

Useful Japanese Dictionary for Vietnamese

Project Plan

**Project Code: UJD\_VN**

**Document Code: UJD\_VN \_ Project Plan – v1.0**

**Ha Noi, 19/05/2014**

SIGNATURE PAGE

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| --- | --- | --- |
| AUTHOR: | Phạm Thị Minh  Test Leader | 19/05/2014 |
| REVIEWERS: | Lê Đình Nam  Project Management | 27/05/2014 |
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|  |  |
| APPROVAL: | Nguyễn Văn Sang  Supervisor | Date |
|  |  |

Record of change

\*A - Added M - Modified D – Deleted

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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 | Others |
| Customer | FPT University | 2nd Customer | None |
| Project Level | Group | Project Rank | None |
| Application Type | Website | Project Manager | Lê Đình Nam |
| Project Category | Development | Business Domain | Market |

## 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.

### 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

There are some type of constrains in this project. It contains:

* Resource constraints:
* There are four people in this project and it is a constant. Team members never change during the project performance.
* Quality constraints:
* Target of metrics must be satisfied.
* All bugs must be fixed before delivering.
* Progress Report, Q&A, Installation Guide must be completed by Japanese.
* Time and Date constraints:
* Follow this table:

| No | Description | Note |
| --- | --- | --- |
| Assumptions | | |
| 1 | Report No 1 must be completed and delivered to teacher after week 2. | Schedule |
| 2 | Report No 2 must be completed and delivered to teacher after week 4. | Schedule |
| 3 | Report No 3 must be completed and delivered to teacher after week 6. | Schedule |
| 4 | Report No 4 must be completed and delivered to teacher after week 10. | Schedule |
| 5 | Report No 5 must be completed and delivered to teacher after week 12. | Schedule |
| 6 | Report No 6 must be completed and delivered to teacher after week 14. | Schedule |

## Project Objectives

### Standard Objectives

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Metrics | Unit | Committed | Re-committed | Note |
| Start Date | 12-05-2014 |  |  |  |
| End Date | 15-08-2014 |  |  |  |
| Duration | Day : 70 |  |  |  |
| Team Size | Person : 4 |  |  |  |
| Billable Effort | 300 person day |  |  | 1 Person-day = 8 hours |
| Calendar effort | 300 person day |  |  | 1 Person-day = 8 hours |
| Effort Usage (%) | 100% |  |  | 1 Person-day = 8 hours |

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

| Metrics | Unit | Target | | | Basic for setting Goals |
| --- | --- | --- | --- | --- | --- |
| USL | Average | LSL |
| Quality | | | | | |
| Customer Satisfaction | Point |  |  |  | <Refer to Gx Target in the year 2008,  5% higher than previous project (A project)> |
| Leakage | Wdef/mm |  |  |  |  |
| Process Compliance | NC/Ob |  |  |  |  |
| Cost | | | | | |
| Effort Efficiency | % |  |  |  |  |
| Correction Cost | % |  |  |  |  |
| Delivery | | | | | |
| Timeliness | % |  |  |  |  |

### Specific Objectives

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Metrics | Unit | Target | | | Basic for setting Goals |
| USL | Average | LSL |
| Defect Prevention | | | | | |
| Training coding convention about PHP language. |  |  |  |  |  |
| Execute group review |  |  |  |  |  |
| Self-review, peer review and leader review before delivering products. |  |  |  |  |  |
| Check products base on all items of checklist. (For QA of project). |  |  |  |  |  |

## Critical Dependencies

| No | Dependency | Expected delivery date | Note |
| --- | --- | --- | --- |
| 1 | This project has only a tester. So project may late when tester are not available. |  |  |
| 2 | FPT University requires: Q&A, Installation Guide and Progress Report must be completed by Japanese. |  |  |

## Project Risk

Risk that PM identified are documented in the risk management plan by PM. 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.

# Project Development Approach

## Project Process

This project doesn’t have any tailoring.

## Requirement Change Management

Requirements never change during the project.

## Product Integration Strategy

We don’t have the Product Integration.

