DRIVE INSPECTOR

Project Management Plan

Version 1.0.0

22 August 2018

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CONTENTS

INTRODUCTION

The Drive Inspector offers an easy, foolproof method for assignment markers to determine the amount and quality of contribution from members working in a group. The Drive Inspector differs from other tools, in a way such that it allows for documents on Google Drive to be inspected as well, and is not limited to checking work uploaded via Git. It will produce, alongside other features, a timeline of uploaded work, charts illustrating code checked in by each individual contributor, as well as….

This document contains information on the project's aim, vision, as well as decisions on process and personnel. This document also details methods of communication and task division amongst the GITREKT team.

VISION

For assignment markers who have difficulty identifying individual contributions in projects, the Drive Inspector is an online contribution inspector. It allows assignment markers to audit member's contributions, and unlike Git Inspector, our project extends to Google Drive documents as well.

Users are able to upload folders and files to examine with data presented in chart form, as well as tables depicting the statistics of member contribution.

INFORMATION ON PERSONNEL

Communication

Name	Email	Phone Number
Samuel Khor	pho0004@student.monash.edu	+60 17-529 4956
Tiong Tay	ttay0007@student.monash.edu	+60 11-1089 4199
Bok Zhui Kit	zbok0002@student.monash.edu	+60 12-657 6403
Jeremy Lau	jlau0012@student.monash.edu	+60 14-951 4588
Clarisse Cheah	cche0058@student.monash.edu	019-389-3038

It was decided that the primary means of contact between team members would be via WhatsApp. All team members were added into a WhatsApp group, and members are expected to respond in a timely manner.

Members can also be contacted via email, for more formal purposes, such as liaising with the client, and client representatives.

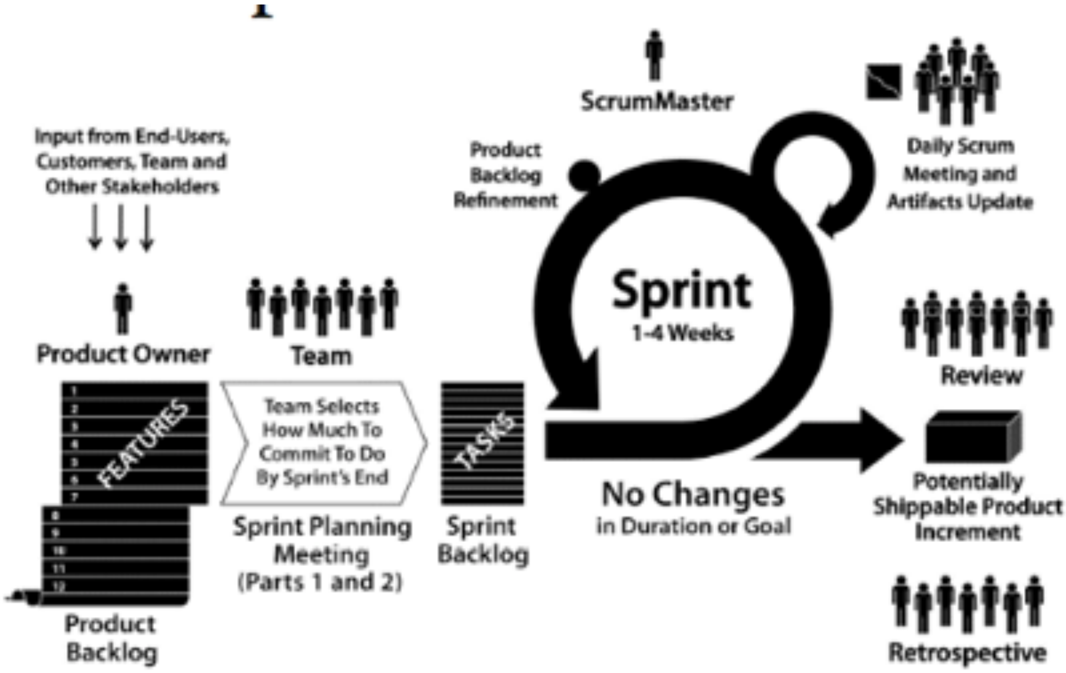
Roles & Responsibilities

Name	Role	Responsibilities
Samuel Khor	Scrum Master	Risk Register
Tiong Tay	Member	Analysis of Alternatives
Bok Zhui Kit	Member	Project Plan
Jeremy Lau	Member	Analysis of Alternatives
Clarisse Cheah	Member	Project Plan

PROCESS MODEL

Our team will be following a variant of the Scrum Process Model. This section explains in detail the version we will be using throughout this project, as well as how it differs from the original process model.

