

USEFUL JAPANESE DICTIONARY FOR VIETNAMESE

Project Plan

**Project Code: UJD\_VN**

**Document Code: UJD\_VN\_Project Plan\_v1.0\_EN**

**Ha Noi, 23/05/2014**

SIGNATURE PAGE

|  |  |  |
| --- | --- | --- |
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| REVIEWERS: | Le Dinh Nam  Project Technical Leader (PTL) | 28/05/2014 |
|  |  |
| Pham Thi Minh  Test leader | 28/05/2014 |
|  |  |
| APPROVAL: | Nguyen Van Sang  Supervisor | 28/05/2014 |
|  |  |

Record of change

\*A - Added M - Modified D – Deleted

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Effective Date | Changed Item | A\* M, D | Change Description | Reason for Change | Revision Number |
| 28/5/2014 | Update Project Plan | D | Complete Project Plan | First Version | v1.0 |
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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 |  |
| UJD\_VN | Useful Japanese Dictionary for Vietnamese |  |
|  |  |  |

# Project Overview

## Project Description

|  |  |  |  |
| --- | --- | --- | --- |
| Project Code | UJD\_VN | Contract Type | None |
| Customer | FPT University | 2nd Customer | None |
| Project Level | Group | Project Rank | None |
| Application Type | Website | Project Manager | Le Dinh Nam |
| 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. However we want to create a website not only we can pass capstone project but also we want it really useful for user. In study Japanese process we use Japanese website and see that have a lots inadequacy. So, our website is created with purpose to help user study Japanese by a fast and full way and it is absolute free. During 3 months of capstone project, we hope that all member can get more knowledge about processing of software development, skill do document, coding, testing. Moreover, soft skill also very important, we can get skill management time, working in group, skill communication… It is not long time for project but our group hope that can do this project successfully.

### Scope of Project

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

### The functions of Project

There are the functions of UJD\_VN’s project:

* **Search**: User can search vocabulary and UJD will display example sentences or conversation, grammar or Japanese video which include vocabulary which user searched. With searching features, user can understand visually, apply easily in communication, and how to use vocabulary in the situations. This is very new point and useful of UJD when compare with other website which also provide user to study Japanese now.
* **Contributing opinion**: User can contribute opinion about UJD website or contribute database as good sentences, good conversation, good video by using contributing feature. Admin of UJD will approve correctness and add to database.
* **Listening conversation**: User can improve ability listening by listening available conversation on UJD. Listening database of us is very diversity from everyday conversations, common conversational to conversations in a realistic situation. Especially, we provide conversations from elementary to intermediate for user can train to join Japanese certification exams.
* **Reading document**: User can find available Japanese document in UJD as elementary grammar, intermediate grammar, list kanji, readings, Minnano Nihongo lesson.
* **Doing test**: User can do tests at N2, N3, N4, N5 level. Then UJD will scored for user. This is an important feature of UJD. We want to help users toward Japanese certification exams.
* **Login/Logout**: User can login to use more features of UJD. User can register an account to login or login by using Facebook, Google account.
* **Changing password/Forgetting password**: User can change new password or require new password if user forgot current password.
* **Managing account**: Registered user can add, edit information or track mark.
* **Managing member**: Admin can view list members, ban or unban member, delete member.
* **Managing contribute database**: Admin can approve opinion of member or delete opinion.
* **Managing Q& A**: Admin can view, reply, delete Q & A.
* **Managing Data**: Admin can add, update, delete data of UJD.

## 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 28/08/2014 | Schedule |
| 2 | In doing project processing, PM must submit report (include 6 reports) on certain date. | Schedule |
| 3 | Software Requirement Specification Document and Project Plan must be completed within 20 days since 19/05/2014  Deadline: 06/06/2014 | Schedule |
| 4 | Design Document (include Architecture design, screen design, database design) must be completed within 15 days since 12/5/2014  Deadline: 30/5/2014 | Schedule |
| 5 | Integration Test (include test plan and test case…) must be completed within 15 days since 16/06/2014  Deadline: 04/07/2014 | Schedule |
| 6 | Completed coding activity and have unit test result within 23 days since 20/06/2014  Deadline: 22/07/2014 | Schedule |
| 8 | Deliver report about User manual, software package and installation guide on 10 days since 29/07/2014  Deadline: 11/08/2014 | Schedule |
| 9 | Complete all of document and application before finish project on 11/08/2014 | Schedule |