## 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 |

### 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 |
| Code |  | Use unit test case and test script | None | -Number of UTC/KLOC: 100UTC/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 |  |  | None |  |

### System Testing

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item to be System Tested | System Test Type | System Test Technique | Tool Used | Completion Criteria |
| Test whole system. |  |  | 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 | 15 | 11% | Referenced similar project estimations (ABC) and PCB |
| Design review | 14 | 9% | Referenced similar project estimations (ABC) and PCB |
| Code review | 29 | 20% | Referenced similar project estimations (ABC) and PCB |
| Unit Test | 57 | 40% | Referenced similar project estimations (ABC) and PCB |
| Integration Test | 15 | 10.2% | Referenced similar project estimations (ABC) and PCB |
| System Test | 10 | 6.8% | Referenced similar project estimations (ABC) and PCB |
| User Acceptance Test | 5 | 3% | Referenced similar project estimations (ABC) and PCB |
| Total | 143 | 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 | Match with calendar effort | Team members | Daily |
| Quality: No. defects detected | Match with target quality | Reviewer, Tester | Right after the review/test |
| Schedule | On-time | PM | Weekly and at the end of stages |

### Quantitative Management (optional)

None

# Estimate

## Size

The Size estimation is documented in

## Effort

The Effort estimation is documented in the table below.

| Activity/Process | Total budgeted Effort Usage (pd) | Total % budgeted Effort Usage (%) | Initiation | | Definition | | Solution | | Construction | | Transition | | Termination | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | % | No. | % | No. | % | No. | % | No. | % | No. | % |
| Requirement | 50 | 100 |  | 0 |  | 100 |  | 0 |  | 0 |  | 0 |  | 0 |
| Design | 50 | 100 |  | 0 |  | 20 |  | 80 |  | 0 |  | 0 |  | 0 |
| Coding | 70 | 100 |  | 0 |  | 0 |  | 0 |  | 100 |  | 0 |  | 0 |
| Unit Test | 30 | 100 |  | 0 |  | 0 |  | 0 |  | 100 |  | 0 |  | 0 |
| Integration Test | 10 | 100 |  | 0 |  | 0 |  | 0 |  | 100 |  | 0 |  | 0 |
| System Test | 10 | 100 |  | 0 |  | 0 |  | 0 |  | 0 |  | 100 |  | 0 |
| Deployment | 5 | 100 |  | 0 |  | 0 |  | 0 |  | 0 |  | 100 |  | 0 |
| Project Planning | 5 | 100 |  | 0 |  | 100 |  | 0 |  | 0 |  | 0 |  | 0 |
| Kick-off project | 1 | 100 |  | 100 |  | 0 |  | 0 |  | 0 |  | 0 |  | 0 |
| Project Monitoring | 20 | 100 |  | 5 |  | 20 |  | 20 |  | 40 |  | 15 |  | 10 |
| Quality Assurance | 24 | 100 |  | 0 |  | 15 |  | 30 |  | 15 |  | 15 |  | 0 |
| Training | 50 | 100 |  | 0 |  | 20 |  | 60 |  | 20 |  | 0 |  | 0 |
| Total | 325 |  |  |  |  |  |  |  |  |  |  |  |  |  |

## Schedule

### Project Milestone & Deliverables

| No | Stage | Committed Delivery date | Description of Deliverable | Delivery media |
| --- | --- | --- | --- | --- |
| Initiation | |  | Project goals and scope defined, milestone description defined, resource committed | |
| Definition | | 20-09-2013 | Requirements agreed, Project plan reviewed | |
| 1 | Software Requirement Specs - SRS | 20-09-2013 | Criteria: Documentation reviewed |  |
| 2 | Project Plan | 20-09-2013 | Criteria: Documentation reviewed |  |
| 3 | Q&A Management Sheet | 20-09-2013 | Criteria: Documentation reviewed |  |
| 4 | Progress Report 1 | 20-09-2013 | Criteria: Documentation reviewed |  |
| Solution | | 09-10-2013 | Design reviewed and stable | |
| 1 | Architecture Design | 09-10-2013 | Criteria: Documentation reviewed |  |
| 2 | Screen Design | 09-10-2013 | Criteria: Documentation reviewed |  |
| 3 | Database design | 09-10-2013 | Criteria: Documentation reviewed |  |
| 4 | Progress Report 2 | 09-10-2013 | Criteria: Documentation reviewed |  |
| Construction | | 28-11-2013 | Product developed & tested and released to supervisor, documentation reviewed. | |
| 1 | Test plan | 24-10-2013 | Criteria: Documentation reviewed |  |
| 2 | Test case | 24-10-2013 | Criteria: Documentation reviewed |  |
| 3 | Progress Report 3 | 24-10-2013 | Criteria: Documentation reviewed |  |
| 4 | Source code | 20-11-2013 | Source code  Acceptance criteria: Product unit tested |  |
| 5 | Unit test report | 20-11-2013 | Unit test case. |  |
| 6 | Progress Report 4 | 20-11-2013 |  |  |
| Transition | | 06-12-2013 | Product is system tested | |
| 1 | Test Report | 06-12-2013 | Criteria: Documentation reviewed and product is system tested |  |
| 2 | Quality Report | 06-12-2013 | Criteria: Documentation reviewed and product have target quality |  |
| 3 | Progress Report 5 | 06-12-2013 | Criteria: Documentation reviewed |  |
| Termination | | 10-12-2013 | Project post-mortem is conducted, Project assets archived and released to supervisor | |
| 1 | Source code | 10-12-2013 |  |  |
| 2 | User manual | 10-12-2013 | Criteria: Documentation reviewed |  |
| 3 | Installation guide | 10-12-2013 | Criteria: Documentation reviewed |  |
| 4 | Progress Report 6 | 10-12-2013 | Criteria: Documentation reviewed |  |

