

Vietnamese Study System for Japanese

Project Plan

**Project Code: Veazy**

**Document Code: Veazy\_Project Plan\_EN**

**Ha Noi, 24/05/2016**

SIGNATURE PAGE

|  |  |  |
| --- | --- | --- |
| AUTHOR: | Nguyen Ngoc Minh  Project Manager (PM) | 18/05/2016 |
| REVIEWERS: | Dao Thanh Tung  Project Technical Leader (PTL) | 23/05/2016 |
|  |  |
| Nguyen Trong Duy  Test Leader | 23/05/2016 |
|  |  |
| APPROVAL: | Nguyen Van Sang  Supervisor | 24/05/2016 |
|  |  |

Record of change

\*A - Added M - Modified D – Deleted

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Effective Date | Changed Item | A\* M, D | Change Description | Reason for Change | Revision Number | |
| 18/05/2016 | Project Plan | A | Create project plan | Create new | V1.0 |
| 20/05/2016 | Project Schedule | A | Add project schedule | Define project schedule | V1.1 |
| 23/05/2016 | Estimate | M | Estimate project | Estimate project | V1.2 |
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Definitions and Acronyms

| Acronym | Definition | Note |
| --- | --- | --- |

|  |  |  |
| --- | --- | --- |
| BA | Business Analyst |  |
| BU | Business Unit |  |
| CC | Infrastructure Configuration Controller |  |
| CM | Configuration Management |  |
| DEV | Developer |  |
| PIC | Person in charge |  |
| PM | Project Manager |  |
| PTL | Project Technical Leader |  |
| QA | Quality Assurance Officer |  |
| SRS | Software Requirement Specification |  |
| TC | Test Case |  |
| PCB | Process Capability Baseline |  |
| Veazy | Vietnamese Study System for Japanese |  |
|  |  |  |

# Project Overview

## Project Description

|  |  |  |  |
| --- | --- | --- | --- |
| Project Code | Veazy | Contract Type | None |
| Customer | FPT University | 2nd Customer | None |
| Project Level | Group | Project Rank | None |
| Application Type | Website | Project Manager | Nguyen Ngoc Minh |
| Project Category | Development | Business Domain | Education |

**Table 1.1**. Project Description

## Scope and Purpose

### Purpose of Project

This project is a capstone project of our group at FPT University. By releasing this project, we want to not only pass the capstone challenge but build a website that helps Japanese people, who are interested in Vietnam, study about Vietnam as well. After analyzing the business specifications, we found out that there is too few useful resources which can help foreigners, especially Japanese people, study about Vietnamese language and culture. Even both Japanese and Vietnamese are affected by Chinese culture, but it is still quite difficult to understand each other. Thus, our product is on purpose to provide a system to help Japanese people study about Vietnam in a way that is as natural as possible.

On the other hand, through 4 months of this project, we hope that every member can gain more experience and knowledge about software development, improve personal and group working skills.

### Scope of Project

The scope of this project contains: Requirement Analysis, Design, Coding and Testing (Unit Test, Integration Test, and System Test).

### The functions of Project

* **User account**: Allows users register new accounts in order to log into the system and provide features of updating and viewing profiles.
* **E-learning system**: Provides a well-organized lessons system divided based on level of difficulty.
* **Taking test**: Allow users to take after setting up as well as viewing the test result.

## Assumptions and Constraints

|  |  |  |
| --- | --- | --- |
| No | Description | Note |
| Assumptions | | |
| 1 | Japanese Teacher will support for the team in reviewing Japanese language of documents and interface of website | Resource |
| 2 | Customer reviewers will get seven days to approve a milestone document. If no comments are received within this time period, it will be considered as approved. | External Interfaces |
| Constraints | | |
| 1 | This project must be completed and delivered before 24/08/2016 | Schedule |
| 2 | In doing project processing, PM must submit report (include 6 reports) on certain date. | Schedule |
| 3 | Complete Software Requirement Specification Document.  *Deadline*: 01/06/2016 | Schedule |
| 4 | Complete Design Document (include Architecture design, screen design, database design).  *Deadline*: 08/06/2016 | Schedule |
| 5 | Complete Integration Test & System Test (include test plan and test case…).  *Deadline*: 07/07/2016 | Schedule |
| 6 | Completed coding activity and have unit test.  *Deadline*: 01/08/2016 | Schedule |
| 8 | Deliver report about User manual, software package and installation guide  *Deadline*: 17/08/2016 | Schedule |
| 9 | Complete all of document and application before finish project on 24/08/2016 | Schedule |

