**Finalised Release Plan**

**Team Number: *82 (Project I.T.)***

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***Project: Community Centre***

***Version: 1.0***

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Release Plan

# *Release 1*

*Delivery Date: 21st September, 2016 Total Story Points: 48*

The goals for this release are to provide the basic functions for the website’s foundation and establish a solid base structure to build the website on. The features and stories included in this release will enable the user to have more of a control over their information, as well as providing them with additional opportunities to access features that previously would not have had access to electronically, such as confirming their attendance to an event online with the simple click of a button as opposed to previous methods where they had to advise the centre themselves of this confirmation in a more inefficient manner (e.g.. physically going and speaking to staff, through the mail, etc.).

## *Feature Title: Interactions with Website/System*

This feature relates to the interactive functions that will provide the basis for the website to allow it to be accessible to users and provide them with relevant features that they can utilise, such as editing their account information, resetting their passwords and confirming their attendance to events. It also provides additional features for staff members and the president of the organisation by allowing them to confirm when a member wishes to leave the organisation and providing them with authoritative access to assist members through verification to ensure they wishes to leave are genuine.

The business value of this feature is that with these various functions, the website will allow users to access elements that they previously would have had to go to the community centre themselves to update at the front desk, whereas now it provides them with the opportunity to do these in a more efficient, self service manner whilst still enabling the centre’s systems and servers to keep track of the changes and update them in real-time to provide staff and other users with instantly updated details.

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| --- | --- | --- |
| Story ID | Story Title | Story Points |
| S04 | Updating Member’s Details Themselves | 8 |
| S05 | Resetting Member’s Passwords | 4 |
| S06 | Leaving the Organisation – Position Termination | 8 |
| S07 | Online Confirmation of Event Attendance | 4 |
| S08 | Creating, Modifying and Deleting Events | 4 |
| S10 | Tracking Member and Volunteer Details | 1 |
| S11 | Accessibility of Features | 2 |
| S16 | Online Sing-Up to Volunteer At Events | 16 |
| S23 | Editing Other User’s Information | 1 |
|  | ***Story Point Sub-Total:*** | ***48*** |

# *Release 2*

*Delivery Date: 26th October, 2016 Total Story Points: 49*

The goals for this release are to establish the proposed communication methods between the website and system and the centre’s users as well as determining how the centre will calculate company revenue and profits from features on their website. The features and stories included in this release will enable the user to receive important communication from the website with regards to events along with being able to control their communicate with other users on the site. Other features and stories included in this release relate to tracking the cash flows into the centre from donations and member contributions for events they are hosting, with features such as event contributions by members and the ability to sell items through the site to raise funds for the centre being of vital importance for the president of the company to determine if the centre is generating a profit and meeting their required quotas to cover the costs of events in an efficient manner.

## *Feature Title: Communication Methods*

This feature relates to the interactive communication methods that will be present within the website, enabling members to receive up to date information with regards to upcoming events and become more involved with the centre by being able to interact with other users. The features of this website include the ability for users to receive communication about events they are scheduled to attend, including receiving updates regarding changes to these events, along with the ability for users to communicate with each other through different techniques and for users to have more a control over these communication methods (such as blocking their account communication if they choose).

The business value of this feature is that with these various functions, the website will allow users to become more involved with the centre and ensure that they are keeping up to date with all of the information for events they are due to attend so they can plan their personal schedules accordingly. These functions also provide the users with more control over how they communicate with other members of the community centre, giving them the ability to increase their network within the community and meet others who have similar interests to them through these events.