## Project Objectives

### Standard Objectives

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Metrics | Unit | Committed | Re-committed | Note |
| Start Date | 12-05-2014 |  |  |  |
| End Date | 22-08-2014 |  |  |  |
| Duration | Day : 100 |  |  |  |
| Team Size | Person : 4 |  |  |  |
| Billable Effort | 240 person day |  |  | 1 Person-day = 8 hours |
| Calendar effort | 240 person day |  |  | 1 Person-day = 8 hours |
| Effort Usage (%) | 100% |  |  | 1 Person-day = 8 hours |

Table 1.3. Standard Objectives

Note: We didn’t have the standard to complete the table below.

| Metrics | Unit | Basic for setting Goals |
| --- | --- | --- |
| Average |
| Customer Satisfaction | Point | 9 |
| Leakage | Wdef/mm | 5 |
| Effort Efficiency | % | 95 |
| Timeliness | % | 100 |

### Specific Objectives

Note: We didn’t have the standard to complete the table below.

| Metrics | Unit | Basic for setting Goals | |
| --- | --- | --- | --- |
| Plan | Actual |
| Training coding convention about PHP language. | Person-day | 15 | 15 |
| Execute group review | Person-day | 8 | 5 |
| Training requirements, process before coding | Person-day | 8 | 5 |

## Critical Dependencies

| No | Dependency | Expected delivery date | Note |
| --- | --- | --- | --- |
| 1 | This project must be completed and delivered to FPT University. | 28/08/2014 |  |
| 2 | All Team Member have Summer’s Holiday from 23/06/2014 | 29/6/2014 |  |
| 3 | Project Plan and SRS must be completed and delivered to Supervisor. | 06/06/2014 |  |
| 4 | User manual, Software Package and Installation Guide must be completed and delivered to Supervisor and FPT University. | 11/08/2014 |  |
| 5 | Team Member must join study Japanese and join Japanese exam. | 25/07/2014 |  |

## 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 *UJD\_VN\_Risk Management.xls*

# 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 four 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, 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. 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 #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

|  |  |
| --- | --- |
| Where is the change request logged? | RCM Sheet.xls |
| 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 targeted value of project QPPO  - 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: 60UTC/KLOC  -Number defects/KLOC: 4-6 defects/KLOC  -Statement coverage: 100%  -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 |  | None |  |

### System Testing

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item to be System Tested | System Test Type | System Test Technique | Tool Used | Completion Criteria |
| Test whole system. | Black-Box Test |  | None | -Test coverage: 100%  -Successful Test coverage: 95% |

