SOFTWARE ENGINEERING

ASSIGNMENT PART 2 Project Management Document

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1. Introduction

1.1 Background

COVID-19 has had an enormous effect all over the world on health, the economy, and industries. The UK Government has introduced the NHS Test and Trace Program to help them trace the spread of the coronavirus and isolate new infections.

1.2 Purpose of the Document

This is a Project Management Document for our company Successful Partners Software (SPSoft) which is tasked to create a Test and Trace software platform namely TTS.COVID-19 for the NHS. We aim to quickly reach potentially infected individuals to prevent the spread of the COVID 19 infection. The requirement is outlined in the project proposal section and extracted from https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#contents

1.3 Scope of the Document

This document will outline the steps that will be taken to complete a project. It defines a project's scale, objectives, schedule, timetable, and deliverables, and it's crucial for keeping it on track.

It aims to document and anticipate or identify as many challenges as possible, as well as to schedule, plan, and measures to ensure that the project is completed effectively against all risks.

1.4 Overview of the Document

This document will be organised as follows:

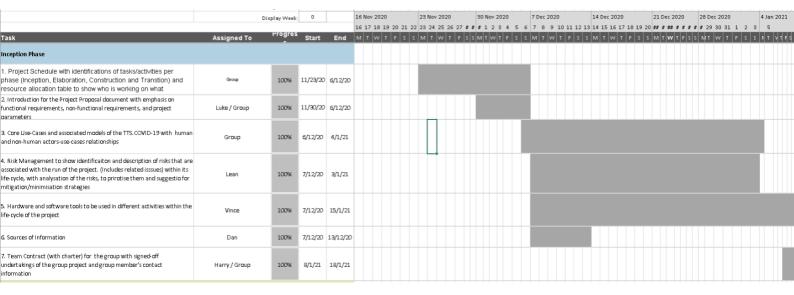
Section 2: An updated project plan showing phases, deliverables, and tasks' dependency, if any.

- 2.1 Changes to the project plan during the life cycle of the project
- 2.2 Updates for the elaboration phase
- 2.3 Updates for the construction phase
- 2.4 Updates for the transition phase

Section 3: Minutes of Group Meetings

2. An updated project plan showing phases, deliverables, and tasks' dependency, if any.

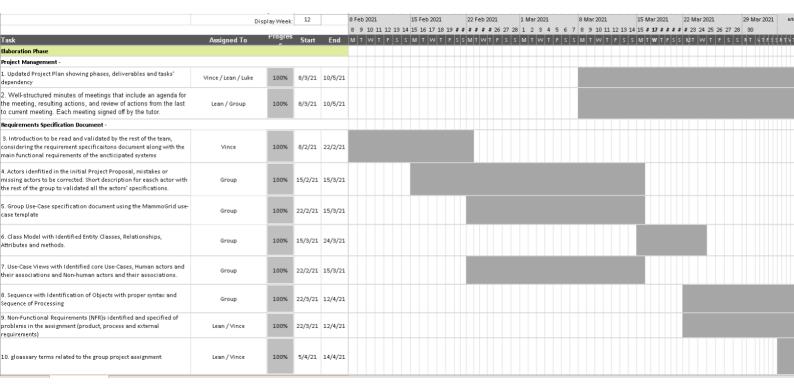
2.1 Changes to the project plan during the life cycle of the project



The above screenshot is about the updated Project Schedule for Group B4V. Using the Excel Spreadsheets, we were able to create the Project Schedule. It will show the phases, deliverables, and task dependency. Compared to the Initial Project Schedule, there have been Several Changes made.

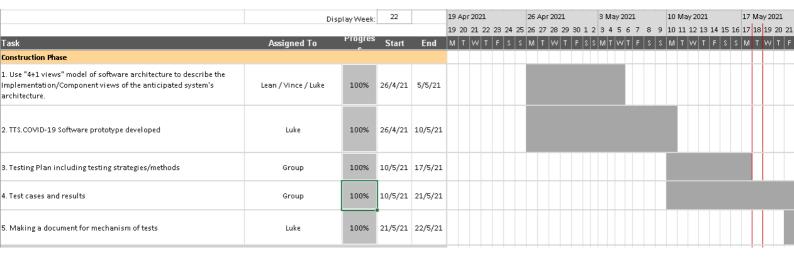
In the above screenshot, you can see the Inception phase. Within each phase, you will see who has been assigned on each task, and the start-end date. Each phase is also in greater detail compared to the Initial Project Schedule. This makes the Project Schedule easier to understand.

