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|  |
| Capstone Project Document |

**FIRST AID**

**Report #1 – Project Plan**

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| --- | --- | --- |
| **First Aid** | | |
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| **Project code** | FAVN | |

**- Hanoi, 09/2016 -**

# SIGNATURE PAGE

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Record of change

\*A - Added M - Modified D – Deleted

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# INTRODUCTION

## Purpose

This part is the project management plan of First Aid (FAVN) Project – our Capstone Project in FPT University. It is included the project overview, project organization, tools and  
infrastructures, schedule of this project.

## Definitions and Acronyms

|  |  |  |
| --- | --- | --- |
| Acronym | Definition | Note |
| CM | Configuration Management |  |
| FAVN | First Aid Vietnam |  |
| DEV | Developer |  |
| DES | Designer |  |
| PIC | Person in charge |  |
| PM | Project Manager |  |
| PTL | Project Technical Leader |  |
| PDL | Project Design Leader |  |
| TL | Test Leader |  |
| SRS | Software Requirement Specification |  |
| UTC | Unit Test Case |  |
| KLOC | Thousands of lines of code |  |
| FAQs | Frequently asked questions |  |
| Q&A | Question and Answer |  |

1. Definitions and acronyms

# PROJECT OVERVIEW

|  |  |  |  |
| --- | --- | --- | --- |
| Project Code | FAVN | Contract Type | None |
| Customer | FPT University | 2nd Customer | None |
| Project Level | Group | Project Rank | None |
| Application Type | Mobile Application and Web Application | Project Manager | Dam Huy Hung |
| Project Category | Development | Business Domain | Health Care |

## Project Description

1. Project Description

## Scope and Purpose

### Purpose of Project

With the aim of providing the best supported health service for Vietnamese people, we want to develop an application that allows users can look up and perform first aid guide and selectively synthesized under step by step format in the easiest way. This application also supports users to search medical facilities around their location. Besides we also want to develop an emergency switchboard system for Hanoi 115 emergency center. It means that this system can connect to aid applications through SOS calling with reducing talking time as well as providing maximum necessary information. In addition, the system also has automatic functions connected to software on an ambulance in order to shorten the time to contact and distance traveled; functional navigation map and directions to emergency help achieve maximum efficiency.

### Scope of Project

This project covers all processes from planning, requirement specification, design, development, testing to quality management.

### The functions of Project

These are the functions of FAVN’s project:

#### First Aid Application features

* **List of injuries:** List of common injuries will be displayed in main screen when user launch in First Aid application
* **Instruction steps of injury:** Instructions steps first aid of an injury will be shown when user tap on an injury’s name.
* **Searching:** Users search the related keywords of injury and results will be displayed in the screen.
* **Reading steps of instructions:** Read steps of instructions for users. Users can perform first aid and listen to steps of instructions at the same time.
* **Call 115:** This feature will help users to call 115. In an emergency that need to call 115, this feature can send to operator the user information including phone numbers and coordinates.
* **Current location:** Users can get their exact location via the map. In case there is no exact address, the users can get the nearest locations.
* **Finding nearby health facilities:** Users can find list of the nearest health facilities and see address, distance, phone number, and directions to the health facilities.
* **Learning:** Information about instructions of each injury will be explained more clearly than the instruction steps first aid in emergency screen. This feature will help users to have more knowledge about first aid in injury situations.
* **FAQs:** Users can see FAQs about an injury and send questions about injuries
* **More:** This feature is a collection of some other popular features for users :
  + Send feedback.
  + View first aid course.
  + Sharing.

#### Ambulance Application features

* **Login/Logout:** Ambulance staff need to login to use the account. The staff account can be given by administrator.
* **Notify task:** Ambulance staff can receive the task automatically from the coordinator without making a phone call or using walkie-talkie like traditional way.
* **Location of caller:** Ambulance staff will determine the caller’s location exactly and know the shortest way from the location of ambulance to the location of caller.
* **Report to Dispatcher:** Ambulance can report to dispatcher after picking up victim to hospital.
* **Status:** Ambulance will report to dispatcher about the ambulance status of implementing task or not.

