



# Vehicle Registration System

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## OVERVIEW

The Vehicle Registration System exists to support the interests of the automotive industry. Working closely with companies, Vehicle Registration System acts as the voice of the motor industry, promoting its position to government, stakeholders and the media. The database is the result of co-operation between the Vehicle Registration System, manufacturer and the DMV.

## PROJECT DEFINITION

### OBJECTIVES

Implement Vehicle Registration System to support decision making for manufacturers and other customers by

- Building, implementing, hosting and supporting the next generation Vehicle Registration System that is cheaper, more reliable and easier to use, with no business disruption to customer
- Providing daily, easily available, reliable and accurate market data
- Providing a consistent, intuitive and flexible user interface

### SERVICE TYPE

- Requirements Analysis, Prototyping and Solution Design
- Application Development and Implementation
- Infrastructure Build and Implementation
- Post implementation support
- Application enhancements

### DEFINED METHOD OF APPROACH

The project will follow the Waterfall Model with the following phases:

- Planning
- Requirement Gathering and prototyping
- Design
- Build of Infrastructure
- Build of the Application

- QA Testing
- Testing (UAT)Preparation
- Testing (UAT)
- Support

## IN SCOPE

The following services are in scope:

<b>Design Services</b>	<ul style="list-style-type: none"> <li>▪ Planning</li> <li>▪ Requirement Gathering and prototyping</li> <li>▪ Design</li> </ul>
<b>Implementation Services</b>	<ul style="list-style-type: none"> <li>▪ Build of Infrastructure</li> <li>▪ Build of the Application</li> <li>▪ QA Testing</li> <li>▪ Testing Preparation</li> <li>▪ Testing</li> <li>▪ DR Testing</li> <li>▪ Stabilization Support</li> <li>▪ Go-Live</li> <li>▪ Project Performance and Customer Satisfaction Management</li> </ul>
<b>Continuous Services</b>	<ul style="list-style-type: none"> <li>▪ Infrastructure as a Service</li> <li>▪ Maintenance Services</li> <li>▪ Support Services</li> <li>▪ Business Process Outsourcing</li> <li>▪ Application enhancements</li> </ul>

## USE CASES

- UC1 - Registration Management
- UC2 - Model Group Management
- UC3 - Dispute Management
- UC4 - Model Variant Management
- UC5 - Dealer Management

- UC6 - Area Management
- UC7 - Post Code Management
- UC8 - Reports

## PROJECT DELIVERABLES

Phase	Deliverable	Sign off date	TMT sign-off Authority
Planning	Implementation plan including project plan	1 <sup>st</sup> Jan, 2016	TBD
Requirements Gathering	<ul style="list-style-type: none"> <li>▪ Requirements Specification Document (including Use Cases)</li> <li>▪ Test Strategy</li> <li>▪ Revised Implementation Plan</li> </ul>	4 <sup>th</sup> Feb, 2016	TBD
Prototyping	HTML mock-ups	3 <sup>rd</sup> Feb, 2016	TBD
Design	<ul style="list-style-type: none"> <li>▪ Design Documents</li> <li>▪ Database Design Document</li> <li>▪ Infrastructure Design Document</li> <li>▪ Test Plan</li> </ul>	3 <sup>rd</sup> Feb, 2016	TBD
Build	<ul style="list-style-type: none"> <li>▪ Unit tested Code</li> <li>▪ Unit test results</li> <li>▪ QA test case document</li> </ul>	29 <sup>th</sup> July, 2016	TBD
Test - QA(Functional testing, Performance testing)	<ul style="list-style-type: none"> <li>▪ System test results</li> <li>▪ Tested and fixed code</li> </ul>	20 <sup>th</sup> Aug, 2016	TBD
UAT Preparation	UAT ready environment	15 <sup>th</sup> Sep, 2016	TBD
Testing – UAT	<ul style="list-style-type: none"> <li>▪ UAT Test results</li> </ul>	21 <sup>st</sup> Oct, 2015	TBD

## CONSTRAINTS, DEPENDENCIES, ASSUMPTIONS

### CONSTRAINTS

People : None

Time : Vehicle Registration System has to go – live by 29 Nov 2016.