## Project Objectives

### Standard Objectives

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Metrics | Unit | Committed | Re-committed | Note |
| Start Date |  | 09-05-2016 |  |  |
| End Date |  | 24-08-2016 |  |  |
| Duration | Day | 75 |  |  |
| Team Size | Person | 6 |  |  |
| Billable Effort | Person-day | 450 |  | 1 Person-day = 6 hours |
| Calendar effort | Person-day | 450 |  | 1 Person-day = 6 hours |
| Effort Usage (%) | % | 100% |  | 1 Person-day = 6 hours |

Table 1.3. Standard Objectives

| Metrics | Unit | Basic for setting Goals |
| --- | --- | --- |
| Average |
| Customer Satisfaction | Point | 9.5 |
| Leakage | Wdef/mm | 5 |
| Effort Efficiency | % | 95 |
| Timelines | % | 100 |

### Specific Objectives

| Metrics | Unit | Basic for setting Goals | |
| --- | --- | --- | --- |
| Plan | Actual |
| Training technique: Spring MVC, Hibernate, Bootstrap, jQuery. AngularJS | Person-day | 84 | 84 |

|  |  |  |  |
| --- | --- | --- | --- |
| Execute group review | Person-day | 6 | 6 |
| Training requirements, process before coding | Person-day | 6 | 6 |

## Critical Dependencies

| No | Dependency | Expected delivery date | Note |
| --- | --- | --- | --- |
| 1 | This project must be completed and delivered to FPT University. | 24/08/2016 |  |
| 2 | All Team Member have Summer’s Holiday from 12/06/2016 | 19/06/2016 |  |
| 3 | Project Plan and SRS must be completed and delivered to Supervisor. | 01/06/2016 |  |
| 4 | User manual, Software Package and Installation Guide must be completed and delivered to Supervisor and FPT University. | 24/08/2016 |  |
| 5 | Team Member must join study Japanese Intermediate Course and Japanese IT Course. | 22/08/2016 |  |

## Project Risk

PM identifies are document risk in the risk management plan. Updated to trigger each milestone, each event also, is updated weekly by the PM, risk management plan will be notified to all of the stakeholders affected. Status of risk is reported to supervisor at Project Milestones Report.

Reference to ***Veazy\_Risk Management\_EN.xlsx***

# Project Development Approach

## Project Process

Process of this project is performed follow to Software Development Process of Fsoft.

### Fsoft Process Model



Figure 1.1. Fsoft process model

The software lifecycle is broken into *cycles*, each cycle working on a new generation of the product. The Fsoft process divides one development cycle in six consecutive *phases*:

* Initiation phase
* Definition phase
* Solution phase
* Construction phase
* Transition
* Termination

### Project Life Cycle

Basing on Fsoft process and real-world project, we decided to divide the project into 4 phases: Initiation, Solution, Construction, and Termination:

* + - **Initiation Phase**:This is the explanatory phase of the project. Project objective and description is described at this stage. The purpose of this phase is to collect and understand business requirements, detail the project plan and agree upon a high level statement of work. Our primary objectives are complete project identification and project plan. After these are completed, the project is checked against the following criteria:
  + Identify business functions of the system
  + Determining the scope, conditions and limitations of the project
  + List the main functions of the system
  + List one or more suitable architecture for the system
  + Identify project risks
  + Complete Report #1
    - **Solution Phase**:
  + In this phase, the architecture of the system is designed. The goal is to translate requirements and specification into a technical solution to produce Technical Design. Our primary objectives are complete requirement specification, architecture design and database design.
  + Finally, the plan must provide (including estimates of cost and time) for the construction phase. The plan must ensure proper and accurate based on experience.
  + Complete Report #2 and Report #3
    - **Construction Phase**:
  + This is the longest phase of a project life cycle.
  + In this phase, all functions of the system will be installed. The installation will be divided into small stages, each stage of the installation a few functions. The results of each phase will be the release of the module function can be executed.
  + Construction and improvement of products until the final product is ready to deliver to the user. During this phase, all the components and other features of the application is developed and integrated into the product.
  + This phase emphasizes the resource management and control operations to optimize cost, time and quality.
  + Complete software packages and Report #4, Report #5, Report #6
    - **Termination Phase**:
  + This is the final phase in the life cycle of a project.
  + Their products will be deployed to the client. The feedback received during the transfer process will be recorded and put on the new functional requirements or functionality enhancements in the next version of the product.
  + Phase transfer switch also includes the training system and the new system for the user.