### 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 (ABC) and PCB |
| Design review | 15 | 11% | Referenced similar project estimations (ABC) and PCB |
| Code review | 30 | 22% | Referenced similar project estimations (ABC) and PCB |
| Unit Test | 50 | 38% | Referenced similar project estimations (ABC) and PCB |
| Integration Test | 15 | 11% | Referenced similar project estimations (ABC) and PCB |
| System Test | 10 | 7% | Referenced similar project estimations (ABC) and PCB |
| User Acceptance Test | 5 | 4% | Referenced similar project estimations (ABC) 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 | Transition | Total |
| Effort(person/day) | 72.5 | 104 | 89.5 | 34 | 300 |
| 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 | 12-05-2014 | Project goals and scope defined, milestone description defined, resource committed |  |
| 2 | Q&A Management Sheet | 13-05-2014 | Criteria: Documentation reviewed |  |
| 3 | Submit report no.1 final | 20-5-2014 | Completed report no.1 |  |
| 4 | Project Plan | 28-05-2014 | Criteria: Documentation reviewed |  |
| 5 | Submit report no.2 final | 30-05-2014 | Completed report no.2 |  |
| Solution | |  |  | |
| 1 | Screen Prototype | 10-06-2014 | Criteria: Documentation reviewed |  |
| 2 | Architecture Design | 12-6-2014 | Criteria: Documentation reviewed |  |
| 3 | Detail Database Design | 11-6-2014 | Criteria: Documentation reviewed |  |
| 4 | SRS | 20-06-2014 | Criteria: Documentation reviewed |  |
| 5 | Submit Report no.3 Final | 20-06-2014 | Completed report no.3 |  |
| 6 | Submit Test Plan Final | 23-06-2014 | Criteria: Documentation reviewed |  |
| 7 | Create Unit Test Case | 28-06-2014 | Criteria: Documentation reviewed |  |
| 8 | Submit Report no.4 Final | 30-06-2014 | Completed report no.4 |  |
| Construction | |  | Product developed & tested and released to supervisor, documentation reviewed. | |
| 1 | Review Test Document | 09-07-2014 | Criteria: Documentation reviewed |  |
| 2 | Submit report no.5 Final | 09-07-2014 | Completed report no.5 |  |
| 3 | Complete Coding and Unit Test | 29-07-2014 | Source code  Acceptance criteria: Product unit tested |  |
| 4 | Complete Testing | 04-08-2014 | Completed Test |  |
| 5 | Submit report no.6 Final | 08-08-2014 | Completed report no.6 |  |
| 6 | Submit the last document and CD source code | 08-08-2014 | Final Documents and Source Code |  |
| Termination | |  | Project post-mortem is conducted, Project assets archived and released to supervisor | |
| 1 | Lesson learned | 12-8-2014 | Criteria: Completed |  |
| 2 | Complete program and documents | 18-8-2014 | Criteria: Completed |  |
| 3 | Complete Presentation Slide | 19-8-2014 | Criteria: Completed |  |
| 4 | Represent capstone project | 21-08-2014 | Criteria: Completed |  |
| 5 | Project Complete | 22-8-2014 | Criteria: Completed |  |

### Activity Schedule

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

| No. | Activity | Start date | End date | Responsible | End date |
| --- | --- | --- | --- | --- | --- |
| Defect Prevention | | | | |  | |  |  | Defect Prevention |
| 1 | Training coding convention of PHP language | 6-6-2014 | 20-6-2014 | Le Dinh Nam |  |
| 2 | Training for QA and tester to use checklist | 19-5-2014 | 26-5-2014 | Pham Thi Minh |  |
| Quality Control | | | | |  | |  |  | Quality Control |
| 1 | Group review requirement | 26-5-2014 | 26-5-2014 | Pham Thi Minh |  |
| 2 | Group review design | 27-6-2014 | 27-6-2014 | Le Dinh Nam |  |
| 3 | Group review coding | 8-8-2014 | 8-8-2014 | Le Dinh Nam |  |
| Project Tracking | | | | |  | |  |  | Project Tracking |
| 1 | Solution : Milestone review meeting | 27-6-2014 | 27-6-2014 | Pham Thi Minh |  |
| 2 | Construction : Milestone review meeting | 8-8-2014 | 8-8-2014 | Pham Thi Minh |  |
| 3 | Transition : Milestone review meeting | 15-8-2014 | 15-8-2014 | Pham Thi Minh |  |
| Configuration Management | | | | |  | |  |  | Configuration Management |
| 1 | Baseline code | 6-6-2014 | 6-6-2014 | Le Dinh Nam |  |
| 2 | Base line test report, test case and test plan | 8-8-2014 | 8-8-2014 | Pham Thi Minh |  |
| QA | | | | |  | |  |  | QA |
| 1 | Final Inspection: Report 1 | 23-05-2014 |  | Le Dinh Nam |  |
| 2 | Final Inspection: Report 2 | 02-06-2014 |  | Le Dinh Nam |  |
| 3 | Final Inspection: Report 3 | 12-6-2014 |  | Le Dinh Nam |  |
| 4 | Final Inspection: Report 4 | 30-6-2014 |  | Le Dinh Nam |  |
| 5 | Final Inspection: Report 5 | 18-7-2014 |  | Le Dinh Nam |  |
| 6 | Final Inspection: Report 6 | 15-8-2014 |  | Le Dinh Nam |  |

