

Project Management Plan

Deliverable 1

Group Name:

syntaxError

Project Members:

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1. Scope of Project

1.1 Project Overview/Aim of Project

The project described within this document relates to an analytics platform used in predicting epidemics and its designed with the specific goal of providing critical analysis of outbreaks of public health significance. The project aims to create a system called EpiWATCH which automates the ability to detect epidemics quickly. This system will be using openly available data sources to produce the following information:

- Outbreak Alerts: Rapid service which provides outbreak alerts.
- Watching Briefs: Critical analyses of outbreaks of concern.
- Digest: Newsletters regarding recent outbreaks.

1.2 Project Details: Final Product

The entire project will have a timeframe of approximately 10-weeks. By the end of the project, our team aims to have a fully functional outbreak surveillance system. This system will be composed of two parts and will be designed in two stages.

Stage 1: Creation of an API which fetches disease and outbreak alerts. (*Current Stage*)

Stage 2: Creation of a platform that provides the ability to do one or more of the things listed in 1.1 Project Overview.

1.3 Evolution of this document

This project management plan is a living document and will therefore be updated regularly depending on the changes in the team workflow. Given the nature of the project and small team size, as the project progresses, responsibilities change and things assigned initially will therefore also change. So, this document aims to be the preliminary version of our project management plan.

2. Team Communication and Agile Development

2.1 Project Management and Platform for Development

Our team has decided to use **GitHub** as our platform for its version control and code review features. We will be making use of these features to keep track of each other's work and to ensure code quality is consistent throughout the project. Additionally, we are using **Jira** for task delegation and project planning. To ensure that we follow the agile development workflow, each deliverable was classified as an 'Epic' and all requirements were created as 'issues' which are organised into 'sprints'. Jira not only has a project board, but also a project roadmap (shown in section '4. Project Timeline') which we used thoroughly to plan out our tentative timeline.

2.2 Team Communication Platform

The team came together to discuss the few social media and communication platforms we were personally familiar with. The common ground we found were at **Facebook Messenger** and **Discord**. Discord will be continuously used for our weekly online meetings which happen after our weekly mentoring session occurring at 2:20 pm on the Wednesday. It is also used when we are pair coding for better communication and collaboration. Discord allows the team to quickly arrange a stand-up meeting and enables everyone to be on the same page. Facebook Messenger is usually used for announcements and casual communication.

2.3 Project Roles and Responsibilities

2.3.1 Introducing the Team

Name	Role + Responsibility
Neeraj Mirashi	Role: Team Leader <ul style="list-style-type: none">• Design Details Report• Management Information Report• Backend Development (Python, Flask)• Natural Language Processing
Sohum Jain	Role: Backend Developer <ul style="list-style-type: none">• Design Details Report• Management Information Report• Web scraper and API interface• Backend Development (Python, Flask, API)
Annie Yang	Role: Backend Developer <ul style="list-style-type: none">• Web Scraper and API interface• Frontend (React)• Database (MongoDB)• Testing/Debugging
Hibah Ansari	Role: Frontend Developer <ul style="list-style-type: none">• Design Details Report• Report Editing and Formatting• Frontend (React)• Testing/Debugging
Jordan Lee	Role: Frontend Developer + Tester/Debugger <ul style="list-style-type: none">• Management Information Report• API Documentation• Frontend (React)• Testing/Debugging

Figure 1 – Roles and Responsibilities of each team member.

As a newly formed team, we discussed our strengths and weaknesses to decide the roles we will be taking. The roles will be flexible to account for overflows in workload. If some sections become too large for the assignees, team members will contribute to the affected section to balance out the workload. These roles were determined from a survey we conducted where everyone filled out what they had experience with.

2.3.2 Survey of Past Experience

	Neeraj	Sohum	Annie	Hibah	Jordan
Backend	Python Java	Python Java C#	Python Java C#	Python Java	Python Java
Frontend	HTML/CSS JavaScript	HTML/CSS JavaScript React	HTML/CSS JavaScript ReactJS	HTML/CSS JavaScript	HTML/CSS JavaScript Bootstrap
Databases	SQLite MySQL PostgreSQL	SQLite MySQL PostgreSQL	SQLite MySQL PostgreSQL CSV	MySQL PostgreSQL	SQLite MySQL PostgreSQL
API Interface	Flask	Flask	Flask	Flask	Flask
Project Management Tools	GitLab Jira	GitLab Trello	Gitlab Jira	Gitlab Trello	Gitlab Jira

Figure 2 – Survey results of past experience.

Figure 2 Shows the finalised survey results and these results were ultimately used to allocate roles and responsibilities seen in Figure 1.