## Requirement Change Management

|  |  |
| --- | --- |
| Where is the change request logged? | *Veazy\_RCM\_EN.xlsx* |
| Who logs the change request? | Any team members |
| Who reviews the change request? | PM or who is PM assign |
| Who approves the change request? | PM by default. PTL if:  - Changes to project scope  - Changes in delivery plan of project deliverables  - Changes to assignment for key roles (PM, PTL) |

## Quality Management

### Defect Prevention Strategy

|  |  |  |
| --- | --- | --- |
| Item (Process/Product) | Strategy | Expected Benefits |
| Requirement missing | List up all of requirement into SRS document. | 10–20% reduction in defect injection rate and about 2% improvement in productivity |
| Careless mistake in Design Document Format/Template wrong | After designing, QA will review Document Format base on checklist review design | Improvement in quality as overall defect removal efficiency will improve; some benefits in productivity as defects will be detected early |
| Use wrong template | Have a meeting to disseminate all template that is used in this project for all member | All member will use right template when do document |
| Coding application does not match with User Requirement. | Develop Team must study about Requirement/Design within 1 weeks since project is assigned. | Coding Application match with User Requirement. |

### Review Strategy

| Review Item | Reviewer | Review Type | Review Method | Completion Criteria |
| --- | --- | --- | --- | --- |
| Project plan  Project schedule  CM Plan | PM,QA,PTLs, Supervisor | Group review  Group review  One-person review | Use checklist and Self-review |  |
| Business analysis and requirements specification document, Use Case catalog | PM,QA, Supervisor | Group review and One-person review | Use checklist |  |
| Design document, object model | Self-review, PM,QA Supervisor | One-person Review | Use checklist |  |
| Stage plans | PM,QA, Supervisor | One-person review | Use checklist |  |
| Complex/first time generated program specs incl. test cases, interactive diagrams |  | Group review |  |  |
| Code | Self-review, Peer review, Team Lead, PM, Supervisor | One-person review and Group review | Self-review and use checklist |  |

### Unit Testing Strategy

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item to be Unit Tested | Unit Test Type | Unit Test Technique | Tool Used | Unit Test Completion Criteria |
| Source Code | White-Box Test | Using unit test case and test script | None | -Number of UTC/KLOC: 31 UTC/KLOC  -Number defects/KLOC: 2-4 defects/KLOC  -Statement coverage: 97%  -Branch coverage: 100%  -Path coverage: 100% |

### Integration Testing

| Item to be Integration Tested | Integration Test Type | Integration Test Technique | Tool Used | Completion Criteria |
| --- | --- | --- | --- | --- |
| Do test by flow of functions and items which have concern each other | Black-Box Test |  | Checklist, Boundary | -Number of UTC/KLOC: 30UTC/KLOC  -Number defects/KLOC: 2-3 defects/KLOC |

### System Testing

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item to be System Tested | System Test Type | System Test Technique | Tool Used | Completion Criteria |
| Test whole system. | Black-Box Test |  | None | -Number of UTC/KLOC: 60 UTC/KLOC  -Number defects/KLOC: 4-6 defects/KLOC |

### Estimates of Defects to be detected

| Review/Testing Stage | Targeted No. of Defects to be detected | % of Defects to be detected | Basic for Estimation |
| --- | --- | --- | --- |
| Requirements review | 10 | 7% | Referenced similar project estimations (VNDB) and PCB |
| Design review | 15 | 11% | Referenced similar project estimations (VNDB) and PCB |
| Code review | 30 | 22% | Referenced similar project estimations (VNDB) and PCB |
| Unit Test | 50 | 38% | Referenced similar project estimations (VNDB) and PCB |
| Integration Test | 15 | 11% | Referenced similar project estimations (VNDB) and PCB |
| System Test | 10 | 7% | Referenced similar project estimations (VNDB) and PCB |
| User Acceptance Test | 5 | 4% | Referenced similar project estimations (VNDB) and PCB |
| Total | 135 | 100% |  |

### Measurements Program

|  |  |  |  |
| --- | --- | --- | --- |
| Data to be collected | Purpose | PIC | When |
| Size: No. of KLOC | Achieve target | PM | At the end of stages |
| Effort: No. person-day | Monitor and controlling team member to keep plan. | Team members | Daily |
| Quality: No. defects detected | Managing product’s quality. | Reviewer, Tester | Right after the review/test |
| Schedule | Monitor and controlling software developing processing keep plan. | PM | Weekly and at the end of stages |

# Estimate

## Size

This project is performed and must complete all requirements from teacher and FPT University. So size of our project is in Capstone Project limit.