## 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 |  |  |
| Browser | Google Chrome, Firefox, IE (all version) |  |  |
| Development language | PHP |  | for Web interface |
| Technology | | | |
| Development language | PHP, MVC Model |  |  |
| Server | Xampp 1.8.2 (server localhost) |  |  |
| Hardware Requirement | | | |
| Hardware Configuration | 2GB workspaces on server |  |  |
| Equipment & Tools | | | |
| Source Version Control | TortoiseSVN | Definition stage |  |
| Task Tracking | MS Project Professional 2013 | Initiation stage |  |
| SRS | Microsoft Office Word, Microsoft Office Excel, Microsoft Office Visio | Initiation stage |  |

## Training Plan

| Training Area | Participants | When, Duration | Waiver Criteria |
| --- | --- | --- | --- |
| Technical | | | |
| PHP Language |  | 1 weeks | Mandatory |
| Codeiginiter Framework for PHP |  | 1 day | Mandatory |
| MS Project Professional 2013 |  | 1 hour |  |
| Process | | | |
| Quality system |  | 3 hrs | If already trained |
| Configuration management |  | 2 hrs | 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

Supervisor

(Nguyen Van Sang)

Project Manager

(Le Dinh Nam)

Requirement Analysis

(Le Dinh Nam)

Technical Leader

(Le Dinh Nam)

QA and Test Team

(Pham Thi Minh)

Pham Thi Minh

Pham Tien Dat

Nguyen Ngoc Tuan

## Project Team

| Role | Responsibility | Qualification | Full name | Type | | 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 |  | Le Dinh Nam |  | | 100% | 12-5-2014 | 22-8-2014 |
| Responsible for all modules | | | | | | | | |
| Project Technical Leader (PTL) | PTL is responsible for the technical project execution |  | Le Dinh Nam | |  | 100% | 12-5-2014 | 22-8-2014 |
| Developer #1 | Coder |  | Pham Tien Dat | |  | 100% | 12-5-2014 | 22-8-2014 |
| Developer #2 | Coder |  | Nguyen Ngoc Tuan | |  | 100% | 12-5-2014 | 22-8-2014 |
| Others | | | | | | | | |
| Test Leader | -Create test plan, test case, test report, quality report  -Execute test. |  | Pham Thi Minh | |  | 100% | 12-5-2014 | 22-8-2014 |
| Tester #1 | -Execute test. |  | Pham Tien Dat | |  | 100% | 12-5-2014 | 22-8-2014 |

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 | Total (pd) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PM,PTL | Le Dinh Nam | 100% | 100% | 100% | 100% | 100% | 100% | - | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 65 |
| Dev1,Tester | Pham Tien Dat | 100% | 100% | 100% | 100% | 100% | 100% | - | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 65 |
| Dev2 | Nguyen Ngoc Tuan | 100% | 100% | 100% | 100% | 100% | 100% | - | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 65 |
| Test Leader | Pham Thi Minh | 100% | 100% | 100% | 100% | 100% | 100% | - | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 65 |
| Total |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 260 |

## External Interfaces

### Fsoft Interfaces

| Department | Contact Person  (name-position) | Contact address  (email, telephone) | Responsibility |
| --- | --- | --- | --- |
| Teacher | Pham Ngoc Ha | [hapn@fsoft.com.vn](mailto:hapn@fsoft.com.vn) | Explain whole questions about JS course |

### FPT University’s Interfaces

| 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 |  | acad.hn@fpt.edu.vn | Management course of student |

# Communication & Reporting

| Communication Type | Method / Tool | When | Information | Participants / Responsible |
| --- | --- | --- | --- | --- |
| Project Task Tracking | | | | |
| Task scheduling | MS Project Professional 2013 | At the beginning of every stage, and weekly  Refinement and rescheduling as necessary |  | PM |
| Task assignment | MS Project Professional 2013 | 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 | 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 | Tortoise SVN | When available | All project documentation and information | PM, Project Team Members, QA |
| Supervisor Communication and Reporting: | | | | |
| Project Report | Agreed Fsoft and FU standard format | 5pm Monday, Weekly | Project status report, Issue requiring clarifications, escalation, if any | PM |
| Project Meetings with supervisor | Face to face | 12h45 Friday, Weekly | As above | PM |
| Requirement gathering/clarification | Face to face meeting | 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 ***UJD\_CMPlan\_v1.0\_EN.docx***.