#### Dispatcher Application features

* **Login/Logout:** Dispatcher need to login to use the account. Dispatcher’s account is given by administrator.
* **Dispatch ambulance:** Dispatcher receives information from users including their status and their coordinates, then dispatcher will dispatch the ambulance to the victim’s location. The system will automatically choose the nearest available ambulance.
* **Show direction from ambulance to caller:** dispatcher will know the nearest way from ambulance’s location to victim’s location and follow ambulance’s moving.
* **View ambulance information:** Dispatcher can know about the available of ambulance
* **Cancel emergency case:** In case the victim doesn’t need ambulance, dispatcher can cancel task.

#### Admin/Expert Application features

* **User management:** Admin can create new account for dispatcher, ambulance staff and health expert, update, delete and search account.
* **Data Management:** Medical expert can delete, update, or add new information about first aid.

**Users’ questions management:** Admin and expert will receive notifications when there are comments or questions from users and answer them.

## Assumptions and Constraints

|  |  |  |
| --- | --- | --- |
| No | Description | Note |
| Assumptions | | |
| 1 | Reviewers will get one day 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 16/12/2016 | Schedule |
| 2 | In doing project processing, PM must submit report (include 6 reports) on certain date. | Schedule |
| 3 | Project Plan and SRS Document and must be completed within 14 days since 12/09/2016  Deadline: 28/09/2016 | Schedule |
| 4 | Design Document (include Architecture Design, Screen Design, Database Design) must be completed within 13 days since 26/09/2016  Deadline: 14/10/2016 | Schedule |
| 5 | Integration and System Test Plan (include test plan and test case…) must be completed within 6 days since 17/10/2016  Deadline: 25/10/2016 | Schedule |
| 6 | Completed coding activity and have unit test result within 28.5 days since 17/10/2016  Deadline: 24/11/2016 | Schedule |
| 8 | Create report about User manual, software package and installation guide on 8 days since 25/11/2016  Deadline: 06/12/2016 | Schedule |
| 9 | Complete all of document and application before finishing the project on 16/12/2016 | Schedule |
| 10 | Project contains 5 members | Resource |

1. Project Description

## Project Objectives

### Standard Objectives

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Metrics | Unit | Committed | Re-committed | Note |
| Start Date |  | 05-09-2016 |  |  |
| End Date |  | 16-12-2016 |  |  |
| Duration | Day | 75 |  |  |
| Team Size | Person | 5 |  |  |
| Billable Effort | Person-day | 375 |  | 1 Person-day = 5 hours |
| Calendar effort | Person-day | 375 |  | 1 Person-day = 5 hours |
| Effort Usage | % | 100 |  | 1 Person-day = 5 hours |

1. Standard Objectives 1

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

1. Standard Objectives 2

### Specific Objectives

|  |  |  |  |
| --- | --- | --- | --- |
| Metrics | Unit | Basic for setting Goals | |
| Plan | Actual |
| Training technology: Java, Bootstrap, Laravel –PHP framework | Person-day | 15 | 15 |
| Execute group review | Person-day | 5 | 5 |
| Training requirements, process before coding | Person-day | 5 | 5 |

1. Specific Objectives

## Critical Dependencies

|  |  |  |  |
| --- | --- | --- | --- |
| No | Dependency | Expected delivery date | Note |

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | This project must be completed and delivered to FPT University. | 16/12/2016 |  |
| 2 | Project Plan and SRS must be completed and delivered to Supervisor. | 28/09/2016 |  |
| 3 | User manual, Software Package and Installation Guide must be completed and delivered to Supervisor and FPT University. | 06/12/2016 |  |
| 4 | Beside Capstone Project, Team members have to joining in Japanese class and Japanese Fundamental Exam class. | 05/09/2016 |  |

1. Critical Dependencies

## Project Risk

PM identifies risks in the Risk Management Plan. The document is updated to trigger each milestone, each event also. The document 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 FAVN\_Risk Management Plan\_v1.0\_EN.xlsx

# PROJECT DEVELOPMENT APPROACH

## Project Process

The Process of this project is performed follow to Software Development Process of FPT Software.

