

Project Management

Our goal with this project is creating a system which will enable certain members of staff to edit, create and to approve documents for annual reviews. These documents are only accessible by certain members of staff.

We have a number of objectives, first of which we will be creating a product which meets the requires of the recipient and of our contractual agreement, to have a well-documented and thought out creation of the system.

Planning and management

With regards to the above there shall be a number of planning and management methods we shall be using. First of which would be group meetings, these will take place every Thursday at 1pm. Additional group meetings can be done on a Wednesday, Thursday (not at 1pm) or through Skype if we do not need to physically meet. Additional group meetings will likely be organized on the Facebook group we have setup.

Communication will be handled using Facebook, Skype and possibly WhatsApp. In addition to this will we also be using phone calls and group meetings.

If it is not possible for a group member to attend a group meeting, Skype will be used as it allows us to have a far more flexible meeting time. Skype has suitable tools for group meetings with its file sharing and screen sharing capabilities.

We will be using a Gantt chart to record all of the group members' deadlines, this includes deadlines set by the group. We do this so we may organize ourselves in a way which will not interrupt our group meetings and work. This allows us to allocate work efficiently which will not disrupt group member's work outside of the group project.

Issue tickets will be created and assigned to members of the group so they know what needs to be done and what has to be completed by a specific date.

Progress Monitoring

Issue tickets help with progress monitoring. When work is completed the tickets will be closed and comments on the ticket will be saved, the completed work will be uploaded. In each group meeting we will check the groups progress since the last meeting and address any issues which has come across since then. Milestones will be used so we can keep track of each individual contribution to the work required of them.

Project Risk Management

Using the Gantt chart for deadlines, issue tickets and milestones we can use these effectively evaluate risk so we can make informed decisions on how to prioritize, assign and mitigate a task. A contingency plan will be created for risks that are likely to be an issue (if there is any). If a risk is realized, then a group meeting will be called to finalize the best plan of action.