Original Scrum Process Model



Overview

Features to be implemented will be placed in a **product backlog,** and progress traced using Trello (kanban). The team will select and delegate certain numbers of features to be implemented at the beginning of the Sprint, during the **sprint planning meeting.** At the end of every Sprint, we will conduct a **product review/retrospective** meeting, with the Product Owner present. This will be followed up by a **backlog refinement** process, at which point we will commence the next Sprint.

Details

The duration of a Sprint will last **one week**. Our team will begin with a total of 10 story points. We will enforce the usage of a **sprint backlog** as well as a **product backlog** in order to keep track of the members working on a task at any one time.

Differences

- Our team will not be implementing a **Daily Scrum** meeting, replacing it instead, with a stand up meeting every two days. This decision has taken into account the amount of features we have to implement, as well as the available time of the members per day. Doing so will maximise efficiency of the members as well as reduce the amount of time wasted should there be close to no progress updates on a daily basis.

DEFINITION OF DONE

TASKS AND SPRINT

-Feature is tested against acceptance criteria
-Documentation updated
-Peer Code Review performed

-All chosen tasks implemented
-Retrospective conducted
-Black box testing of features conducted
-Product backlog updated
-Features ok-ed by Product Owner

PROJECT

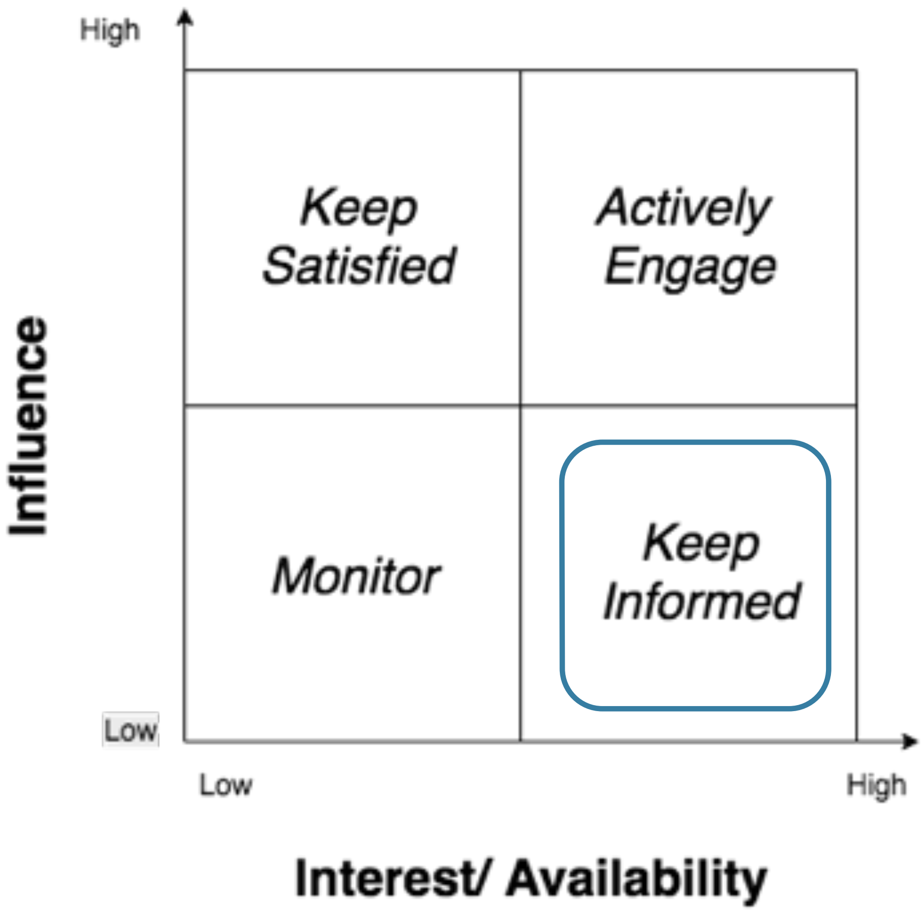
The overall definition of done for the project in its entirety :

- All features at deployment stage
- Features ok-ed by Product Owner
- Testing performed and passed at acceptable level

