Action plan

BARROC IT

Contactgegevens: contactgegevens opdrachtgever:

Adres: Terheijdenseweg 350 lokaal 330 Adres: Terheijdenseweg 350 lokaal 330

Telephone: 06 57567171 contactpers: M. van Bueren

email: [sb92575@edu.rocwb.nl](mailto:sb92575@edu.rocwb.nl) email: F.vankrimpen@rocwb.nl

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*Steven Logghe, Tom Smits, Santino Bonora*

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| Name contractors | S.J.P. (Steven) Logghe,  S.C.F.L. (Santino) Bonora,  T.J.E. (Tom) Smits | Signature read:  Date: |
| Name CEO | H.C.M. van Bueren | |
| Project Name | Barroc-IT | |

# 1: Background information

Team #1 is a small group of developers that are located in Breda the Netherlands, This team exists out of three programmers, because of that, it is easy to share tasks in this project. The team remains this small, to keep its production effective. The team will be working on a project for Barroc IT in this period. This project will be made at Radius College, Terheijdenseweg 350, 4826 AA Breda Classroom: 330.

Tom Smits - project leader, Application developer

Steven Logghe - Application developer

Santino Bonora - Application developer

At Barroc-IT in the department head of Sales, Mr. J. Berger, our contact person in this project, has irregularities within their corporation considering internal communications. As of now most of their communication is done through phone or email. This causes the data to be manipulated by human error. In order to rectify this issue, the team is asked to develop an application that will improve internal communications.

# 2: Project Assignment

Barroc-IT is a company that that has used verbal communication to transfer data between departments for a while. But because of the verbal communication, they had too many human errors. Barroc IT wants from team 1# to develop an application that will store all the assignments and customer data. In this way all the data is shared easily, and will result in a faster work flow. And will save time and money in order to keep their customers happy. The goal is to develop an application that will allow them to improve their communication and sharing in approximately 2 months. Which seem to be a reasonable amount of time.

# 3: Project Activities

In order to develop the application, the following things must be done.

1. Set up a method of approach:

* -Gather and study information.
* -Discuss the gathered information.
* -Setup of definitive method of approach.

1. Make a planning:

* Divide work into smaller parts.
* Create an action plan.
* Assign resources where they fit best.

1. Make a functional design:

* Decide program flow and class diagram.
* Make a template for future code.
* Create an activity diagram.

1. Making the application:

* Design a user interface.
* Create a database.
* Program full application.
* Acceptation test.

# 4: Project Boundaries

The Project started at the 7th of September, we are expecting the Project will be finished in 8 weeks. So we expect that the Project will be finished on 6th of November, we are mainly focusing on the main program, if that works, we will see if we can add additional functions like a second language. This will be available but it will add an extra charge since this will influence total time usage. The product is finished if it is possible to locally change data with our application.

# 5: Products

Before starting on the main project. We made the action plan, after that we need a planning to set up the priorities, there will also be sketches of a design of the application. So we know how the final product looks like. Rapports of each developer will also be written after the final product has been made. We will also make a global and a detailed planning. A set of diagrams of the accounts which divide what each user can and cannot do. When the prototype is done we will run a couple of tests if it works how we want it to work. Finally when everything is done, we will run one last test and after this the program is ready to use.

# 6: Quality

We will going to give good qualities when reaching a milestone, and if things are not going well,   
then we will discuss in the next congress what went wrong, so we can work on that next time. We will make an appointment with Mr. J. Berger to discuss any questions about the project.   
We will be using Microsoft Project in order to check if we have done the tasks we have written down. All the quality controls are also written down on MS Project. There was once a period where we have not checked our products, which leaded to bad results, but from that moment we have learned that it is better to check with the group together our products. This gave us the motivation to use external advice so those problems will be avoided. We will also check and test and check our products to see if they are without typo’s or bug free.

# 7: Project Organization

Every Monday, when all the team members are available, we will have a meeting to talk about the past week, what we did well past week, and what could have been done better.  
  
Mainly we are all available during our project lessons on education. So we can work and communicate together much easier.  
  
Every team member should be available on the weekdays, if they are not available because of illness or other assignments, then they will contact the other members so they know about it.

Contact details:   
  
**Steven Logghe:**

Function: Application developer  
Private Mail: [steven.logghe@hotmail.com](mailto:steven.logghe@hotmail.com)   
Email school: D194199@edu.rocwb.nl  
Mobile: + 31 6 28 64 75 86  
  
**Tom Smits:**

Function: Application developer  
Email private: [tmsmits@gmail.com](mailto:tmsmits@gmail.com)   
Email school: D167647@edu.rocwb.nl  
Mobile: +31 6 21 99 37 93  
  
**Santino Bonora:**

Function: Application developerEmail private: [Santino\_bonora@hotmail.com](mailto:Santino_bonora@hotmail.com)   
Email school: SB92575@edu.rocwb.nl  
Mobile: + 31 6 57 56 71 71

## Information

We will make an interview with the customer to get all the information needed for the project. We use Skype and WhatsApp to communicate with each other when we are at home. The communication between our group and your company has been established by e-mail. Every Monday, we will have a meeting with each other and discuss about the previous week, we will also write down the hours we have worked and detailed information about the thing you as team member where busy with that current day.

# 8: Planning

Our team member Santino Bonora will record five times a week what we have done or going to do for that day in MS Project. It contains all the phases, when it started, when it needs to be done, how much time we expect it to be done which tasks needs to be done first and who is responsible for the task to be done. The planning is done In MS-Project, and all activities and 100% done checks are also noted there.

# 9: Costs and benefits

The application will be developed by all three developers, who all charge around €20, - an hour.  
We get 8 weeks to create the program, and we work 19 hours a week. Meaning that we will work approximately 152 hours for €20, - an hour. Shared with the three developers. Only the amount of work hours will result around €2.000, - Now, assuming the use of devices will be around maximum 50, - because we do not think we need many of those.  
  
We will accept out payment when the application has all the requirements that where established with our team and Mr. J. Berger together.

10: Risks analysis  
  
**Intern risks:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| Potential Consequence | Potential Solution | **Risk chance** | **Risk**  **Conse-quence** | **risk** | **RISK** / HIGH / MEDIUM / LOW / VERY HIGH |
| The amount of knowledge. | Research | 7 | 4 | 28 | MEDIUM |
| Time issues | Soft deadline and hard deadlines | 5 | 7 | 35 | HIGH |
| Waiting for other team members. | Telling to hurry up | 5 | 3 | 15 | MEDIUM |
| Team issues. | Better communications | 3 | 6 | 18 | MEDIUM |
| Distractions in the work process. | Shorter | 6 | 4 | 24 | HIGH |
| Broken hardware. | Spare hardware | 3 | 7 | 21 | HIGH |
| Loosing data from the project. | Backups on cloud | 3 | 6 | 18 | VERY HIGH |

**Extern risks:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Potential Consequence | Potential Solution | **Risk chance** | **Risk**  **Conse-quence** | **risk** | **RISK** / HIGH / MEDIUM / LOW / VERY HIGH |
| No Internet connection. | Download information | 5 | 5 | 25 | MEDIUM |
| Bad communication between the customer and the contractor | Make an appointment | 3 | 3 | 9 | LOW |
| A sick team member for a long period of time. | Work at home | 6 | 7 | 42 | VERY HIGH |
| Another customer appointment. | Devide team | 1 | 3 | 3 | LOW |
| Failing hard drive or crashing hardware. | Backups on cloud | 5 | 8 | 40 | VERY HIGH |