3. Project Timeline

3.1 Work Breakdown Structure

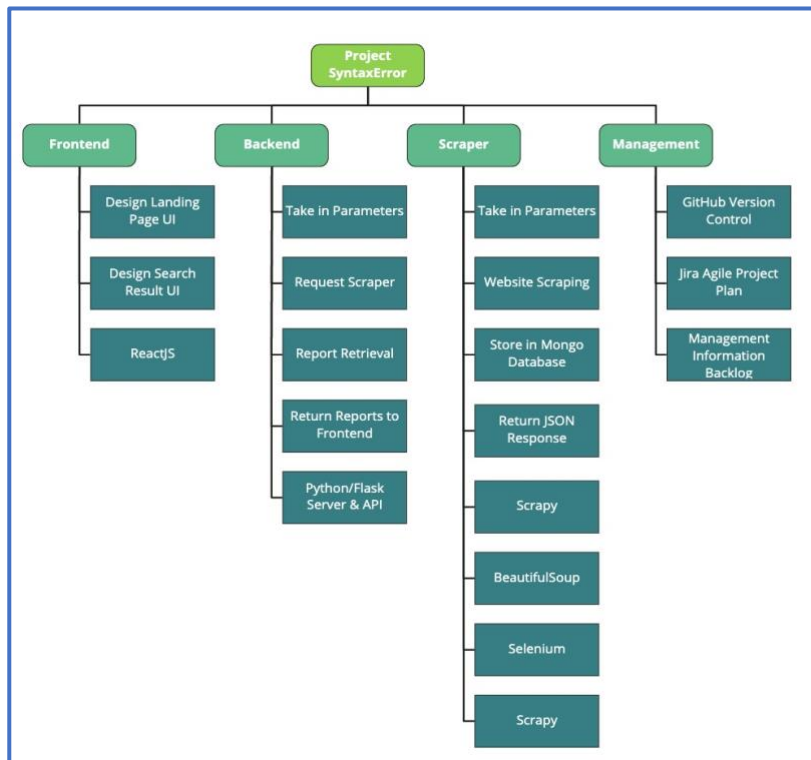


Figure 3: Shows the Work Breakdown structure for each aspect of the project.

3.2 Gantt Chart

We found the best way to organise deliverables and set internal due dates was through Jira's Project Roadmap and task board. We have had regular stand-ups and during our first few stand-ups we outlined a tentative timeline we aim to follow throughout the term after considering Figure 2.

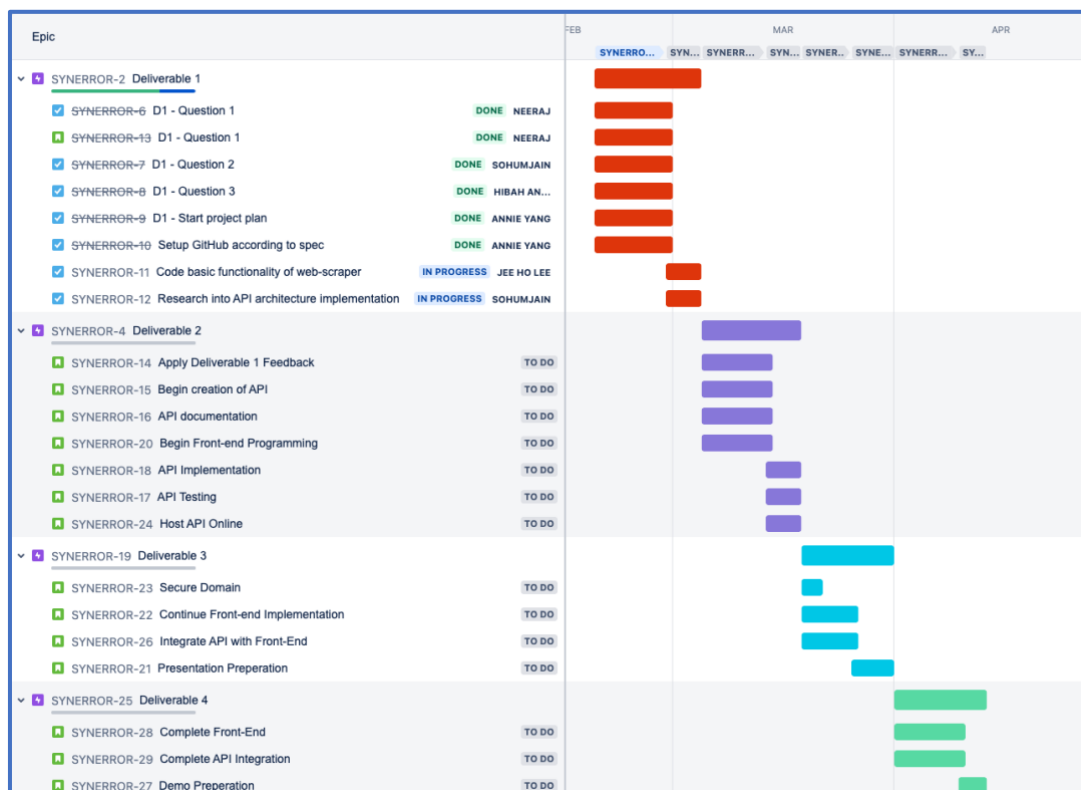


Figure 4: Shows the Gantt Chart our team will aim to follow.

In order to properly assign work and figure out what tasks actually need to be done; our team first created a work breakdown structure alongside the Gantt chart using Miro.

After establishing what core items need to be done, we began assigning things on Jira's Roadmap (Figure 4).