**Project Plan Update**

**Executive Summary**

* The *Seed* , an Excel document file, provides a starter to  individuals an effective and efficient way of organizing events, important dates, and grades etc. The purpose of this project is to help students improve their management skills. This project is assigned to first year management engineering students. They have four milestones to hand in throughout the term for an update to the boss ( professor/TA).

Students have responsibility for implementing features and personalizing the document between the due date intervals. At the end of this term, students should be able to have a full understanding of their personalized Seed, meaning they should know how to get the most benefit out of Seed in a time management and data organization wise.

[**Scope management**](https://www.tpsgc-pwgsc.gc.ca/biens-property/sngp-npms/bi-rp/livra-deliv/plan/guide-eng.html#p3)

* **Project Scope**
  + The scope of the project is to use VBA coding to create multiple features that can help users manage their time. The minimum required features in this project will be creating buttons with different functions such as clear button, Exam button, Assignment button, At a glance button, Edit button etc. Each of these buttons must contain forms (except clear button) that pop up when button is clicked. Forms are mainly where students will spend time coding. They can create multiple sheets to separate different categories. Students can also play with  images, fonts, colours, and structures to make the project as personal as they want.

**Constraints**

* Quality Constraint: we are only able to use Excel VBA programming - limited coding system
* Scope Constraint: must contain multiple buttons, forms, and sheets with various functions
* Time Constraint: for those who are new to VBA programming requires more assistance on programming but there is only one Excel tutorial every Thursday

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**Requirements management**

* In order to fully meet the requirements on each assignment and the whole project in general, students need to read the instruction thoroughly and read more than once to not miss small details. Also, students must read the feedback from previous assignments and correctly apply to the new assignment to avoid repeating the same mistake. Finally, always take notes of professor’s and TAs’ instructions and constantly check the announcements for new instructions.

**Quality Management**

* The quality of the project can improve over time by testing the features multiple times and searching the coding concepts on the internet for functional improvement. Students can also reach out for help during the Excel tutorial session or learn the new coding concept the TAs address during the tutorial. A student can also see where they are at and ensure they are on the right track by asking other classmates.
* In the prototype, I have made some changes against the previous plan since the previous plan required some high coding skills. I was able to realize by one of the TAs that I had to make an adjustment between my ability to code and ideal features to be created. This was an important change to make because it is beneficial to spend more time on basic requirement features than wasting time on fancy non requirement features that are uncertain whether it can be created.

**Research**

* Document format is found from the Government of Canada (guidelines and template for the preparation of project plan)
* I chose this guideline to follow due to two reasons. First, I could trust the website. Second, the guideline was well organized and easier to understand than that of others. Each management contents were well described in terms of what to write and how it is necessary to be on a project plan.

[**Time management**](https://www.tpsgc-pwgsc.gc.ca/biens-property/sngp-npms/bi-rp/livra-deliv/plan/guide-eng.html#p4)

* Schedule three days in a week to work on the Individual *Seed*
* Mon, Wed : to upload data on Seed and make more features
* Fri: Give final touch for the week and hand in a milestone (depends on the assignment due date stated on the table below.)
* Note that the three days can be scheduled at any time in the week due to variation on an individual Calendar such as exam week.

* Milestone Schedule

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| --- | --- | --- | --- | --- |
| **Milestone** | **Requirement** | **What was planned** | **Due Date (at 5pm EST)** | **Completion** |
| Milestone I | * Functional requirements ( take the above and flesh it out, make it personal) * Project plan | * Get exposed to VBA coding (watch VBA programming tutorials or tips when coding etc) * Find suitable functional requirement and project plan template | Sept 18 | done |
| Milestone 1  resubmission | * Functional requirements ( take the above and flesh it out, make it personal) * Project plan | * Read milestone 1 feedback * Use right template ( I used same template that my team used form the team term project milestone) * Applied the skills I learn in the Excel tutorial session ( buttons and userform) | Sept 28 | done |
| Milestone II | * User i/f concepts, basic design (components, flow, big bits of logic anticipated) * Project plan update, status report, log | * Research on User i/f concepts, basic design * Know what needs to be included in the status report * Learn VBA programming terminologies * Applied the skills I learn in the Excel tutorial session ( vba functions such as looping, as integer, as string) | Oct 2 | done |
| Milestone III | * Prototype * Project plan update, status report, log | * Added more criterias in the project plan * Applied the skills I learn in the Excel tutorial * Research and gain new coding skills through  websites for VBA beginner * Brainstorm what needs to be included in the prototype * Read milestone 2 feedback * Revisit the individual term project outline | Nov 6 | done |
| Milestone IV | * FInal deliverable * Project plan update, status report,log * By Dec 4th, group of 10 - demos to the TAs - 5 minutes each | * Read over milestone 3 feedback and add things that were highlighted yellow * Add at a glance button with schedule sheet that will show me the tasks I need to get it done in two weeks span * Read over project outline once again and check whether you meet the minimum tasks that need to be met * Study coding concept and apply to the project * Finalize the project by making sure all the features are working properly | Dec 4 | done |

**Risk Management**

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| --- | --- | --- | --- |
| **Risks** | **Priority (H,M,L)** | **Category** | **How to overcome it?** |
| Misinterpreting the instructions | M | Instructions | Write notes and focus on what he says. |
| Not meeting project goals as expected | M | Resources | Always have a backup plan and finish work off early so there is time to fix any issues |
| Forgetting to write a citation | H | Instructions | Always remember to make a reference/research section in the end of the page |
| Read the  feedback for the previous milestone and apply to new one | H | Instructions | Ensure to read over all the previous feedback + team project feedback to make sure to not repeat the same mistake |

**Responsibilities:**

* Attend all excel tutorial session happening every Thursday morning
* Gain skills from tutorial videos & instruction online
* Ask TA or instructor by posting the question on Crowdmark or attending TA office hour
* Try to understand the concept behind the codes
* Know the basic features that need to be included in the final deliverable

**Reference**

* *Preliminary Project Plan*. tpsgc-pwgsc.gc.ca. (2019). Retrieved 21 September 2020, from <https://www.tpsgc-pwgsc.gc.ca/biens-property/sngp-npms/bi-rp/plan-eng.html>.
* Free Downloadable Issue Log Template - Project Management Docs. (2020). Retrieved 2 October 2020, from <https://www.projectmanagementdocs.com/template/project-documents/issue-log/#axzz6ZjvAOpIM>