**Project Plan**

The project plan describes the project schedule, key milestones, and the roles and responsibilities of the project team. The project has a 7 week schedule with artifacts due at the end of each week as follows:

* Project plan and software requirements specifications
* Software design description
* Software testing documentation and user’s guide
* Software coding phase 1 source
* Software coding phase 2 source
* Software coding phase 3 source
* Final project document

Successful completion of the project includes:

* Creation and on-time submission of plan, requirements, design, and testing documentation
* Creation and on-time submission of a user’s guide
* Creation of a working software system that meets all requirements as described in the requirements specification and passes testing criteria as described in the testing documentation.
* Creation and on-time submission of a final project document.

**Work Breakdown Schedule (WBS) version 1.0**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| WBS | Task | Duration | Start | End | Comments |
|  | Bus Inspection Project | 56d | 10/19 | 12/13 |  |
| 0 | Form Class Group | 10d | 10/19 | 10/28 |  |
| 0.1 | Form group / Introductions | 1d | 10/26 | 10/26 |  |
| 0.2 | Create group communication page, file storage, protocols. | 2d | 10/26 | 10/27 | Trello as group hub, shared Google drive, group email, VOIP calls as needed. |
| 0.3\* | Submit group name/members | 1d | 10/28 | 10/28 |  |
| 1 | Project Plan | 7d | 10/26 | 11/1 | **Leads: Anita and John** |
| 1.1 | Requirements | 7d | 10/26 | 11/1 | Audience: customer and team |
| 1.1.1 | Submit outline to group page | 3d | 10/26 | 10/28 | Research requirements, identify use case scenarios, determine system specifications. Assign tasks as needed. |
| 1.1.2 | Work on Requirements | 4d | 10/29 | 11/1 |  |
| 1.2 | Planning | 7d | 10/26 | 11/1 | Audience: team |
| 1.2.1 | Submit outline to group page | 3d | 10/26 | 10/28 | Preliminary WBS, identify key milestones, assign roles to team members. Assign tasks as needed. |
| 1.2.2 | Work on Planning | 4d | 10/29 | 11/1 |  |
| 1.3\* | Complete and submit Project Plan | 1d | 11/1 | 11/1 | All team members submit via class assignment page. |
| 2 | Project Design | 7d | 11/2 | 11/8 | **Lead: Pau**l  Audience: team |
| 2.1 | Research and collaborate on application design (group call?) | 3d | 11/2 | 11/4 | *Specific requirements to be derived from class assignment when posted.* |
| 2.1.1\* | Finalize design decisions | 4d | 11/2 | 11/5 | Classes, methods, fields, interfaces, data structures, data file structures, input formats, output formats, etc. |
| 2.2 | Submit outline to group page | 3d | 11/2 | 11/4 | Assign tasks as needed. |
| 2.3 | Work on Project Design | 4d | 11/5 | 11/8 |  |
| 2.4\* | Complete and submit Project Design | 1d | 11/8 | 11/8 | All team members submit via class assignment page. |
| 3 | Test Plan | 7d | 11/9 | 11/15 | **Lead: Joey**  Audience: team |
| 3.1 | Research and collaborate on test requirements, test data, and plan | 3d | 11/9 | 11/11 | *Specific requirements to be derived from class assignment when posted.* |
| 3.2 | Submit outline to group page. | 3d | 11/9 | 11/11 | Assign tasks as needed. |
| 3.3 | Work on Test Plan | 4d | 11/12 | 11/15 |  |
| 3.4\* | Complete and submit Test Plan | 1d | 11/15 | 11/15 | All team members submit via class assignment page. |
| 4 | Coding / Implementation | 28d | 11/16 | 12/13 | **Lead: Elaine**  *Tentative pending completion of WBS 1-3* |
| 4.1 | Phase 1 Source | 7d | 11/16 | 11/22 |  |
| 4.1.1 | (placeholder) |  |  |  | *to be defined upon completion of design* |
| 4.2 | Phase 2 Source | 7d | 11/23 | 11/29 |  |
| 4.2.1 | (placeholder) |  |  |  | *to be defined upon completion of design* |
| 4.3 | Phase 3 Source | 7d | 11/30 | 12/6 |  |
| 4.3.1 | (placeholder) |  |  |  | *to be defined upon completion of design* |
| 5 | Testing | TBD | 11/16 | TBD | **Lead: Joey** |
| 5.1 | (placeholder) |  |  |  | *to be defined upon completion of test plan* |
| 6. | User’s Guide | TBD | 11/9 | TBD | **Lead: Anita** |
| 6.1 | Submit outline to group page | 3d | 11/9 | 11/11 | *(tentative)* |
| 6.2 | Submit preliminary guide | 4d | 11/12 | 11/15 | *(tentative)* |
| 6.3\* | Complete and submit User’s Guide | 21d | 11/16 | 12/6 | *(tentative)* |
| 7\* | Project Completion (final paper and submissions) |  |  | 12/13 | **Lead: John** |
|  |  |  |  |  |  |