## Effort

The Effort estimation is documented in the table below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Initiation | Solution | Construction | Termination | Total |
| Effort(person/day) | 75 | 147 | 198 | 30 | 450 |
| Total % budgeted Effort Usage (%) | 100 | 100 | 100 | 100 |  |

## Schedule

### Project Milestone & Deliverables

| No | Stage | Committed Delivery date | Description of Deliverable | Delivery media |
| --- | --- | --- | --- | --- |
| Initiation | |  | Requirements agreed, Report 1 reviewed | |
| 1 | Develop project idea | 09-05-2016 | Project goals and scope defined, milestone description defined, resource committed |  |
| 2 | Project Introduction | 17-05-2016 | Criteria: Documentation reviewed |  |
| 3 | Project Plan | 18-05-2016 | Criteria: Documentation reviewed |  |
| 4 | Q&A Management Sheet | 19-05-2016 | Criteria: Documentation reviewed |  |
| 5 | User Requirement Specification | 20-05-2016 | Criteria: Documentation reviewed |  |
| 6 | Screen mockups | 24-05-2016 | Criteria: Documentation reviewed |  |
| 7 | Submit report no.1 | 20-05-2016 | Completed report no.1 |  |
| Solution | |  |  | |
| 1 | Detail Data Design | 31-05-2016 | Criteria: Documentation reviewed |  |
| 2 | Screen Design | 02-06-2016 | Criteria: Documentation reviewed |  |
| 3 | Architecture Design | 03-06-2016 | Criteria: Documentation reviewed |  |
| 4 | Class Design | 09-06-2016 | Criteria: Documentation reviewed |  |
| 6 | SRS | 22-06-2016 | Criteria: Documentation reviewed |  |
| 7 | Test Plan | 27-05-2016 | Criteria: Documentation reviewed |  |
| 8 | Submit Report no.2 | 03-06-2016 | Completed report no.2 |  |
| 9 | Submit Report no.3 | 17-06-2016 | Completed report no.3 |  |
| Construction | |  | Product developed & tested and released to supervisor, documentation reviewed. | |
| 1 | Complete coding & unit testing | 08-08-2016 | Source code  Acceptance criteria: Product unit tested |  |
| 2 | Complete testing | 17-08-2016 | Completed Test |  |
| 3 | Submit report no.4 | 22-07-2016 | Completed report no.4 |  |
| 4 | Submit report no.5 | 05-08-2016 | Completed report no.5 |  |
| 5 | Submit report no.6 | 18-08-2016 | Completed report no.6 |  |
| 6 | Submit the last document and CD source code | 18-08-2016 | Final Documents and Source Code |  |
| Termination | |  | Project post-mortem is conducted, Project assets archived and released to supervisor | |
| 1 | Lesson learned | 18-08-2016 | Criteria: Completed |  |
| 2 | Complete Presentation Slide | 22-08-2016 | Criteria: Completed |  |
| 3 | Represent capstone project | 24-08-2016 | Criteria: Completed |  |
| 4 | Project Complete | 25-08-2016 | Criteria: Completed |  |

### Activity Schedule

The detail project schedule is available in file ***Veazy\_Tasklist\_EN.mpp***. The Project Schedule is weekly updated by the Project Manager.