### Project Schedule

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

| No. | Activity | Start date | Responsible | Note |
| --- | --- | --- | --- | --- |
| Defect Prevention | | | | |
| 1 | Training coding convention of PHP language | 11-10-2013 | Nguyen Manh Cuong |  |
| 2 | Training for QA and tester to use checklist | 16-09-2013 | Ngo Tran Linh |  |
| Quality Control | | | | |
| 1 | Group review requirement | 16-09-2013 | Ngo Tran Linh |  |
| 2 | Group review design | 30-09-2013 | Ngo Tran Linh |  |
| 3 | Group review coding | 20-10-2013 | Nguyen Manh Cuong |  |
| Project Tracking | | | | |
| 1 | Solution : Milestone review meeting | 08-10-2013 | Ngo Tran Linh |  |
| 2 | Construction : Milestone review meeting | 19-11-2013 | Ngo Tran Linh |  |
| 3 | Termination : Milestone review meeting | 08-12-2013 | Ngo Tran Linh |  |
| Configuration Management | | | | |
| 1 | Baseline code | 01-11-2013 | Nguyen Manh Cuong |  |
| 2 | Base line test report, test case and test plan | 05-12-2013 | Nguyen Manh Cuong |  |
| QA | | | | |
| 1 | Final Inspection: Report 1 | 16-09-2013 | Ngo Tran Linh |  |
| 2 | Final Inspection: Report 2 | 05-10-2013 | Ngo Tran Linh |  |
| 3 | Final Inspection: Report 3 | 20-10-2013 | Ngo Tran Linh |  |
| 4 | Final Inspection: Report 4 | 16-11-2013 | Ngo Tran Linh |  |
| 5 | Final Inspection: Report 5 | 02-12-2013 | Ngo Tran Linh |  |
| 6 | Final Inspection: Report 6 | 06-12-2013 | Ngo Tran Linh |  |
| 7 | Baseline audit: Startup | 29-09-2013 | Ngo Tran Linh |  |
| 8 | Baseline audit: Wrap-up | 06-12-2013 | Ngo Tran Linh |  |
| 9 | Quality gate review: Solution | 08-10-2013 | Ngo Tran Linh |  |
| 10 | Quality gate review: Construction | 27-11-2013 | Ngo Tran Linh |  |
| 11 | Quality gate review: Termination | 09-12-2013 | Ngo Tran Linh |  |
| 12 | Internal audits | 20-11-2013 | Ngo Tran Linh |  |

## Resource

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

## Infrastructure

| Item | Description | Expected Availability by | Note |
| --- | --- | --- | --- |
| Development Environment | | | |
| Operating System | IOS, Android, Window 7 (32 bit) |  |  |
| DBMS |  |  |  |
| Development language | PHP |  | for Web interface |
| Technology | | | |
|  |  |  |  |
| Hardware Requirement | | | |
| Hardware Configuration | 2GB space on server |  |  |
| Equipments & Tools | | | |
| Source Version Control | CVS | Definition stage |  |
| Task Tracking | MS Project Professional 2010 | Initiation stage |  |
| SRS | Microsoft Office Word, Microsoft Office Excel | Initiation stage |  |

## Training Plan

| Training Area | Participants | When, Duration | Waiver Criteria |
| --- | --- | --- | --- |
| Technical | | | |
| PHP Language |  | 7 days | Mandatory |
| Zend Framework for PHP |  | 7 hrs | Mandatory |
| MS Project Professional 2010 |  | 1 days |  |
| Business domain | | | |
| Blood Donation |  | 7 days | Mandatory |
| 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 |  | 4 hrs | If already trained |
| Defect prevention |  | 4.5 hrs | Mandatory |

## Finance

We don’t have any action concern finance.