### FPT Software Process Model



Figure 1‑: FPT Software process model

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

1. Initiation phase
2. Definition phase
3. Solution phase
4. Construction phase
5. Transition
6. Termination

### Project Life Cycle

Basing on FPT Software 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, and Report #2
* **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.
  + Ourprimaryobjectivesare completeRequirement Specification, Architecture Design and Database Design.
  + Finally, the plan must be provided (including estimates of cost and time) for the construction phase. The plan must ensure proper and accurate based on experience.
  + Complete Report #3 and Report #4
* **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 #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

|  |  |
| --- | --- |
| 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) |

1. Requirement Change Management

## 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, PM, TL 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.  PM and PTL has responsibility to review task results and explain User Requirement for Develop Team | Coding Application match with User Requirement. |

1. Defect Prevention Strategy

### Review Strategy

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

1. Review Strategy

### 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: 10 UTC/KLOC  - Number defects/KLOC: 3-4 defects/KLOC  - Statement coverage: 97%  - Branch coverage: 100%  - Path coverage: 100% |

1. Unit Testing Strategy

### Integration Testing Strategy

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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: 30  - Number of defects/KLOC: 2-3 |

1. Integration Testing Strategy

### System Testing Strategy

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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: 20  -Number of defects/KLOC: 4-6 |

1. System Testing Strategy

### 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 to similar project estimations |
| Design review | 15 | 11% | Referenced to similar project estimations |
| Code review | 30 | 22% | Referenced to similar project estimations |
| Unit Test | 50 | 38% | Referenced to similar project estimations |
| Integration Test | 15 | 11% | Referenced to similar project estimations |
| System Test | 10 | 7% | Referenced to similar project estimations |
| User Acceptance Test | 5 | 4% | Referenced to similar project estimations |
| Total | 135 | 100% |  |

1. Estimates of Defects

### 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 |

1. Measurements Program

# ESTIMATION

## 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) | 70 | 82.5 | 142.5 | 80 | **375** |
| Total % budgeted Effort Usage (%) | 100 | 100 | 100 | 100 |  |

1. Effort Estimation

## Schedule

### Project Milestone & Deliverables

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Stage | Committed Delivery date | Description of Deliverable | Delivery media |
| Initiation | |  | Requirements agreed, Report 1 reviewed | |
| 1 | Develop project idea | 06-09-2016 | Project goals and scope defined, milestone description defined, resource committed | Commit GitHub |
| 2 | Q&A Management Sheet | 21-09-2016 | Criteria: Documentation reviewed | Commit GitHub |
| 3 | Submit report no.1 final | 22-09-2016 | Completed report no.1 | Commit GitHub |
| Solution | |  |  | |
| 1 | SRS | 28-09-2016 | Criteria: Documentation reviewed | Commit GitHub |
| 2 | Architecture Design | 05-10-2016 | Criteria: Documentation reviewed | Commit GitHub |
| 3 | Screen Design | 06-10-2016 | Criteria: Documentation reviewed | Commit GitHub |
| 4 | Class Design | 14-10-2016 | Criteria: Documentation reviewed | Commit GitHub |
| 5 | Detail Data Design | 12-10-2016 | Criteria: Documentation reviewed | Commit GitHub |
| 6 | Submit report no.2 final | 17-10-2016 | Completed report no.2 | Commit GitHub |
| 7 | Test Plan | 05-10-2016 | Completed | Commit GitHub |
| 8 | Submit Report no.3 Final | 06-10-2016 | Completed report no.3 | Commit GitHub |
| Construction | |  | Product developed & tested and released to supervisor, documentation reviewed. | |
| 1 | Submit Report no.4 Final | 27-10-2016 | Completed report no.4 | Commit GitHub |
| 2 | Review Test Document | 18-11-2016 | Criteria: Documentation reviewed | Commit GitHub |
| 3 | Submit report no.5 Final | 24-11-2016 | Completed report no.5 | Commit GitHub |
| 4 | Complete Coding and Unit Test | 24-11-2016 | Source code  Acceptance criteria: Product unit tested | Commit GitHub |
| 5 | Complete Testing | 18-11-2016 | Completed Test | Commit GitHub |
| 6 | Submit the last document and CD source code | 06-12-2016 | Report no.6 Final Documents and Source Code | Commit GitHub |
| Termination | |  | Project post-mortem is conducted, Project assets archived and released to supervisor | |
| 1 | Project Result Assessment | 02-12-2016 | Criteria: Completed | Commit GitHub |
| 2 | Complete Presentation Slide | 06-12-2016 | Criteria: Completed | Commit GitHub |
| 3 | Represent capstone project | 14-12-2016 | Criteria: Completed | Commit GitHub |
| 4 | Project Complete | 16-12-2016 | Criteria: Completed | Commit GitHub |