Budget : Fixed Price contract with Change Control

### DEPENDENCIES

- Availability of the Subject matter experts
- Availability of DMV Service Provider
- Facilitation with manufacturers for
  - Requirements workshop
  - Prototype Validation
  - User Acceptance tests

## TEAM ORGANIZATIONAL STRUCTURE

### PROJECT GOVERNANCE STRUCTURE

Governance Type	Objective	Frequency	Manufacturer	TMT
Strategy Review Board	Provide direction to and oversee the partnership	Within 3 months of Kick - off	Head of Automotive Information Services Legal Director	Executive Director President VP Head Infrastructure Services Sales Director
Programme Management Group	Facilitate the understanding of technical strategies and future developments,	Within 10 days from commencement	Head of Automotive Information Services ABC will choose Manufacturer representatives	Delivery Head – Application Engagement Manager Delivery Head –

Governance Type	Objective	Frequency	Manufacturer	TMT
	Manage risks, Establish and manage projects			Infrastructure BI/Data Architect
Operations Review	Oversee Project Progress	Weekly	Manager	Deliver Head Data Architect Business Analyst Test Architect
Service Review Group	Oversee planning and delivery of the Services	Monthly	Head of Automotive Information Services	Deliver Head Engagement Manager

## PROJECT TEAM STRUCTURE

### APPLICATION

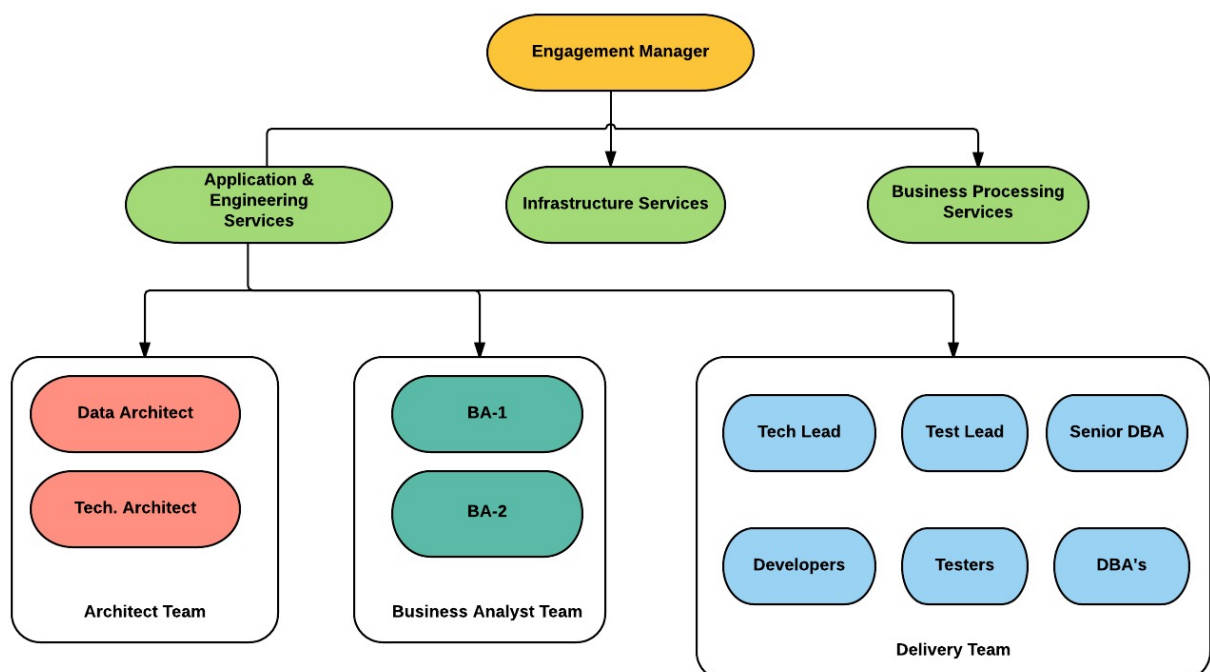


Figure 1: Project team structure



## PROJECT TEAM CONTACTS

Name	Title	E mail	Office Phone	Cell Phone
Tejus S	Delivery Head	<a href="mailto:tejus@gwu.edu">tejus@gwu.edu</a>	+12020200202	+12020200202
Tejal	Business Analyst	<a href="mailto:tejal@gu.edu">tejal@gu.edu</a>	+12020200202	+12020200202
Merina	Data Architect	<a href="mailto:merina@gwu.edu">merina@gwu.edu</a>	+12020200202	+12020200202
Krishna	Technical Architect	<a href="mailto:krishna@gwu.edu">krishna@gwu.edu</a>	+12020200202	+12020200202
Jeet	Business Analyst	<a href="mailto:jeet@gwu.edu">jeet@gwu.edu</a>	+12020200202	

## MANUFACTURERS STAKEHOLDERS

Name	Email	Telephone	Role
Preyan	<a href="mailto:preyan@gwu.edu">preyan@gwu.edu</a>	+12020200202	Executive Director
Jeet	<a href="mailto:jeet@gwu.edu">jeet@gwu.edu</a>	+12020200202	Manager
Anna	<a href="mailto:anna@gwu.edu">anna@gwu.edu</a>	+12020200202	Customer Service Manager
Anush	<a href="mailto:anusha@gwu.edu">anusha@gwu.edu</a>	+12020200202	Solutions Analyst
Puneet	<a href="mailto:puneet@gwu.edu">puneet@gwu.edu</a>	+12020200202	Analyst / Project Administrator

## TMT PROJECT RESPONSIBILITIES

### ENGAGEMENT MANAGER

- Overall in charge of Project delivery from TMT.
- Liaise with various practices/groups in TMT to ensure seamless delivery.