2.2 Updates for the elaboration phase



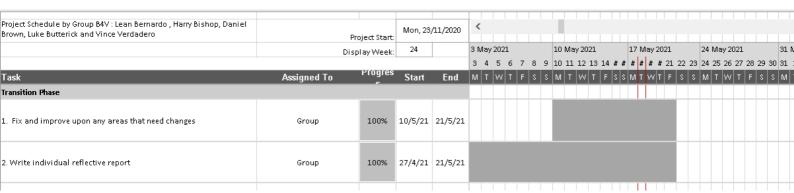
The Project Schedule has other more phases: Elaboration Phase, Construction Phase and Transition Phase. The screenshot shown above is the Elaboration Phase. In this phase, we evaluate and study our project, we work on our usecases and other software diagrams to provide a better sight of our system. Major changes have been done to this phase. The tasks are now in greater detail, it also shows who is it assigned to, the progress of the task, and the startend date of the specific task.

2.3 Updates for the construction phase



The screenshot above is the Construction Phase. This is phase focuses on the construction of the system, to be able to develop the system in such a way that it is ready for testing. Major changes have also been made to this phase. Such as adding more task than the initial project plan. It is also detailed better than before. It also shows the progress and start-end date of each task.

2.4 Updates for the transition phase



The fourth phase is the Transition Phase, this phase focuses on transforming the software according to feedback. Changes can be done in this phase to improve the quality of the system and other documents.

In the screenshot provided above, new features have also been added. We made a scrollbar to allow the user to scroll the lifecycle of the whole Project Schedule, with this you will be able to see the progress easily from November 23, 2020, to May 23, 2021.

3. Minutes of group meetings

GROUP MEETING 1 2/12/2020

Topics Discussed and Times

| | opres 213cusseu unu Times | |
|-------|---|--|
| Time | Content | |
| 13:00 | Introduce the Project | |
| 13:15 | Discuss our strengths and weaknesses | |
| 13:30 | Shared ideas on handling the project. | |
| 13:40 | Assigned tasks to each team member | |
| 13:50 | Discussed goals to meet before next meeting | |

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| Name | Signature |
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| Harry Bishop | Berg |
| Daniel Brown | Edwarf |
| Luke Butterick | Che alla |
| Vince Verdadero | Vince Vededero |

GROUP MEETING 2 16/12/2020

Topics Discussed and Times

| Time | Content |
|-------|---|
| 14:00 | Recap about the last meeting |
| 14:10 | Discussed the introduction |
| 14:30 | Brainstorming about the advantages of TTS.COVID-19 software |
| 15:10 | Updates on the tasks assigned each team member |
| 16:00 | Discussed goals to meet before next meeting |

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GROUP MEETING 3 13/01/2021

Topics Discussed and Times

| Time | Content |
|-------|---|
| 14:00 | Updates about the progress of work |
| 14:05 | Remind about the deadline of the Project Proposal |
| 14:30 | Discussed the use-cases |
| 15:30 | Took feedbacks from Tutor |
| 15:40 | Changes made from the feedback |
| 15:55 | Discussed goals to meet before next meeting |

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GROUP MEETING 4 20/01/2021

Topics Discussed and Times

| Time | Content |
|-------|--|
| 14:00 | Finalise the Project Proposal Document |
| 14:05 | Updates if there is any help needed on the tasks |
| 14:15 | Checked the list of tasks that need to be done |
| 14:20 | Finish parts that are not done |
| 15:30 | Showed draft to our tutor and took feedback from it |
| 15:40 | Changes made with the help of the tutor's feedback |
| 15:50 | Finalised the document, Run through the whole document |
| 16:00 | Discussed goals to meet before next meeting |

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GROUP MEETING 5 15/02/2021

Topics Discussed and Times

| Time | Content |
|-------|---|
| 15:00 | Feedback of Project Proposal given |
| 15:03 | Checked the whole document on what needs to be improved |
| 15:30 | Asked questions to the tutor about the feedback given |
| 16:00 | Discussed Requirement Specification Document |
| 17:00 | Discussed goals to meet before next meeting |

