WEEKLY PLANNER APPLICATION

Client:	Bulletproof
Team Members:	Tristan Kells
	Daniel Wood
	Junha Ya
Mentor:	Kenneth Johnson

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1. TERMS OF REFERENCE

Project purpose
The goal of the project is to create a highly functional web app, that provides a high-level overview of work allocations to the Bulletproof team.

Context of the project
Bulletproof is cloud consulting firm, who utilize both Azure and AWS to assemble secure, best practice IT solutions and deployments. Bulletproof use Jira, Trello, and Harvest to assist in bringing solutions to their clients.

Problem, need or opportunity
Bulletproof currently use a physical whiteboard to provide a high-level overview of consulting work. Consultants working offsite do not have access to this high-level overview, and a physical whiteboard is impractical to maintain at multiple sites.

2. RATIONALE FOR THE PROJECT

Why is this project needed
Bulletproof has been unable to identify a software product on the market that meets the functionality or usability requirement to replace the physical system. This project is needed to produce a solution that meets the specific requirements of the client; a digital whiteboard/table, encrypted login functionality, a clean and easy to understand UI, Jira/Trello integration and to be mobile/tablet friendly.

As mentioned above, the larger rationale for this project lies in the fact that this niche product does not currently exist. Jira has an in-house marketplace for widgets and plugins that integrate directly with their software that would be the perfect place to host a project like this, with a potential for sales or monetization toward the end of the project.

Existing system or area of inquiry undertaken
Researching popular scheduling and project management tools have helped us identify an opportunity to develop a lightweight, specialized cloud solution that gives a high-level weekly overview of work in a team environment.

Project risk

1. Estimation and scheduling. As an inexperienced team, we may underestimate the work involved in developing the solution outlined in the project scope.

2. Product adoption. There is a risk that our solution will not replace the physical whiteboard system as it is not as usable or as practical.

Project opportunities

1. Estimation and scheduling. Following our project plan, we may deliver our product too quickly, and have expanded the project past the initial scope.

3. SCOPE AND OBJECTIVES

Scope statement
*See attached

Project goals
To produce a working web application that meets the client initial and ongoing requirements. The application replaces the current physical consulting timetable within Bulletproof.

High level functional requirements

- The app shall display functional consulting timetable.
- The app shall display a client key with relevant information.
- The app shall allow a user to create a new profile.
- The app shall allow users to log in.
- The app shall allow a logged team member to adjust their consulting timetable
- The app shall allow the timetable admin to adjust team member's consulting timetable
- The app shall allow the timetable admin to add and remove clients
- The app shall allow the timetable admin to add and remove team members

High level non-functional requirements

- The app should not take more than 4 seconds to load.
- The app should not take more than 3 seconds to move to the other page.
- The app should refresh 3 times at most from the login page to any functional page.
- The app should not take more than 3 seconds to perform a key function.
- The app should not take more than 3 seconds to query API (Asana, Jira, etc.).
- The app should be able to handle more than 200 accounts.
- The app should be accessible to any mobile phone.
- The app should be accessible to any tablets.
- The app should be operating at all time.
- The app should be built on AWS.

- In case of the worst happening, the app should not take more than 20 minutes to get back up and running.
- The app should not take more than 10 minutes to back up data.
- User details should be accessible to the administrator and the user only.
- A user with no experience of the app should be able to access and perform the main function of the app within 1 minute.
- The app should be fully compatible with any Linux platform.

Envisaged final solution
Our envisaged final solution will be a deployed web application. This application will be secure, with a robust login system. It will display a functional and editable high-level view of Bulletproof consulting work contained within a week. It will be mobile and tablet friendly and display a key.

Key milestones
- The web application displays a consulting timetable.
- The web application is editable.
- The web application generates client key.
- The web application has encrypted login functionality.
- The web application is optimized for mobile use.

4. PROJECT METHOD OR APPROACH

Describe the chosen developmental approach or methodology
We have chosen to adopt agile scrum (Swaber & Sutherland, 2017) as our development methodology over existing alternatives. The waterfall methodology we considered, as its emphasis on thorough planning and tight control over the project lifecycle would benefit an inexperienced team. However, we ultimately decided against it, as meeting with our client helped us identify the need for flexible requirements, that would evolve throughout the project lifecycle. Scrum was the second option considered, and the methodology adopted, because of the team familiarity with the scrum practices and the potential value of a highly iterative development style when implementing a practical user interface. Agile practices help minimize the risk that the developed solution isn't a suitable replacement for the existing system, as we can incorporate regular client feedback into the project.

5. PROJECT PLAN

Gantt Chart
*See attached

Plan processes and activities

- Work on the project will be completed in 1 and 2 week-long sprints.
- The work to be completed each sprint will be allocated from a Product Backlog, which will be maintained throughout the project timeframe. Items in the Product Backlog will have an estimated work value and a priority.
- Before the commence of a sprint, the team will have a meeting. We will collectively prune the Product backlog and produce a Sprint Planning document which will summarise the sprint goals.
- At the commence of a Sprint, a burndown chart will be created for that sprint that. Every team member is responsible for maintaining this burndown chart throughout the sprint.
- After the completion of a sprint, the team will meet for a Sprint Review. The team will share all code, documentation and design work completed during that sprint, and will document this in a sprint review document.
- After a Sprint Review, a Sprint Retrospective will be written up to document the successes and failures of the previous sprint.
- The team will have a Scrum Master, who is responsible for ensuring the team is following the team methodology and practices.
- The team will have a Product Owner, who is responsible for maintaining the backlog and collecting client/user feedback.

6. SKILLS ANALYSIS

*See attached

7. COST ESTIMATE

*See attached

REFERENCES

Swaber, K., & Sutherland, J. (2017) *The Scrum Guide: The Definitive Guide to Scrum: The Rules of the Game*. Retrieved March 15, 2018, from https://www.scrumguides.org/docs/scrumguide/v2017/2017-Scrum-Guide-US.pdf