| No. | Activity | Start date | End date | Responsible | End date |
| --- | --- | --- | --- | --- | --- |
| Defect Prevention | | | | | |
| 1 | Training technique | 20-04-2016 | 08-05-2016 | Nguyen Ngoc Minh |  |
| 2 | Training for QA and tester to use checklist | 02-05-2016 | 08-05-2016 | Nguyen Trong Duy |  |
| **Quality Control** | | | | | |
| 1 | Group review requirement | 22-06-2016 | 22-06-2016 | Nguyen Ngoc Minh |  |
| 2 | Group review design | 23-06-2016 | 23-06-2016 | Nguyen Ngoc Minh |  |
| 3 | Group review coding | 08-08-2016 | 08-08-2016 | Nguyen Ngoc Minh |  |
| Project Tracking | | | | | |
| 1 | Solution : Milestone review meeting | 22-06-2016 | 22-06-2016 | Nguyen Trong Duy |  |
| 2 | Construction : Milestone review meeting | 18-08-2016 | 18-08-2016 | Nguyen Trong Duy |  |
| 3 | Termination : Milestone review meeting | 24-08-2016 | 24-08-2016 | Nguyen Trong Duy |  |
| Configuration Management | | | | | |
| 1 | Baseline code | 28-06-2016 | 28-06-2016 | Nguyen Ngoc Minh |  |
| 2 | Base line test report, test case and test plan | 17-08-2016 | 17-08-2016 | Nguyen Trong Duy |  |
| QA | | | | | | |
| 1 | Final Inspection: Report 1 | 20-05-2016 | 20-05-2016 | Nguyen Hong Quan |  |
| 2 | Final Inspection: Report 2 | 03-06-2016 | 03-06-2016 | Nguyen Hong Quan |  |
| 3 | Final Inspection: Report 3 | 17-06-2016 | 17-06-2016 | Nguyen Hong Quan |  |
| 4 | Final Inspection: Report 4 | 22-06-2016 | 22-06-2016 | Nguyen Hong Quan |  |
| 5 | Final Inspection: Report 5 | 05-07-2016 | 05-07-2016 | Nguyen Hong Quan |  |
| 6 | Final Inspection: Report 6 | 18-08-2016 | 18-08-2016 | Nguyen Hong Quan |  |

## Resource

Specified as in the section *4.2.* [*Project Team*](#_Project_team)

## Infrastructure

| Item | Description | Expected Availability by | Note |
| --- | --- | --- | --- |
| Development Environment | | | |
| Operating System | Window 7 (32 bit, 64 bit), Window 8, Ubuntu LTS 14.04, CentOS 6.6 |  |  |
| Browser | Google Chrome, Firefox (all version) |  |  |
| Development language | Java 8 |  |  |
| Technology | | | |
| Development language | Java 8 |  |  |
| Server | Tomcat 7 (server localhost) |  |  |
| Hardware Requirement | | | |
| Hardware Configuration | 2GB workspaces on server |  |  |
| Equipment & Tools | | | |
| Source Version Control | Git | Definition stage |  |
| Task Tracking | MS Project Professional 2010 | Initiation stage |  |
| SRS | Microsoft Office Word, Microsoft Office Excel, Astah Professional | Initiation stage |  |

## Training Plan

| Training Area | Participants | When, Duration | Waiver Criteria |
| --- | --- | --- | --- |
| Technical | | | |
| J2EE |  | 1 weeks | Mandatory |
| SpringMVC Framework for Java |  | 2 day | Mandatory |
| Hibernate Framework for Java |  | 1 day | Mandatory |
| AngularJS Framework |  | 1 day | Mandatory |
| Bootstrap Framework |  | 1 day | Mandatory |
| jQuery Framework |  | 1 day | Mandatory |
| MS Project Professional 2010 |  | 1 hour |  |
| Process | | | |
| Quality system |  | 4 hours | If already trained |
| Configuration management |  | 2 hours | If already trained for CC. For others, on-the-job training |
| Group review |  | 2 hours | If already trained |
| Defect prevention |  | 2 hours | Mandatory |

## Finance

Because this project is non-business, it is a Capstone Project at FPT University. So we do not estimate about finance.

# Project Organization

## Organization Structure

## Project Team

| Role | Responsibility | Full name | Effort(%) | Start date | End date |
| --- | --- | --- | --- | --- | --- |
| PM | Have overall responsibility of the project:  - Project planning and scheduling  - Task assignment and tracking processing  - Review documents  - Reporting to supervisor  - Interface with other departments as per need. | Nguyen Ngoc Minh | 100% | 09-05-2016 | 25-08-2016 |
| Project Technical Leader (PTL) | PTL is responsible for the technical project execution | Dao Thanh Tung | 100% | 09-05-2016 | 25-08-2016 |
| Developer #1 | Develop product following document | Nguyen Hoang Linh | 100% | 09-05-2016 | 25-08-2016 |
| Developer #2 | Develop product following document | Nguyen Hong Quan | 100% | 09-05-2016 | 25-08-2016 |
| Test Leader | -Create test plan, test case, test report, quality report  -Execute test. | Nguyen Trong Duy | 100% | 09-05-2016 | 25-08-2016 |
| Tester #1 | -Execute test. | Pham Duc Thang | 100% | 09-05-2016 | 25-08-2016 |

