

Project Plan

Axel Trolme

Martin Friberg

September 2020



1 Project background

There is a theory which states that if ever anyone discovers exactly what the Universe is for and why it is here, it will instantly disappear and be replaced by something even more bizarre and inexplicable. There is another theory which states that this has already happened.

1.1 Background to the project

1.2 Relevant constraints (Budget etc.

1.3 Project goal

1.4 Start and expected end date

2 Time and resource plan

2.1 Time and resource plan

2.2 Milestones

2.3 Tollgates

2.4 Deliverables

2.5 Activities

2.6 Resources

3 Project organization

In this chapter we will go through the basic setup of the organization, how we work in the project as well as how we communicate within our project.

3.1 Roles

After the applications for different roles were handed in to the project group, the members of the project decided who was going to be appointed to what specific role. Some of the roles applied for was decided not necessary for this type of project, which is why those applicants were assigned different roles. In the end, the company succeeded to appoint people to all the important positions in the company.

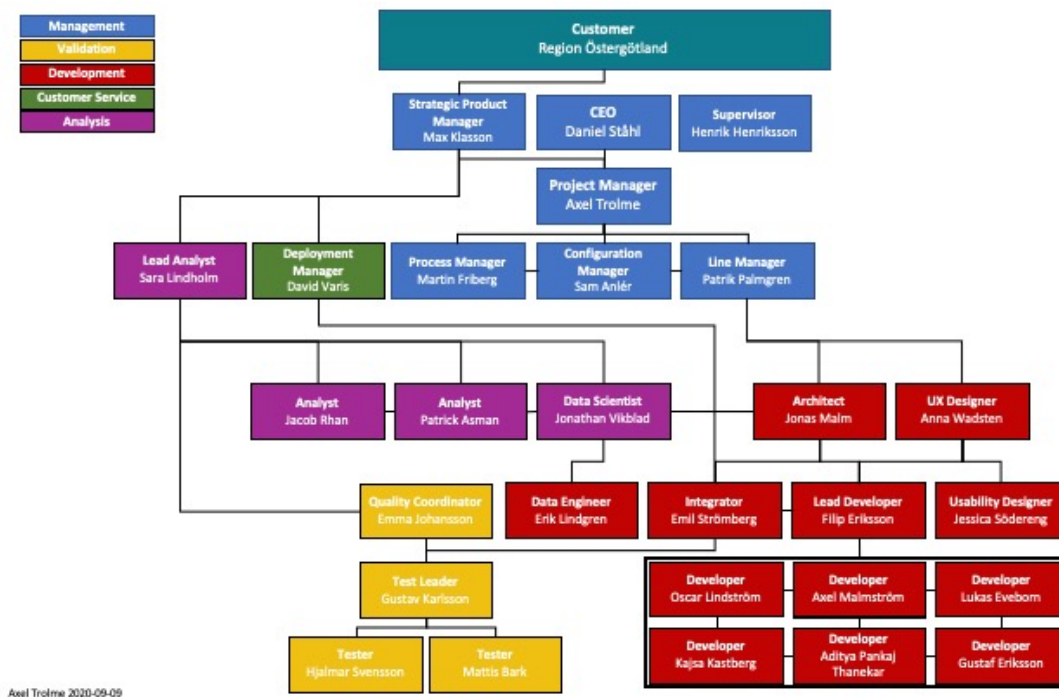
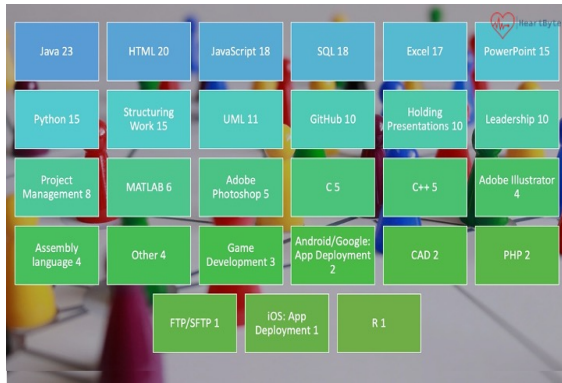


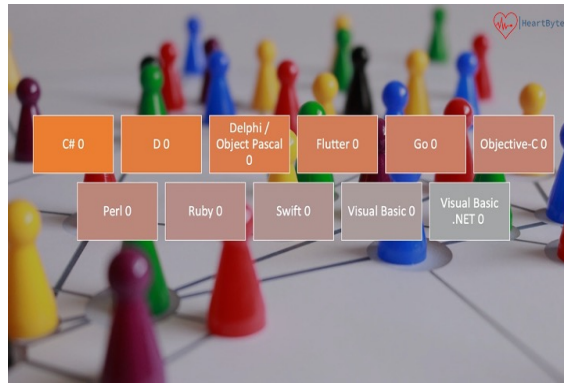
Figure 1: A diagram showing the major ways of communication as well as what department the different members of company belongs to

3.2 Knowledge/skill

The company management sent out a form to all the members of the company where the members were supposed to fill in what knowledge they have from before and what knowledge they are currently lacking. In this way, management is able to locate in what areas the skill and knowledge is high and in what areas we are lacking skill and knowledge. The mapping makes it easier for the architect and the lead developer to choose the right tools for the group to work with in order to develop a successful project. If tools are chosen were the group is lacking skill and knowledge, management and the group leaders will easily notice this and can set up a plan on how to increase the knowledge within these areas.