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| --- | --- | --- |
| Story ID | Story Title | Story Points |
| S01 | Event Communication | 1 |
| S03 | Communication Between Members | 4 |
| S22 | Communication Between Committee Members and Members | 2 |
| S25 | Blocking of Account Communication | 8 |
| S26 | Communication Between Volunteers | 4 |
|  | ***Story Point Sub-Total:*** | ***19*** |

## *Feature Title: Company Profits/Revenue*

This feature relates to the company’s profits and revenue margins that need to be met through the contributions donated by members to support the cost of events held by the community centre. The website will include a number of functions that indicate how much each member who is schedule to attend an event will need to contribute based on the number of people registered to attend, and as a result of these contributions, the system will be able to automatically calculate the total cost of the event in order for the event to be cost-neutral or generate a profit for the centre.

The business value of this feature is that with these various functions, the website will allow both users and the centre’s staff members to keep track of the costs associated with certain events being organised by the centre and the system will be able to notify members of their required contributions and provide real-time updates as to how the donations for events are going in order to provide the centre’s president with overall reports to ensure that the centre is meeting their quotas and gaining enough revenue to support themselves and continue to organise future events. These features also provide the website with a unique aspect – the online shop – where the centre’s members can post items that they’ve made for sale in order to increase the funds raised to support the centre and the hard work that they are doing to organise events for the community.

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| --- | --- | --- |
| Story ID | Story Title | Story Points |
| S02 | Event Contributions | 2 |
| S09 | Cost Estimation of Event | 4 |
| S13 | Events Being Cost-Neutral or Generating a Profit | 4 |
| S20 | Indicating Contribution to Event | 4 |
| S27 | Selling Items Online to Raise Funds for Centre | 16 |
|  | ***Story Point Sub-Total:*** | ***30*** |

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# *Release 3*

*Delivery Date: To Be Negotiated Total Story Points: 18*

The goals for this release are to incorporate the use of notifications and notification methods into the website to ensure users are able to receive up to date information and be notified if important changes are made to events they are following. The features and stories included in this release will enable the user to receive updates when event details are altered or reminders of events/contributions that need to be reviewed, either through email or SMS (depending on the notification preferences they chose when setting up their account), as well as be provided with these important notifications when they log in through the website. Other features and stories included in this release relate to viewing events that users are following through their calendar, either ones that they have previously attended/volunteered for or ones that they are scheduled to attend in the coming weeks, as well as being able to view notifications regarding upcoming meetings for committee members and for them to receive reminders when these meetings are scheduled to occur to ensure they are present.

## *Feature Title: Notifications*

This feature relates to the use of notifications through the website to keep users informed of any changes that may occur to event details along with providing them with reminders for upcoming events or scheduled event contributions. The website will have a notifications section for members that they can view when they sign in and allow them to view the important notifications regarding these events, as well as giving them the option to receive alternative notifications through electronic communication methods (e.g. email, SMS) to ensure they remain up to date with any changes.

The business value of this feature is that with these various functions, users will be able to keep on track with their scheduled events and receive reminders to ensure they are aware of any changes to event details so they do not miss out on the day. These reminders are also vital when ensuring that all members have provided their contributions for events they are scheduled to attend as if they have not yet submitted their contribution, the reminders will be sent out to these users and ensure that they are informed if the contribution amounts are changed if more members register for the event or if some members unregister and the contribution amounts rise/fall as a result of these changes.

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| --- | --- | --- |
| Story ID | Story Title | Story Points |
| S15 | View Upcoming Events | 8 |
| S17 | Notification of Changes to Events | 4 |
| S18 | Viewing Total Number of Events Volunteered For | 2 |
| S19 | Events Calendar to View Past, Present And Future Events | 2 |
| S21 | Notification of Upcoming Meetings | 2 |
|  | ***Story Point Sub-Total:*** | ***18*** |

# *Release 4*

*Delivery Date: To Be Negotiated Total Story Points: 22*

The goals for this release are to ensure that the website design is in line with the centre’s image whilst keeping in parallel with the centre’s public reputation, as well as incorporating the awards and nominations based on the recognition of service from members of the centre throughout the year. The features and stories included in this release will ensure that the centre will have a website to use to promote the centre and its programs, including attracting more members and volunteers to the centre and providing a map of upcoming events to promote these to non-members and encourage more people to attend these events. Other features and stories in this release relate to the ability for nominations to be taken for awards based on members of the centre and their contributions made throughout the year to assist the centre and offer their services at events (e.g. organising, volunteering, involvement, etc.).