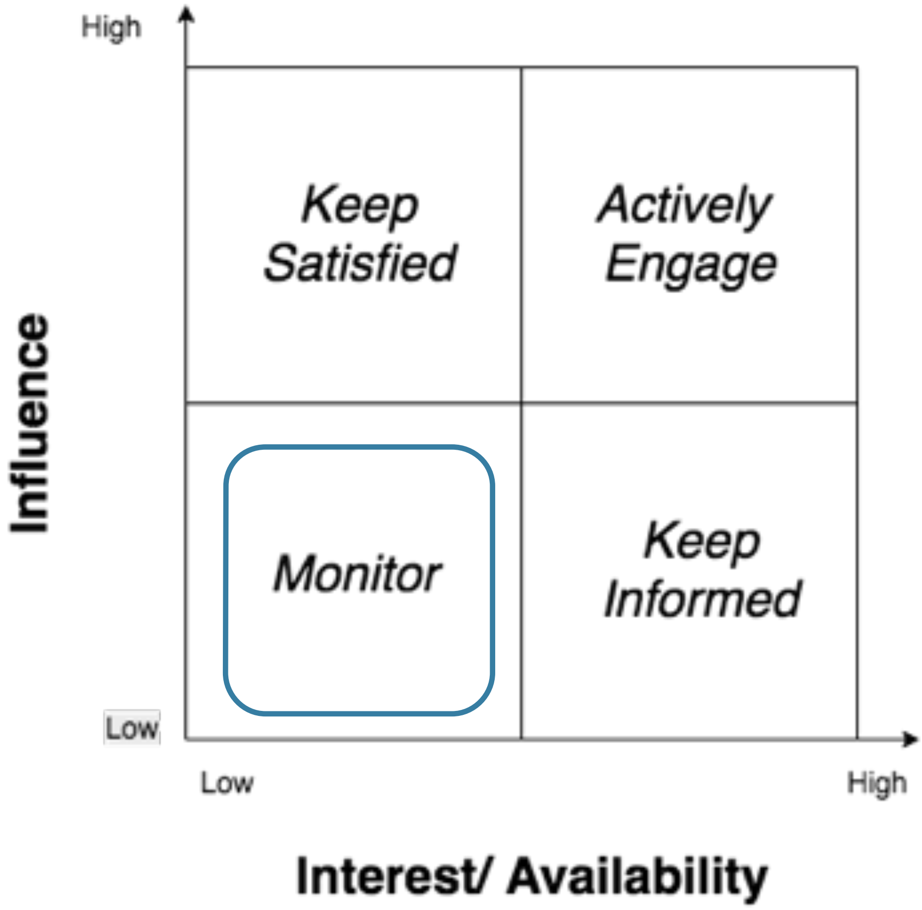
STAKEHOLDER MAPPING

Role	Person/Group	Engagement Methods/Frequency
Product Owner	Chong Chun Yong	- Face to face meetings discussing and negotiating features prior to planning - Attendance at retrospective meetings - Whatsapp/Email concerning urgent matters
Stakeholder	Lecturers	- Present for user acceptance testing