# Project Organization

## Organization Structure

Nguyen Thi Tam

Supervisor

(Bui Dinh Chien)

Project Manager

(Ngo Tran Linh)

Requirement Analysis

(Ngo Tran Linh)

Design

(Pham Hung Cuong)

Development

(Nguyen Manh Cuong)

QA and Test Team

(Ngo Tran Linh)

Nguyen Thi Tam

Nguyen Manh Cuong

Le Huy Hoang

Pham Hung Cuong

## 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  - Reporting  - Ensure delivery as per contract  - Interface with other departments as per need |  | Ngo Tran Linh |  | | 100% | 09-09-2013 | 10-12-2013 |
| Responsible for all modules | | | | | | | | |
| Development Leader #1 | If the PM has appointed PTL (sync.: Development Project Manager), who is only responsible for the technical project execution, this should also be specified |  | Nguyen Manh Cuong | |  | 100% | 09-09-2013 | 10-12-2013 |
| Developer #1 | Coder |  | Pham Hung Cuong | |  | 100% | 09-09-2013 | 10-12-2013 |
| Developer #2 | Coder |  | Le Huy Hoang | |  | 100% | 09-09-2013 | 10-12-2013 |
| Others | | | | | | | | |
| Tester | -Create test case, test plan, test report.  -Execute test. |  | Nguyen Thi Tam | |  | 100% | 09-09-2013 | 10-12-2013 |

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

| Role | Name | W2-Sep | W3-Sep | W4-Sep | W1-Oct | W2-Oct | W3-Oct | W4-Oct | W1-Nov | W2-Nov | W3-Nov | W4-Nov | W1-Dec | Total (pd) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PM | Ngo Tran Linh | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 65 |
| TL1 | Nguyen Manh Cuong | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 65 |
| Dev1 | Pham Hung Cuong | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 65 |
| Dev2 | Le Huy Hoang | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 65 |
| Tester | Nguyen Thi Tam | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 65 |
| Total |  |  |  |  |  |  |  |  |  |  |  |  |  | 325 |

## External Interfaces

### Fsoft Interfaces

We don’t have the interfaces with Fsoft.

### FPT University’s Interfaces

| Department | Contact Person  (name-position) | Contact address  (email, telephone) | Responsibility |
| --- | --- | --- | --- |
| Teacher | Bui Dinh Chien | chienbd@fpt.edu.vn | Review/accept products of the project.  Resolve escalated issues and receive project reports. |

### Other Projects

We don’t have the interfaces with other projects.

### Supplier & Sub-Contractor

We don’t have supplier & Sub-Contractor.

# 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; Obtainment of commitment of relevant stakeholders | PM, Project Team Members, QA, Supervisor |
| 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 |
| Project Post-mortem Meeting | Face to face | Termination stage | Wrap-up  Evaluate project performance; Team performance; share experiences | PM, SM, Project Team Members, QA |
| 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 sup | Face to face | 8h45 am Tuesday, Weekly | As above | PM |
| Requirement gathering/clarification | Email /Face to face meeting | During requirement analysis phase | As in Q&A list | PM |
| Communication with Supervisor | | | | |
| Review Project Plan & Project schedule | By email or 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

CM plan of this project has a lot of contents:

* Naming Rule : [Code of project]\_<Name of product>\_v<x.x>\_<language>
* The number of version start from 0.1 to 0.9 before approving by supervisor. The last version will be “v1.0”.

Example: [VNBD] \_Project Plan\_v0.9\_EN

* All of product is kept in Tortoise SVN and below the folder that PM created.

# Security Aspects

## This project does not require security aspects.

# References

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Reference item | Issued Date | Source | Note |
| 1 | VNBD\_Test Plan\_v0.1\_EN.docx | 09-09-2013 | Report 1 for supervisor or SVN of project |  |
| 2 | VNBD\_Risk And Issue\_Management\_v1.0.xlsx | 09-09-2013 | Report 1 for supervisor or SVN of project |  |