### DELIVERY HEAD

- Create and track implementation plan. Monitor and report project progress.

- Ensure the project is delivered on time, to budget and acceptable quality levels.
- Manage all changes to the requirements through a formally defined change control process.
- Identify areas for continuous improvement
- Ensure that team members receive any necessary project training and are used effectively
- Manage relationships and co-ordinate work between different teams at different locations
- Ensure that all requirements, schedules and changes to commitment are regularly communicated to manufacturers and project team.
- Decision making on Critical Project issues

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#### BUSINESS ANALYST

- Understand and analyse requirements
- Ensures that functional requirements are mapped to business requirements
- Review Use cases to make sure they meet the agreed requirements
- Provide design inputs where necessary
- Ensures that all business processes are properly mapped to use cases to meet the specific functional requirements
- Provide clarification on use cases and functional requirements
- Query resolution raised by development team
- Build business rules
- Work closely with test team to make sure the required functionality is met
- Prepare Training material and Train the trainer
- Provide necessary support to manufacturer during User Acceptance Testing

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#### DATA ARCHITECT

- Prepare data architecture
- Provide inputs on application architecture

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#### TECHNICAL ARCHITECT

- Prepare Technical Architecture, Deployment Architecture, Integration specifications
- Work closely with developers and testers to ensure implementation meets design specification

- Enable Application Lifecycle Management for development

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#### TECHNICAL LEAD

- Define development guidelines, coding standards and review process
- Assist in coding & unit test according to the Project plan
- Responsible for coordinating project activities with other team members, completing status, communicating status, escalating issues as and when necessary
- Testing and validating the business flows on the developed components.
- Review QA test cases

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#### DBA

- Database creation

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#### UI DESIGNER

- UI screens design
- UI coding
- UI defect fixing

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#### DEVELOPERS

- Development of the use cases as per design and coding guidelines
- Bug Fixing

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#### TEST LEAD

- Preparation of test strategy and plan
- Review test cases
- Validate test logs and prepare test report

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#### TESTERS

- Prepare test cases
- Execute test cases and create test log
- Perform regression testing

## CUSTOMER PROJECT RESPONSIBILITIES

### CLIENT

- Provide thought leadership and direction
- Provide the sign off on Planning and Go live
- Participate in Key deliverable review meeting

### VRS MANAGER

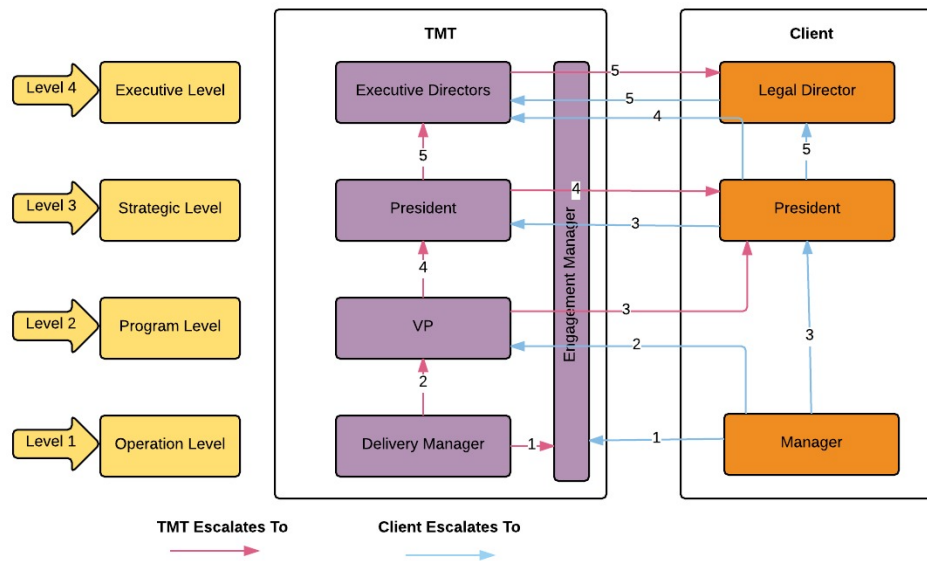
- Main Point of Contact for TMT for VRS project and live service
- Facilitate interactions with Members and ABC Subject Matter Experts
- Review and Signoff on deliverables