Stakeholder 1: Chong Chun Yong



Stakeholder 2: Lecturers



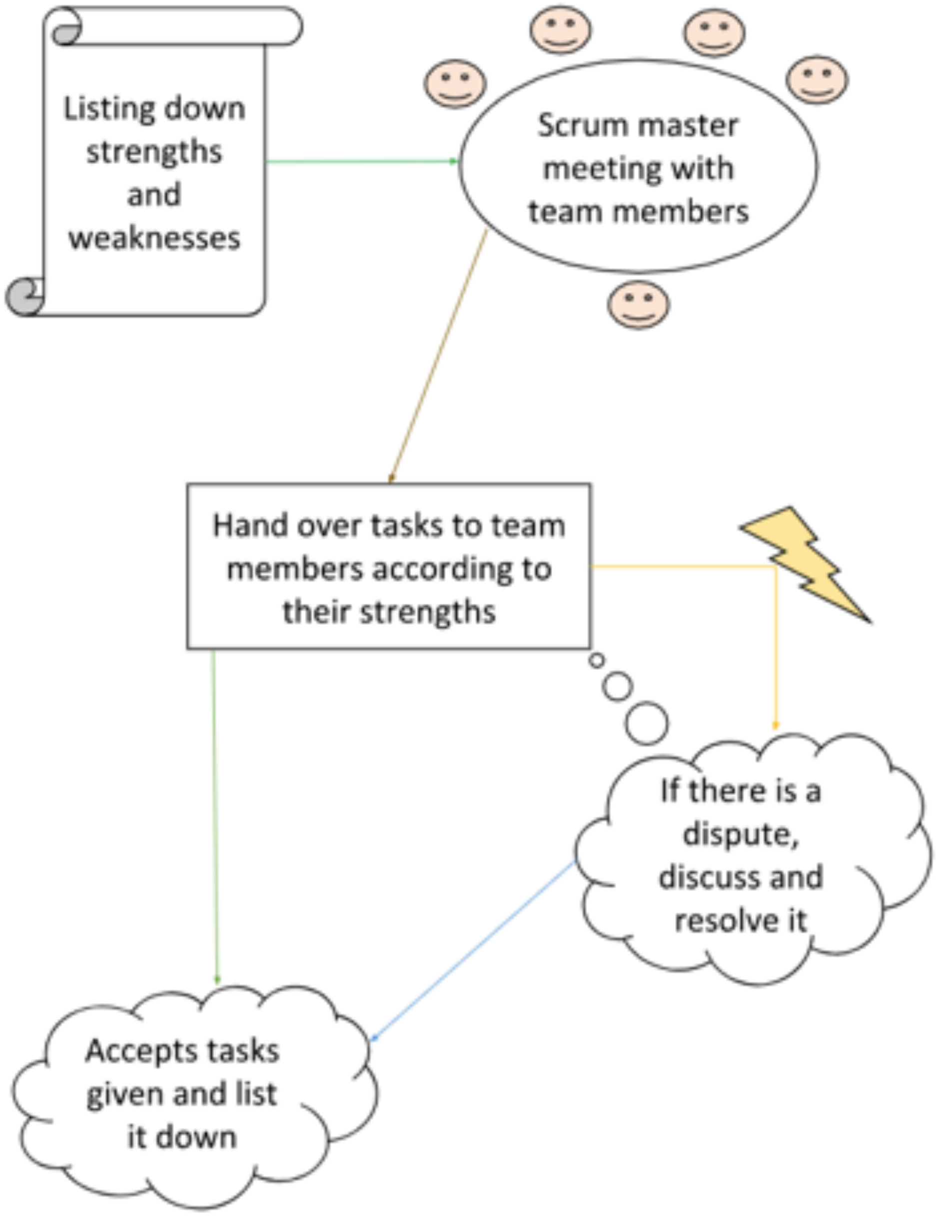
ALLOCATION OF TASKS

To complete the project, our team breaks down large tasks into smaller, manageable tasks to ease the completion of the project. Task breakdown was implemented as every individual member of the team is required to contribute their time and effort to complete their tasks. Once completed, all the tasks are combined and the final completion of project can be prepared for evaluation and production. There are many ways allocation of tasks can be carried out.

For our team, we decided to implement this allocation of tasks in such a way whereby team members list down their strengths and weaknesses. Then, the team leader would have a meeting with the team members. The team leader would hand over the tasks to the team members according to their strengths. If there is a dispute among team members, they are allowed to discuss and the team leader would find the best way to resolve it. For this project, after discussion and allocation of tasks, we came up with a list of who and what that member would be doing.

Team Members	Task
Samuel Khor	Risk Register
Tiong Tay	Analysis of Alternatives
Jeremy Lau	Analysis of Alternatives
Bok Zhui Kit	Project Plan
Clarisse Cheah	Project Plan