1. Project Milestone and Deliverables

### Detail Schedule

The detail project schedule is available in file FAVN\_ProjectSchedule\_v1.0\_EN.mpp. The Project Schedule is weekly updated by the Project Manager.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Activity | Start date | End date | Responsible |
| Defect Prevention | | | | |
| 1 | Training coding convention PHP, Android | 24-09-2016 | 24-09-2016 | KienMT |
| 2 | Training for Q&A and tester to use checklist | 15-10-2016 | 16-10-2016 | AnNP |
| **Quality Control** | | | | |
| 1 | Group review requirement | 14-10-2016 | 16-10-2016 | HungDH |
| 2 | Group review design | 07-10-2016 | 09-10-2016 | DungNT |
| 3 | Group review coding | 22-11-2016 | 24-11-2016 | KienMT |
| Project Tracking | | | | |
| 1 | Solution: Milestone review meeting | 27-10-2016 | 28-10-2016 | HungDH |
| 2 | Construction:Milestone review meeting | 06-12-2016 | 08-12-2016 | HungDH |
| 3 | Transition: Milestone review meeting | 14-12-2016 | 15-12-2016 | HungDH |
| Configuration Management | | | | |
| 1 | Baseline code | 17-10-2016 | 20-10-2016 | KienMT |
| 2 | Base line test report, test case and test plan | 22-10-2016 | 29-10-2016 | HungDH |
| Q&A | | | | |
| 1 | Final Inspection: Report 1 | 07-09-2016 | 22-09-2016 | AnNP |
| 2 | Final Inspection: Report 2 | 22-09-2016 | 19-10-2016 | AnNP |
| 3 | Final Inspection: Report 3 | 20-10-2016 | 28-10-2016 | AnNP |
| 4 | Final Inspection: Report 4 | 29-10-2016 | 25-11-2016 | AnNP |
| 5 | Final Inspection: Report 5 | 26-11-2016 | 10-12-2016 | AnNP |
| 6 | Final Inspection: Report 6 | 11-12-2016 | 14-12-2016 | AnNP |

1. Activity Schedule

## Resource

Specified as in the section 5.2. [Project Team](#_Project_team)

## Infrastructure

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Description | Expected Availability by | Note |
| Development Environment | | | |
| Operating System | Window 10 (64 bit) |  |  |
| Browser | Chrome (40 or above), Firefox (30 or above) |  |  |
| Development language | PHP, Java |  |  |
| Technology | | | |
| Development language | PHP, Java |  |  |
| Database | MySQL, SQLite |  |  |
| Hardware Requirement | | | |
| Hardware Configuration | 2GB workspaces on server |  |  |
| Equipment & Tools | | | |
| Source Version Control | GitHub | Definition stage |  |
| Task Tracking | MS Project Professional 2013 | Initiation stage |  |
| SRS | Microsoft Office Word 2013, Microsoft Office Excel 2013, Microsoft Office Visio 2013 | Initiation stage |  |

