | |
| 3.5 | UI Prototype | all mem | Implementation | 09-Mar-18 | 10-Mar-18 | | | 1 | 0 | 1 | 0 | | | | | |
| 3.6 | UI Testing | all mem | Validation | 11-Mar-18 | 12-Mar-18 | | | 1 | 0 | 1 | 0 | | | | | |
| 3.7 | User Evaluation | all mem | Validation | 13-Mar-18 | 15-Mar-18 | | | 2 | 0 | 3 | 0 | | | | | |
| 3.8 | Fix UI accordingly | all mem | Implementation | 16-Mar-18 | 18-Mar-18 | | | 2 | 0 | 1 | 0 | | | | | |
| 4 | Architectural Design | | | 19-Mar-18 | 26-Mar-18 | | | 6 | 0 | 6 | 0 | | | | | |
| 4.1 | ArchDesign.pdf | all mem | | 19-Mar-18 | 26-Mar-18 | | | 6 | 0 | 6 | 0 | | | | | |
| 4.2 | Software Implementation | all mem | Implementation | 19-Mar-18 | 21-Mar-18 | | | 2 | 0 | 3 | 0 | | | | | |
| 4.3 | Software Testing | all mem | Validation | 22-Mar-18 | 24-Mar-18 | | | 2 | 0 | 2 | 0 | | | | | |
| 4.4 | Iterate over implementation and testing + update files6 until satisfactory | all mem | Validation | 25-Mar-18 | 04-Apr-18 | | | 10 | 0 | 8 | 0 | | | | | |
| 5 | Prototype Demo + final Project | | | 27-Mar-18 | 08-Apr-18 | | | 9 | 0 | 9 | 0 | | | | | |
| 5.1 | Closeout.pdf | all mem | | 27-Mar-18 | 08-Apr-18 | | | 9 | 0 | 9 | 0 | | | | | |