FLOWCHART ON TASK ALLOCATION

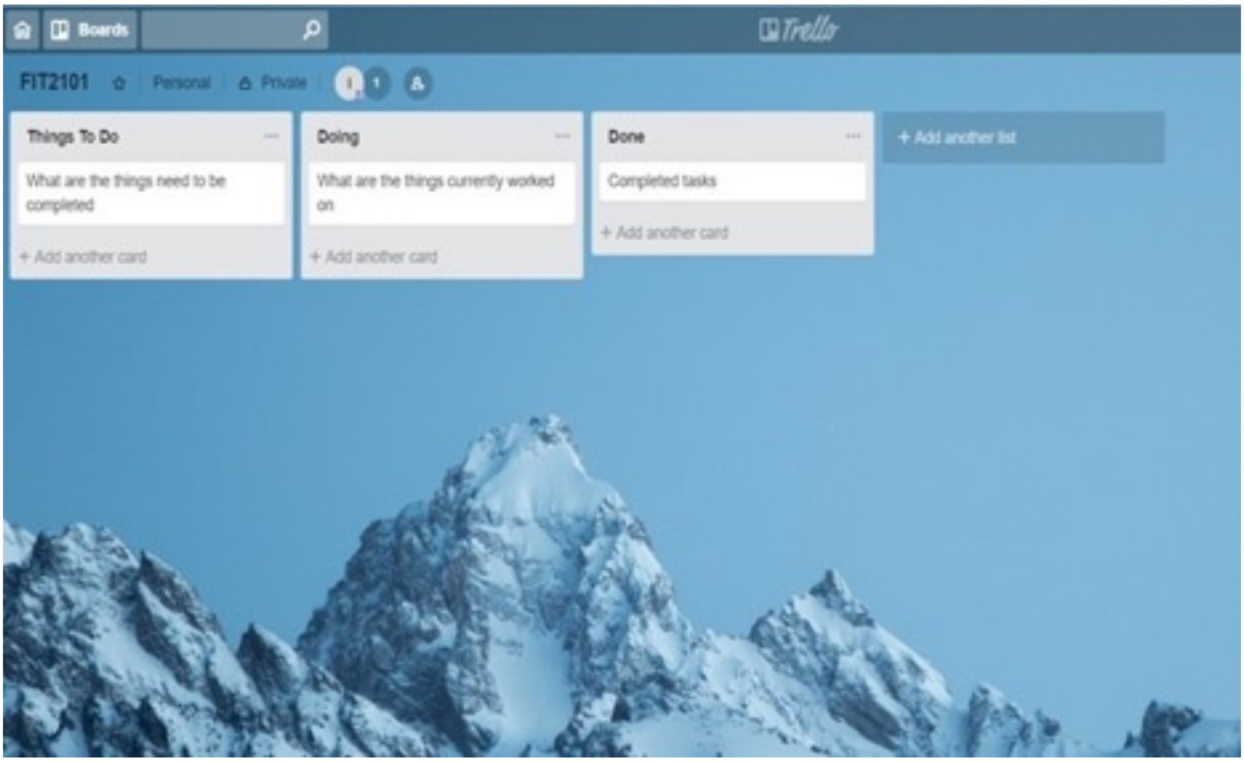


TRACKING PROJECT PROGRESS

Keeping track on progress is crucial to ensure the project can be completed on time. To do so, we broke down tasks into sprints. We discussed on the priorities of the tasks and allocated it to the sprints. We used story points on each task in the sprint to roughly determine the time needed to complete it. By doing so, we would be able to plan our timeline in advance. There are many applications available to keep track on progress in the internet. However, our team decided to stick onto an application. The application would be Trello. This application has its own benefits to our team members.

Trello is also known as Kanban. Kanban in Japanese means billboard or signboard. It is a good scheduling system. Kanban or in this scenario, Trello, is comprised of 3 categories. “To do”, “Doing” and “Done”. Team members will be able to organize and categorize their tasks accordingly. Every task will have a name assigned to it to know who would be responsible for it. The product and sprint backlog would be shared with the product owner so he/she would have access to track the progression of the team.

An example of Trello application with Kanban style



STORING AND MANAGING BACKLOGS

Backlogs are a crucial aspect, allowing members to manage backlogs simultaneously, as well as ensuring all team members are aware of the uncompleted tasks remaining. After discussion among the team members, we have decided to use Trello to store and manage backlogs. We have separated the backlogs section into two parts, the product backlog and the sprint backlog.

Product backlog consists of all the tasks needed to be completed, while the sprint backlog contains all the tasks needed to be completed within that sprint, which our team discussed and agreed on it being a week long. All members are able to check the work assigned to every individual through the backlogs.

TRACKING TIME SPENT ON TASKS

Keeping track of time spent on project tasks is also essential to prevent extending deadlines. Every member should always take note how long it takes to complete a task. For example, team member A records down the time taken to complete a specific task which is roughly 6 hours while team member B would take 4 days. The main purpose of this is to notify every member how long it would take to complete a certain task. By doing so, the tasks can be categorized to categories of story points. Tougher tasks can have more story points to it while easier tasks will have lesser story points. During stand up meetings, team members can discuss with each other and at least every member have some knowledge on the progression of the member if they are taking too long or they are on par with the goals set to complete the tasks on time.