(a) Skills and knowledge that currently exists within the company



(b) Skills and knowledge that the company currently lacks

3.3 Training

3.3.1 Workshops

When development methods include new tools, we select someone responsible for the area who is supposed to gain a deeper understanding about the forementioned tool. The person mentioned is then in charge of making sure that the rest of the team that is supposed to work with the tool gains the required knowledge about it. This is done via workshops online where the responsible person goes through the basics of the tool. A workshop could also include different brainstorming activities, where the participants are to come up with ideas regarding risks, company name, requirements for the system or tools to use for a specific system.

3.3.2 Presentations

The management produces presentations to give during CEO meetings to educate the team in what has been done during the week and what is to be done during the upcoming weeks. The management is also supposed to highlight what in the process that is the most critical to get done as soon as possible. The presentations might also be used to educate the team in processes and tools that makes the work more effective. Example of tools that this may include is GitLab, Azure DevOps and different programming languages. The presentations could also be about how to handle documents and where to place documents for them to be easily found once they are needed.

3.3.3 Resource sharing

Through sharing resources in Teams and GitLab the team tries to share the knowledge and progression within their work. This assures that the whole team gets to take part of each other's knowledge and where they currently are in terms of progression. It also prevents two people doing the same thing on different ends.

3.4 Communication and reports

3.4.1 Group meetings and Discussions

The team is divided into different teams, both smaller cross-functional teams and teams where the whole group is working together on a specific task. The cross-functional teams

makes it easier to share the information between the research and development department and the product and sales department and at the same time making sure that the information is shared and spread across the whole company. These group meetings are supposed to take place at least once every week.

3.4.2 Communication directives

Through set up communication directives every person in the group should know who their main contact is for sharing the information that they want to spread or to gain the information that they want to acquire. A Communication structure has been set in order to make sure that a single person in the entire company talks with everyone else in the company since this can make the information that we are trying to be spread, get lost or be misinterpreted.

3.4.3 Reports

In order to keep the investors, CEO and the customer satisfied and up to date with what is going on in the project, the team will announce weekly status reports. The status reports contains what the group has done during the last week, what is most crucial to be done during the upcoming week as well as what time each project member has put down into the project. This can also help the CEO keep track of the time spent in the project in order to not exceed the budget.

4 Risk management

When working with a project, a key aspect is to define risks and to map out in what areas they might appear. This makes it easier to be prepared and to handle the risks once they appear.

4.1 Risks, probability, impact and the mitigation and contingency plans for these

In order to develop and create a successful project, it is crucial to acknowledge the risks that are present for it. A cross-functional team from the project therefore sat down and brainstormed about potential risks where after the group decided on the most prominent risk factors that existed as of then. The risks were accepted and a mitigation plan was laid out for the most prominent risks.

Nr	Risk	Probability	Impact	Risk magnitude	Is this risk project specific Y/N	Direct/Indirect	Avoid/Transfer/Mitigate	Explanation	Solution
1	Education in the tools selected is not satisfactory for the project	3	2	6	Y	Direct	Accept & Mitigate	Education in our project is not satisfactory which leads to that the time plan can not be followed or that the knowledge within a tool is insufficient for our needs. No one acquired the knowledge needed for a tool which leads to that no one is able to educate other members	Use pair programming so that there's a bigger chance that someone in the group has the sufficient knowledge. Appoint someone responsible for every tool used to acquire a better knowledge of the tool.
2	The planning of iterations is not followed or the planning has taken too little time for activities in consideration	2	4	8	Y	Direct	Accept & Mitigate	Iterations are not followed which leads to that we do not have a working product to show Region Östergötland at the end of every iteration	Construct an iteration plan with a well thought out time plan and that has every important aspect of the project. Try to not overestimate or underestimate the time needed for every task. Implement a bit of slack time for every task so that there is a good enough margin.
3	Git version handling	3	3	9	Y	Direct	Accept & Mitigate	Someone in the project overwrites an old working feature of the master branch without them knowing.	We appoint someone responsible to handle tests for the master branch and makes sure that the master branch is working at all times.
4	Not following the requirements	2	4	8	Y	Direct	Accept & Mitigate	We do not double check all the system requirements with the customer which leads to misses in implementation of some important aspects that the customer needs.	We have continuous dialog with Region Östergötland where we make sure that they are satisfied with the requirements and that we have not missed any important requirements. Have weekly meetings with Region Östergötland where we follow up on different important aspects of the project.
5	Dependency collisions regarding different versions of implementation tools	3	4	12	Y	Direct	Accept & Mitigate	We use different environments and versions of tools which leads to problems integrating our code	Make sure that everyone uses the same version of tools.

Figure 3: Risks that the project is facing and how to best manage them