GROUP PROJECT PLAN – GROUP 19

Software Engineering Practice

SEPTEMBER 2, 2017

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Group Project Plan

This document will specify the initial Group Project Plan for our group's software engineering project. The document contains:

- Project Scope
- Project Timeline & Initial Plan
- Team Self-assessment and Communication Plan and
- Risk Assessment & Management Plan

Project Scope

The group will develop a website which will provide general purpose information on five Restaurants in Canberra. For each restaurant featured on the website, the following information will be displayed:

- A brief description of the restaurant
- Its location using google maps
- A list of menu items and price
- Link to the restaurant's website

In addition to the website, documentation on how to deploy the website on a webserver and how to update the content will be developed.

At each stage of the website development process, simple usability testing will be done to ensure its usability by following these guidelines:

- Ensure proper navigation between pages
- Avoid dead links
- Use appropriate colour combination
- Avoid content overcrowding

The following are elements are out of scope for the project:

- A complete/exhaustive listing of menu items of the restaurants
- User registration and Login
- User comments
- Search features

The website will be developed using HTML, CSS and JavaScript.

Project Timeline & Initial Plan

Task Breakdown		Who	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10	Wk11	Wk12	Wk13
1.Collect resource	1.1 prepare picture	Team	■								
	1.2 prepare text		■								
	1.3 prepare price		■								
	1.4 prepare location		■								
2. Web Design	2.1 prepare initial website design	Wang		■							
3. Web Development	3.1 Coding	Xi, Luan, Tenzin		■	■	■	■	■	■		
	3.2 Add pictures			■	■	■	■	■	■		
	3.3 Add text			■	■	■	■	■	■		
	3.4 Add map			■	■	■	■	■	■		
4. Finish Project	4.1 Clean up redundant data	Xi							■	■	
	4.2 Express websites	Luan							■	■	
	4.3 Documentation	Tenzin							■	■	
Milestones & Deadline			Project Start – 1/9/17		Mid Report & Presentation – 17/9/17				Finish Web Design – 20/10/17	Final Report & Presentation – 28/10/17	Project End

Table 1: Work Breakdown, Timeline and Milestones

Team Self-assessment and Communication Plan

	Team Members			
Skill Required	**Xi**	**Luan**	**Wang**	**Tenzin**
HTML	yes	yes	yes	yes
JavaScript	yes	yes	Need to learn	Need to learn
CSS	Yes	Yes	Need to learn	yes
Design (Graphics, concept etc.)	Need to learn	Need to learn	Yes	Need to learn

Table 2: Skill assessment of the team

In our group, we use Visual Studio to build the web page, use photo-shop to make the pictures which are used in web page, and search a lot of information about the restaurant, including the dishes, price, and location about restaurants. As for to the group project, we also need to learn how to use Visual Studio deeply, because it is an important tool to build a web page.

For better management of the group work, our group will have weekly group meeting every Saturday in UC library. We will also share work online, using group email, which can help group mates understand other people's idea. Group email is good for our group, because we can upload our work, and other group mates can download the work. If there is an argument in our group, we also have a group meeting to overcome the problem. If there is any urgent information, we use mobile, to contact each other, and order one time to have a group meeting. In our group meeting, we will summarize our last-week work, and make a new plan for our next-week work. Our choice of communication strategy is driven by the fact that each of the group member is a full time student and will not have unlimited time to work on the group project.

Risk Assessment and Management Plan

1.1. Risk Assessment Methodology

Team defined 'likelihood' and 'consequences' in *Table 3 - Risk likelihood vs. consequence definitions* and what constituted a high, medium, or low risk in *Table 4 - Risk Level definitions*.

Likelihood of Occurrence		Severity of Consequence	
Likelihood	*Description*	*Consequence*	*Description*
A Rare / Highly Unlikely	Would only occur in extreme circumstances. Is not commonly seen in projects of this nature.	**I** Insignificant / Negligible	Very low consequence. Minor disruption to workload/processes.
B Possible / Occasionally	Can be expected but is infrequent.	**II** Moderate	Causes moderation disruption to workload/process/deliverables. Requires careful management and actions to resolve issue(s).
C Almost Certain / High Likely	Is expected and occurs on a regular basis in projects of this nature.	**III** Catastrophic	Severe disruption to workflows and deliverables resulting in incomplete project and requiring intervention to rectify issue(s).

TABLE 3 - RISK LIKELIHOOD VS. CONSEQUENCE DEFINITIONS

Step Three – Risk Level	
Level	*Approach*
H High	Urgent action required. Escalate to supervisor and/or course coordinator to devise risk mitigation/removal.
M Medium	Requires action but there may not be an immediate risk. Log and track carefully. Devise contingency plan.
L Low	Either manage through risk mitigation or acceptance. Continue to monitor and review periodically.

TABLE 4 - RISK LEVEL DEFINITIONS

1.2. Risk Register and Strategies

#	Description	Likelihood	Consequence	Risk Level	Strategies
1	Team lack skillset required to deliver project requirements	B	III	H	Ensure project team are assigned roles which are within scope of skills from the onset.
2	Deliverables are not aligned to business objectives	A	III	H	Perform client analysis, user analysis, and competitor analysis. Create Requirements Specification Documentation detailing requirements which are informed by business objectives. Ensure deliverables are routinely reviewed to ensure alignment with feedback obtained through client, user and competitor analysis.
3	Lack of contingency plan in event of sickness, disability or death.	A	III	H	The consequence could be catastrophic but likelihood low. Project Manager to monitor work activities of group in event tasks need to be reassigned due to sickness, disability or death.
4	Limited access to technical resources	A	II	M	Ensure project team have required hardware and software readily available as part of role allocation. For example, do not allocate designer role to team member who does not have access to design software such as Adobe Suite. Schedule use of University machines for purposes of product development.
5	Lack of communication, poor relationships amongst team members	A	II	M	Each team member should be actively involved in project tasks. Communicate with each other patiently, in order to successfully complete the entire project.

#	Description	Likelihood	Consequence	Risk Level	Strategies
6	Project not delivered on time, to budget or meeting Client's requirements	B	III	H	Ensure timelines are developed and detailed with tasks, milestones and deliverables. Ensure project documentation is developed and client feedback sought.
7	The Client requests changes after the Requirements Specification Document has been signed off	B	II	M	Ensure a change request form is prepared and issued to the Client in the event changes are requested.

Table 5 - Risk register and Strategies