Software Project Management Plan

Group 4

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CS673

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Software Project Management Plan (SPMP):
Our Software Configuration Management Plan will define and outline the processes involved with the project development such as communication, task tracking, version control, and documentation. We will be using Discord, Trello, Google Docs, and GitHub as our primary tools to carry out the project development.

TOOLS OVERVIEW

● **Discord:** This will be our primary communication platform to arrange meetings.

● **Trello:** For task tracking and assignment and managing weekly sprint objectives.

● **Google Docs:** It will be used for collaborative note-taking and drafts related to the project development meetings and documentation.

● **GitHub:** This will be our primary tool for code version control, to track issues and manage code reviews.

VERSION CONTROL STRATEGY

● **Branching Strategy:** There would be production-ready code in the main branch and all the individual contributors would be required to use development branches for working on various aspects of the project.

● **Code review:** All the development branches and feature additions would go through pull requests and code reviews before being pushed to the main branch.

● **Update Log:** There would be a changelog file documenting all the minor and major changes between versions to notify the contributors.

PROJECT MANAGEMENT AND TASK TRACKING

● **Trello Boards:** There would be different boards to manage backlogs, in-progress tasks completed tasks. The boards will be further divided into different sections based on frontend and backend development progression.

● **Task Assignment:** The tasks will be assigned to contributors by the project manager and task assignments will be discussed beforehand in weekly meetings.

● **Sprint Planning:** There will be weekly sprints and everyone will be updating their progress and update on their respective Trello Boards.

Communication Protocol:

● **Discord Channels:** There would be different channels to carry communication about different aspects of the project, like meetings channel, development channel for development-related issues and discussion.

● **Meetings:** There will be weekly meetings carried out by the project manager to discuss weekly progress and issues that need to be addressed, meeting minutes will be shared by all the contributors are in a shared Google Document.

Risk Identification and Mitigation strategies

1. **Development Delays**: Technical issues or complex tasks may cause delays. This risk can be avoided through thorough research and understanding.

2. **Feature Expansion:** Adding additional features during the development process may cause delays. This can be avoided by listing out the features and sticking with them before starting the deployment.

3. **Team Member Unavailability:** A team member's unavailability due to any circumstances might affect the progress or the deliverable of the project. This risk can be avoided by arranging for appropriate replacements as soon as possible.

4. **Data Loss:** Loss of code or data. This risk can be avoided by having configured code and data backups.

5. **Deployment Process Inefficiencies:** Issues with the inconsistency of the project deployment. This risk can be avoided by using automated deployment scripts.