

Quick Plan – Deliverable 1

Group 3

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Introduction

This document outlines the development of a **Project Management System** designed to help teams track and manage software projects more effectively. The system will allow users to input and monitor key project details, requirements, and the time spent on various tasks like requirements analysis, design, coding, testing, and project management. By providing a clear overview of project progress and effort allocation, this tool aims to improve efficiency and transparency in project workflows.

This report is organized into sections: a **Table of Contents**, an **Introduction**, a detailed **Body** with subsections (using tables, graphs, and charts where applicable), a **Summary**, and a **Bibliography/References**. Additionally, the document includes the **Group Title**, **Group Number**, **Group Leader's Name**, and **Group Members' Names** with their respective contributions, clearly indicating whether each member (A) did their share, (B) did less than their share, or (C) did nothing.

Our team is organized with specific roles, including a **Project Manager**, **Risk Analyzers**, **Developers**, **Designers**, and **Testers**, to ensure smooth collaboration and efficient progress. We will deliver a prototype focusing on the core features above. The following sections explain our plan and progress.

Objectives

Group Three's mission is to develop the Project Management System, an efficient tool used to help software development teams plan and organize their projects. Objectives of this system consist of the following: create a user-friendly interface in which users can seamlessly add general project information, enable requirements and goals management, implement logging hours for effort tracking, and offer visual representations for easy understanding. To ensure that these objectives are met, Group Three will utilize planning documents and a Trello board to track development progress. A GitHub repository will also be used to share and review code. In addition, all group members will communicate each week via GroupMe and/or Teams to facilitate collaboration.

Project Description

- The system includes three main features:
 1. **General Project Information:** Users can add a high-level project description, the project manager's name, team members (which can be updated as needed), and a list of risks with their status.
 2. **Project Requirements:** Users can input and manage functional and non-functional requirements to ensure the project aligns with its goals.
 3. **Effort Tracking:** Users can log hours spent on different tasks daily or weekly and view the total hours expended for each requirement and phase. This helps teams identify bottlenecks and allocate resources effectively.

Rough Cost Estimate

- Total Estimate Effort: ~200 person-hours
 - Requirements Gathering – 15 hours
 - System Design – 25 hours
 - Development (Frontend and Backend) – 90 hours
 - Testing and debugging – 35 hours
 - Project Management (Team Meetings and Team Coordination) – 20 hours
 - Deployment – 15 hours

High-Level Estimate

Jan				Feb				Mar				Apr			
W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4
Requirement Gathering and Quick Plan															
				System Design											
				Comprehensive Plan Documents											
				Front End Development											
				Back End Development											
				Testing and Debugging											
												Updating Documents			
													Deployment		
												Presentation and Reports			

Core Features

The Project Management System (PMS) will be developed in phases to allow for the prioritization of features. Each phase will be rolled out based on the importance of the system's core functionality. This means that the highest priority features will form the foundation of the PMS.

Our primary features will focus on the implementation of project management capabilities. This will include an input system for project details, allowing for the storage of the project description, project owner information, and user management data. This phase will also include the core features of inputting and tracking basic project requirements.

Once the primary features are set up, the secondary features will focus on the tracking capabilities. This will include a system that allows time to be tracked and generates reports based on the work completed under a project. This phase will also include risk management features allowing users to record and monitor project risks throughout the life cycle.

The final phase will focus on improving the user experience by implementing a user interface with a dashboard to view the total hours spent on the project. The dashboard will display breakdowns of the time spent and work completed in requirements analysis, design, coding, testing, and project management activities.

Throughout the development of each phase, testing will be done to ensure high-quality software is produced along with strong system stability and performance.

Summary

The Project Management System aims to streamline the tracking and management of software projects by allowing users to monitor project requirements, team members, risks, and effort distribution efficiently. Our Quick Plan outlines the key functionalities, estimated person-hours, high-level schedule, and risk assessment to ensure smooth project execution.

The project will be developed over an estimated 200 person-hours, covering requirements gathering, system design, front-end and back-end development, testing, deployment, and project management. A Gantt Chart has been created to provide a high-level timeline.

This Quick Plan serves as the foundation for our Comprehensive Plan, where we will go into more detail about our project's technical details, resource planning, and risk management strategies. This system is designed to increase project transparency and improve efficiency by providing a structured approach to tracking development progress, risk assessment, and team contributions.

The core functionalities of the system include:

- **Project Details Management:** Allowing users to input and modify key project information, team members, and project risks.

- **Requirement Tracking:** Ensuring functional and non-functional requirements are documented and updated as needed.
- **Effort Logging & Visualization:** Providing time tracking capabilities to measure team contributions across various project phases.
- **Risk Monitoring:** Allowing project managers to log potential risks, assign statuses, and track resolution efforts.

Bibliography/References

SWE 4663 Course Materials and Project Requirements Document

Team Member Contributions

Week 1 ([2/2/25-2/9/25](#)):

- Ashlynn (2/6/25):
Created blank Word document for the quick plan and shared it with all members.
- Shams (2/7/25):
Created doc; formatted title page, table of contents, schedule, and team member contribution pages (30 mins)
- Ashlynn (2/7/25):
Created Teams channel and invited all members.
- Shams, Ashlynn, Harry, and Julissa (2/7/25):
Attended a Teams meeting for 30 minutes to discuss the project plan, requirements, and deliverables.

Week 2 ([2/9/25-2/16/25](#)):

- Shams (2/16/25):

Updated Intro and Schedule section of doc, created + formatted team roles file under the GitHub repository (40 mins)

- Ameer Salameh:

Logging contributions to GitHub, Trello, and our word shared documentation.

Week 3 ([2/17/25](#)-2/24/25):

- Ashlynn (2/19/25):

Wrote the objectives section of the quick plan and picked role in GitHub.

- Ameer (2/20/25):

Wrote the summary section with some risks edits.

- Shams, Ashlynn, Harry, Julissa (2/20/25):

Attended meeting to discuss team roles and quick plan section assignments (30 mins)

- Harry (2/20/25):

Wrote risks and assumption section. Edit, and reformat quick-plan document

- Julissa (2/20/25):

Wrote the core features section.

- Ashlynn (2/22/25):

Added contributions section to quick plan and added tasks to Trello board.

- Ameer (2/23/25):

Edits to line spacing as well as grammar and fonts.