## *Feature Title: Promotion and Public Image*

This feature relates to the use of promotion on the website to attract more members along with ensuring that the website’s design is consistent with the centre’s image. The website will have a number of sections where members and non-members can go to view the upcoming events within the community in the hopes of attracting future members to the centre, along with a section promoting the volunteer positions available at the centre and the benefits it provides to people through the use of stories from previous and current volunteers. The website will also be mobile-friendly to allow users to access all of the important features on mobile devices.

The business value of this feature is that with these various functions, the centre will be able to promote the benefits of being a member/volunteer in the hopes of attracting more people to attend upcoming events and increase the centre’s member basis. By the centre attracting more people, this means that the amount of events that can be organised will increase with the additional contributions that can be made, resulting in the contributions of each member being lowered with the increase in people attending the event and promotion of these events results in wider community awareness of the centre and its work and programs that are offered to the community.

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| --- | --- | --- |
| Story ID | Story Title | Story Points |
| S12 | Consistency of Website with Brand/Image | 1 |
| S14 | Attracting Volunteers | 4 |
| S24 | Mobile-Friendly Website | 1 |
| S30 | Map Indication on Website of Upcoming Event Locations | 4 |
|  | ***Story Point Sub-Total:*** | ***10*** |

## *Feature Title: Award Nomination Techniques*

This feature relates to the use of award nomination techniques to be used by the centre for the determination of awards to be presented to members who have dedicated the most time and service to the centre and events over the years. These nominations will either be by the president or by the committee members and volunteers who are a part of the centre, depending on the type of award being offered, in order to determine who will receive these awards as a result of their hard work, dedication and hours served as a member/volunteer throughout the year.

The business value of this feature is that with nomination techniques, the centre will be able to award their volunteers and members based on their work and service through organising and volunteering at events, which in turn provided the recognition to members who truly deserve it and gives their peers a chance to nominate those who they feel have contributed heavily to the success of the centre. These award are also a good promotional tool to use in order to attract more members and volunteers as if non-members or potential volunteers see that they could be awarded for their services to the centre, they may be more inclined to participate and offer their time in the hopes of achieving an award.

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| --- | --- | --- |
| Story ID | Story Title | Story Points |
| S28 | Nomination of Committee Members and Volunteers for Awards | 4 |
| S29 | Nomination for Awards by Committee Members and Volunteers | 8 |
|  | ***Story Point Sub-Total:*** | ***12*** |

# Delivery Schedule

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Week 6 | Week 7 | Week 8 | Week 9 | Week 10 | Week 11 | Week 12 | Week 13 |
| Sprint 1 | | Sprint 2 | | Sprint 3 | | Sprint 4 | |
| Release 1 | | | | Release 2 | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Week 14 | Week 15 | Week 16 | Week 17 | Week 18 | Week 19 | Week 20 | Week 21 |
| Sprint 5 | | Sprint 6 | | Sprint 7 | | Sprint 8 | |
| Release 3 | | | | Release 4 | | | |

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## *Estimated Velocity (before beginning Sprints):*

* 7 Team Members, working on a 2 Week (10 Day) Sprint = 70 Potential Days
* 1/3-1/2 of result is between 24-35 ideal days per sprint
  + Where 1 story point is equal to 1 ‘ideal’ day
* Therefore estimated velocity of first sprint will be 24-35

***Updated Velocities (After Sprint 1 Completion)***

* Story Points completed at end of Sprint 1 = 26
* 7 Team Members, working on a 2 Week (10 Day) Sprint = 70 Potential Days
  + Where 1 story point is equal to 1 ‘ideal’ day
* Therefore estimated velocity for Sprint 2 will be about 26