### MANUFACTURERS

- Provide input into requirements analysis workshops and prototypes
- Participate in User Acceptance and confidence testing

## ESCALATION MATRIX

The escalation matrix as enclosed will be followed for issue resolution



**Figure 2: Escalation Matrix**

**Content of Weekly Status report:**

- Key Accomplishments for the Week
- Status report for the week (Planned Vs. Actual)
- Key decisions for the week
- Plan for next week
- Action register
- Risks /issues

**Content of Monthly Project Progress report:**

- Key Accomplishments for the month
- Status report for the month (Planned Vs. Actual)
- Action register summary

- Risks /issues
- Change register

**Content of Quarterly Project Progress report:**

- Organisation Update from TMT and Manufacturer
- Engagement status
- Project dashboards
- Project team updates
- Risks /issues (strategic / summary)
- Focus areas for next quarter

## PROJECT TRAINING

The team members will be trained mandatorily on the following

Sl. No	Trainings	Target Date
1	Quality Management System Training	15-Dec- 2016
2	Application Life Cycle Management	20-Dec-2016
3	Security Principles	31-Dec-2016
4	Data Security Training	31-Dec-2016

## PROJECT TOOLS

Work Product	Tools Used
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Work Product	Tools Used
Project Plan	Microsoft Project
Development	SharePoint Server 2013 SQL Server 2012 Business Intelligence (SSRS, SSIS and SSAS) SQL Server 2012 Developer SQL Server 2012 Enterprise Microsoft .NET Framework 4.0 Windows Server 2012 R2
Source Code/Document Management	Team Foundation Server
Defect Tracking System	JIRA

## CONFIGURATION MANAGEMENT PLAN

Activities when setting up the project	Person responsible	Target Date
Define the configuration processes	Technical Architect	1st Jul 2016
Identify the configuration items	Technical Architect	1st Jul 2016
Install the bug repository tool and set up the database	Technical Architect	1st Jul 2016
Install the software configuration repository tool and set up the database	Technical Architect	1st Jul 2016
Manage and structure the reference space	Technical Architect	1st Jul 2016

Activities during the project lifecycle	Person responsible	Frequency
Check out components for modification, test or delivery from Application Lifecycle Management repository	Technical Lead/Team Members	Daily
Lock accepted and released components	Technical Lead	Daily
Verify version to be delivered and authorise deliverable	Delivery Head	As per the defined plan
Do configuration audits and inspect configuration records	Quality Manager	Monthly

Management activities	Person responsible	Frequency
Manage versions and archives	Technical Lead	Weekly
Manage configuration records	Technical Lead	Weekly
Produce configuration item reports	Technical Lead	Weekly
Manage quality reports	Quality Manager	Monthly

Decisions process and responsibilities

Responsibilities during reviews, audits and approvals are listed below:

#### At the end of an activity of the project

Activities	Person Responsible
Do a configuration freeze	Technical Lead
Present a configuration state of the components impacted by the activity	Technical Lead

#### During a configuration management process audit:

Activities	Person Responsible
Do the configuration management process audit	Delivery Head
Present the records of the configuration management process	Technical Lead
Present the quality records of the configuration management process	Quality Manager

## RELEASE MANAGEMENT

The solution is built according to the use cases defined in requirements document in a phased approach. The code will be built on weekly basis and will be released for testing during the build cycle.

The following is the build plan during the QA cycle

QA Builds	Release Date
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QA Builds	Release Date
QA build 1	3rd Feb 2016
QA build 2 with defect fixes of QA Build 1	10th Feb 2016
QA build 3 with defect fixes of QA Build 2	15th Feb 2016
Alpha Build	23rd Feb 2016
Performance testing build	26 Feb 2016
Final build	28 Feb 2016

## RISK AND ISSUE MANAGEMENT PLAN

Risk Description	Mitigation Plan Proposed
Mismatch of expectations among Manufacturers / Members / other customers	Requirements workshop to be conducted with all necessary stakeholders Sign-off by manufactureres on deliverables Regular Governance meetings and communication to all stakeholders at various levels
Any Changes in the file specifications/Manufacturer extract file definition	Any changes will be routed through Change Control process
Milestone delays due to sign-off	TMT will provide deliverables two weeks in advance for sign-off and sections of documents in advance of this as appropriate.

## DOCUMENT CONTROL

### DOCUMENT INFORMATION

Prepared by:	Merina Joy
Delivery Head:	Tejal Rikame
Engagement Manager:	Tejus C S

#### DOCUMENT REVISION HISTORY

Version	Date	Author	Description
1.0	23/01/2016		First Submission to manufacturers

#### APPROVERS

*Electronic Approvals only*

Approver Name	Company	Date
Preyan	Manufacturer	
Tejal Rikame	TMT	
Merina Joy	TMT	