1. Infrastructure

## Training Plan

|  |  |  |  |
| --- | --- | --- | --- |
| Training Area | Participants | Duration | Waiver Criteria |
| Technical | | | |
| PHP | KienMT | 1 week | Mandatory |
| Android | HungDH DungNT | 1 week | Mandatory |
| Bootstrap | KienMT |  |  |
| **Process** | | | |
| Quality system |  | 3 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 |

1. Training Plan

# PROJECT ORGANIZATION

## Organization Structure

**Figure 1‑2: 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 | Dam Huy Hung | 50 | 06-09-2016 | 16-12-2016 |
| PTL | PTL is responsible for the technical project execution | Mai Trung Kien | 100 | 06-09-2016 | 16-12-2016 |
| DEV | - Study technique (Android, Bootstrap, PHP)  - Coding functions and modules of system.  - Peer-review source code of others members | Dam Huy Hung, Nguyen Tien Dung | 50 | 06-09-2016 | 16-12-2016 |
| TL | - Create test plan, test case, test report, quality report  - Execute test. | Nguyen Phuc An | 100 | 04-10-2016 | 16-12-2016 |
| Tester | - Support creating test plan, test case, test report, quality report  Execute test. | Nguyen Duy Anh | 50 | 04-10-2016 | 16-12-2016 |
| PDL | - Create screen design, prototype  - Review design of others member | Dam Huy Hung | 50 | 06-09-2016 | 16-12-2016 |
| Designer | - Support creating screen design | Nguyen Tien Dung | 50 | 06-09-2016 | 16-12-2016 |

1. Project Team description

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Role | Name | W1-  Sep | W2-  Sep | W3-  Sep | W4-  Sep | W1-  Oct | W2-  Oct | W3-  Oct | W4-  Oct | W1-  Nov | W2-  Nov | W4-  Nov | W5-  Nov | W1-  Dec | W2-  Dec | W3-  Dec | Total (pd) |
| PM/PDL | Dam Huy Hung | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 75 |
| PTL | Mai Trung Kien | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 75 |
| DEV /DES | Nguyen Tien Dung | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 75 |
| TL | Nguyen Phuc An | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 75 |
| Tester | Nguyen Duy Anh | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 75 |
| Total |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 375 |

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

1. Human Resource Budget Allocation

## External Interfaces

|  |  |  |  |
| --- | --- | --- | --- |
| Department | Contact Person  (name-position) | Contact address  (email, telephone) | Responsibility |
| The academic department | Nguyen Thi Mai Phuong | [phuongntm@fpt.edu.vn](mailto:phuongntm@fpt.edu.vn) | - Giving procedures document - Deadline information - Take the documents projects from students and everything related to students |
| Training Department |  | [acad.hn@fpt.edu.vn](mailto:acad.hn@fpt.edu.vn) | Management course of student |

1. FPT University’s Interfaces

# COMMUNICATION & REPORTING

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Communication Type | Method/Tool | When | Information | Participants/ Responsible |
| Project Task Tracking | | | | |
| Task scheduling | MS Project Professional 2013 | Weekly |  | PM |
| Task assignment | Trello | Weekly |  | PM |
| 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 | 5 days 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 FPT Software and FU standard format | 5pm Monday, Weekly | Project status report, Issue requiring clarifications, escalation, if any | PM |
| Project Meetings with supervisor | Face to face | 12h50 Thursday, Weekly | As above | PM |
| Requirement gathering/clarification | Face to face meeting | During requirement analysis phase | As in Q&A list | PM |

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

1. Communication and Reporting Plan

# CONFIGURATION MANAGEMENT

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