**Peer Reviews Schedule**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| WBS | Task | Duration | Start | End | Comments |
| A | Peer Review - Test | 7d | 11/2 | 11/8 | *Specific requirements to be derived from class assignment when posted.* |
| B | Peer Review - Phase 1 | 7d | 11/16 | 11/22 | *Specific requirements to be derived from class assignment when posted.* |
| C | Peer Review - Final | 7d | 12/7 | 12/13 | *Specific requirements to be derived from class assignment when posted.* |

**Key Milestones**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Milestone | WBS | Assigned | Due | Status |
| Form class group | 0.3 | Anita | 10/28 | Completed 10/28 |
| Complete and submit Project Plan | 1.3 | Anita and John | 11/1 | In-progress |
| Finalize Design decisions | 2.1.1 | Paul | 11/5 | In-progress |
| Complete and submit Project Design | 2.4 | Paul | 11/8 |  |
| Complete and submit Test Plan | 3.4 | Joey | 11/15 |  |
| Coding/Implementation Phase 1\* | 4.1 | Elaine | 11/22 |  |
| Coding/Implementation Phase 2\* | 4.2 | Elaine | 11/29 |  |
| Coding/Implementation Phase 3\* | 4.3 | Elaine | 12/6 |  |
| Coding/Implementation Phase Final\* | 4.4 | Elaine | 12/13 |  |
| Testing\*\* | 5 | Joey | TBD |  |
| User Guide | 6 | Anita | TBD |  |
| Project Completion (final document) | 7 | John | 12/13 |  |

\* Coding / Implementation milestones to be further defined upon completion of Project Design plan (WBS 2)

\*\* Testing milestones to be further defined upon completion of Test Plan (WBS 3)

**Roles and Responsibilities**

All members are expected to contribute as needed. In general, leads should facilitate group discussions on their designated area as early as possible and submit an outline by Wednesday on the week their task is due, by which time tasks should be specifically assigned with assignments being started as soon as possible. Group discussions should be focused on collaboration of ideas, finalization of project decisions, and assignment of tasks. Progress should be updated at least twice a week. Final deliverables should be ready no later than 10pm EST on the due date and earlier whenever possible.

|  |  |  |
| --- | --- | --- |
| Team Member | Role | Responsibilities |
| Anita Stubenrauch | Lead – Requirements | Define project requirements, create and complete requirements documentation, including use case scenarios and system specifications. Answer questions regarding requirements and ensure requirements are being met. |
| John Chang | Lead – Planning | Define project schedule, key milestones, assign roles and responsibilities, create and complete project plan. Keep project on schedule and facilitate communication and task completion. |
| Paul Dangcil | Lead – Design | Work with developers to define system design specifications - Classes, methods, fields, interfaces, data structures, data file structures, input formats, output formats, etc. Create and complete design documentation. |
| Elaine McGinty | Lead – Coding | Lead development team to create system software. Define coding / comment standards. Define and manage  coding and implementation phases / milestones. |
| Joseph Wysosky | Lead - Testing | Define testing parameters and tools, create and complete test plan. Work with development team to define test data and implement test plan, |

**Group Tools**

* Group Hub: scheduling, comments, posts, questions
  + https://trello.com/b/6DESc72S/cmsc-495-bus-inspection-application
* Group Drive: file/document storage and collaboration (using Google apps)
  + https://drive.google.com/open?id=0B9C7U8BfpMjqaDVWbnJBNzFQTzQ