The detail of Human resource budget allocation over the whole project life is in the below table:

| Role | Name | W2-May | W3-May | W4-May | W1-Jun | W2-Jun | W3-Jun | W4-Jun | W1-Jul | W2-Jul | W3-Jul | W4-Jul | W1-Aug | W2-Aug | W3-Aug | W4-Aug | Total (pd) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PM | Nguyen Ngoc Minh | 100% | 100% | 100% | 100% | 100% | - | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 75 |
| PTL | Dao Thanh Tung | 100% | 100% | 100% | 100% | 100% | - | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 75 |
| Dev | Nguyen Hoang Linh | 100% | 100% | 100% | 100% | 100% | - | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 75 |
| Dev | Nguyen Hong Quan | 100% | 100% | 100% | 100% | 100% | - | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 75 |
| Test Leader | Nguyen Trong Duy | 100% | 100% | 100% | 100% | 100% | - | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 75 |
| Tester | Pham Duc Thang | 100% | 100% | 100% | 100% | 100% | - | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 75 |
| Total |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 450 |

| Department | Contact Person  (name-position) | Contact address  (email, telephone) | Responsibility |
| --- | --- | --- | --- |
| Teacher | Nguyen Van Sang | sangnv@fpt.edu.vn | - Review and accept documents during project  - Review and accept products of the project.  - Resolve escalated issues and receive project reports. |
| Training Department | Nguyen Thi Mai Phuong | phuongntm@fpt.edu.vn | Capstone project proccess supporter |
| Training Department |  | acad.hl@fpt.edu.vn | Management course of student |

## External Interfaces

### FPT University’s Interfaces

# Communication & Reporting

| Communication Type | Method / Tool | When | Information | Participants / Responsible |
| --- | --- | --- | --- | --- |
| Project Task Tracking | | | | |
| Task scheduling | MS Project Professional 2010 | At the beginning of every stage, and weekly  Refinement and rescheduling as necessary |  | PM |
| Task assignment | MS Project Professional 2010 | Weekly |  | PTL |
| Task status reporting | Daily Report | Daily |  | Project Team Members |

|  |
| --- |
| Project Meeting |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Kick-off Meeting | Face to face | Initiation stage | Project introduction; Project plan review; Risk identification; stakeholders identify. | PM, Project Team Members |
| Project Progress Review Meetings | Face to face | Weekly and on event | Communicate project status  Communicate and resolve any open issue, risks, and changes  Discuss any suggested improvement | PM, Project Team Members |
| Milestone Meetings | Face to face | 1 day after the completion of stages: Definition, Solution & Construction | Project objective review, evaluate project performance (quality, schedule, effort), Causal analysis, update project plan for next stage | PM, Project Team Members, QA, Supervisor |
| Transfer/Sharing of project documentation/information | Github | When available | All project documentation and information | PM, Project Team Members, QA |

|  |
| --- |
| Supervisor Communication and Reporting: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Report | Agreed Fsoft and FU standard format | 14h30 Monday, Weekly | Project status report, Issue requiring clarifications, escalation, if any | PM |
| Project Meetings with supervisor | Face to face | 14h30 Monday, Weekly | As above | PM |
| Requirement gathering/clarification | Face to face | During requirement analysis phase | As in Q&A list | PM |

|  |
| --- |
| Communication with Supervisor |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Review Project Plan & Project schedule | By attend project meeting | Significant changes to WO, PP and Project schedule (scope, objectives Organization, HR, major milestone, deliverables ) |  | PM |
| Project Progress Review | By email and/or via Operation meeting at Group/Division level | Weekly | Project status report, Issue requiring clarifications, escalation, if any | PM |
| Project Milestone Review | By email and via project milestone review meeting | End of every stage | Project objective review, evaluate project performance (quality, schedule, effort), Causal analysis, update project plan for next stage | PM |

# Configuration Management

The detail configuration management is available in file ***Veazy\_CMPlan\_v1.0\_EN.docx***.