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GROUP MEETING 6 22/02/2021

Topics Discussed and Times

| Time | Content |
|-------|---|
| 15:00 | Updates on the changes made on the document |
| 15:15 | Each member chose a use-case to prioritise |
| 15:30 | Brainstormed about the use-case and actors |
| 16:10 | Discussed the MammoGrid |
| 17:00 | Discussed goals to meet before next meeting |

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GROUP MEETING 7 1/03/2021

Topics Discussed and Times

| Time | Content |
|-------|--|
| 15:00 | Updates about the use-cases |
| 15:30 | Showed our tutor our use-cases |
| 15:50 | Asked questions about Mammogrid to our tutor |
| 16:50 | Set deadlines about each team member's Mammogrid |
| 17:00 | Discussed goals to meet before next meeting |

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GROUP MEETING 8 8/03/2021

Topics Discussed and Times

| Time | Content |
|-------|--|
| 15:00 | Compiled all the MammoGrid of each team member |
| 15:30 | Changes made to Luke's Mammogrid |
| 16:10 | Discussed the next tasks that need to be done (e.g. Class diagram) |
| 17:00 | Discussed goals to meet before next meeting |

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GROUP MEETING 9 15/03/2021

Topics Discussed and Times

| Time | Content |
|-------|--|
| 15:00 | Finalised all the Mammogrid |
| 15:45 | Discussed the Class diagram |
| 16:10 | Asked questions to tutor about class diagram |
| 16:20 | Brainstorm about the classes and what is in the system |
| 16:55 | Set a meeting to work on the class diagram |

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GROUP MEETING 10 17/03/2021

Topics Discussed and Times

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|-------|--|
| Time | Content |
| 15:00 | Work on class diagram |
| 15:03 | Hop on Blackboard Collaborate |
| 15:55 | Finalised the class diagram draft |
| 16:00 | Discussed what we need to do on the next practical |

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GROUP MEETING 11 22/03/2021

Topics Discussed and Times

| Time | Content |
|-------|---|
| 15:00 | Prepare our class diagram draft |
| 15:15 | Discussed sequence diagram |
| 15:30 | Showed our tutor our class diagram |
| 16:00 | Changed made from tutor's feedback |
| 17:00 | Set a meeting to finalise the class diagram |

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GROUP MEETING 12 24/03/2021

Topics Discussed and Times

| Time | Content |
|-------|---|
| 14:00 | Recap about the changes that need to be done in our class diagram |
| 14:10 | Shared all ideas to improve more the class diagram |
| 17:00 | Discussed the goal for the next practical |

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GROUP MEETING 13 12/04/2021

Topics Discussed and Times

| Time | Content |
|-------|--|
| 15:00 | Discussed the Solution Architecture Document |
| 15:10 | Shared ideas about 4+1 views |
| 15:30 | Discussed their interpretation of the document |
| 16:45 | Discussed prototype, set a deadline |
| 17:00 | Discussed goals to meet before next meeting |

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GROUP MEETING 14 14/04/2021

Topics Discussed and Times

| Time | Content |
|-------|--|
| 15:00 | Updates about Solution Architecture document |
| 15:15 | Made diagrams |
| 15:30 | Asked our tutor about the Solution Architecture document |
| 17:55 | Discussed validating on finished documents |

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GROUP MEETING 15 19/04/2021

Topics Discussed and Times

| Time | Content |
|-------|---|
| 15:00 | Updates about Solution Architecture document |
| 15:15 | Discussed the test case plan |
| 15:30 | Updates about prototype |
| 16:00 | Discussion with the tutor about Testing Document |
| 17:00 | Finalised documents on Solution Architecture Document |

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GROUP MEETING 16 13/05/2021

Topics Discussed and Times

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|-------|--|
| Time | Content |
| 14:00 | Validate Requirement Specification Document |
| 14:15 | Use case diagram changes |
| 15:00 | Finalised the Requirement Specification Document |

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GROUP MEETING 17 18/05/2021

Topics Discussed and Times

| Time | Content |
|-------|----------------------------------|
| 14:00 | Discussed test cases and results |
| 13:30 | Correct any problems |
| 14:05 | Check all 5 documents |
| 17:00 | Finalised all 5 documents |

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