

PMIR – Project Management Intermediate Report

1. Company

Connectify is a technology company aiming to improve internal communication within organizations. By creating a tight, efficient environment where all team members feel valued, supported, and included in the company's success.

Status of the company tasks done: Company & team organization; Company name, vision, and mission.

Main difficulties faced: Coordinating the team members, while ensuring everyone is working efficiently and keeping their focus on the main goals of the company.

1.1 Company description and organization

Connectify is a technology company that provides the best tools to ensure an easy and automated way to make internal communication and content creation. Connectify focuses on the company's needs to make their internal communication more time and resource-efficient, raising productivity.

Connectify organization has a team of 8 developers with specific roles assigned to each member of the team. Our company has broken the project into smaller iterations, each one lasting for 2 to 3 weeks. The team is always working together to achieve the named tasks within each of the sprints, giving regular feedback about it.

1.2 Company coordination and work planning

Each team member has been assigned a role in the team (identified in the next section *1.3 Team members roles*) to ensure efficient collaboration and progress toward the project goals. By clearly defining responsibilities and expectations, aimed to maximize the team's potential and leverage each member's strengths.

The communication of our company is made using a server on Discord where we organize our meetings as well as plan the weekly work. Apart from that, we use *Google Drive* and *Microsoft Teams* to keep all our files organized while using it to keep track of the work and guarantee that the work is up to date. Besides that we use *GitHub* project tables to sort user stories and pull requests ensuring their completion on time while monitoring their progress in real-time, enabling us to prioritize tasks and allocate resources more effectively.

1.3 Company members roles

Name	Role	
Afonso Duarte de Carvalho Monteiro	Test Manager	
Francisco Gonçalves Cerqueira	Process Manager	Implementation Manager
João André Vieira Freitas	Support Manager	
Luís Miguel Rodrigues Guimarães	Customer Interface Manager	
Marta Cristina dos Santos Mariz	Quality Manager	Customer Interface Manager
Pedro Miguel Sampaio Ferreira Machado	Team Leader	Planning Manager
Ricardo Filipe da Costa Cabral Ferreira	Implementation Manager	
Ricardo Gonçalves Pinto	Process Manager	Design Manager

Table 1 - Team roles

1.4 Company risks

Missing team members

Two team members were missing in this development stage (*Sprint 1*). We propose to communicate with these team members and understand the number of active developers we will have in the team in future sprints so we can readjust the expected amount of work assigned to each developer.

Competition abundance

We could create products that are not innovative and don't bring much value to the market. To combat this we focused on exploring the competition and putting effort into understanding exactly what the client wants and what are our ideas to implement it.

Problems regarding company organization

We have never worked together before therefore there are difficulties in understanding how to work as a team and guarantee that the project gets done and runs smoothly. We learned that it's necessary to plan task division and provide clear instructions on what everybody should be doing.

2. Project

2.1 Project description and client

We were proposed by *INOVA+* to develop a platform to manage their internal communication. *INOVA+* is a consulting company that focuses on promoting innovation, promotion of *I&DT* projects, and access to funding to contribute to the development and success of organizations.

As we explained in the [Project vision and prototype](#) the goal of the project is to create a platform that provides *INOVA+* communication employees the opportunity to create, manage and send content to all the company members. The main features include:

- Create and schedule automatic messages with each employee's information;
- Create, manage, and send email campaigns that support multiple forms of media;
- Create, manage, and display web TV content in the main areas of the office.

Our solution is based on:

- Highly customizable templates;
- Intuitive UI;
- Constant preview of the state of the content in the creation phase;
- The chance to reuse previous work;
- Full control of the state of all content until the moment it is sent.

2.2 Project management practices

Among the theoretical concepts of project management taught in our classes, we decided to adopt those that we believe are the best project management practices. We strongly believe that the adoption of these practices plays a crucial role in what will be the survival and success of our project. Below is the list of practices that we already implemented.

- Definition of the Product Vision;
- Creation of a prototype of the product;
- Agile methodology approach;
- Requirements Specification Report;
- Weekly Briefs with current status, risks, and plan for the next weeks of the project;
- Happiness meters every week;
- An updated list of the risks to the project;
- Documentation of the software development plan;
- Definition of the scope;
- Updated the schedule and budget estimates;
- Definition of the Minimum Viable Product (*MVP*);
- Source code is placed under automated revision control;

- Interview of the end-users;
- Staged Delivery Plan for the software;
- Stakeholder engagement through the project;
- Documentation, materials, and status information available to every team member;
- Assignment of a person to identify emerging risks to the project.

Since all team members recognize the importance that project management practices have, we are perfectly aware that expanding the practices adopted would be something that could help towards the success of the project. This recognition was heavily based on what was the project vision that Project Survival Test gave us. For this reason, we have listed below which practices could still be implemented.

- Use project metrics: establishing metrics such as the number of bugs found or the number of features delivered can help you measure progress and make data-driven decisions;
- Perform quality assurance testing: conduct rigorous quality assurance testing throughout the project to identify and address defects and ensure that the software meets the requirements;
- Measure project success: measure project success against predetermined metrics to assess the effectiveness of the project management processes.

2.3 Project scope

Regarding the scope of the project thanks to the clear instructions and constant communication with the client, the scope has not changed since the beginning of the project, hoping to achieve everything we proposed to do with the time we have.

We know the client's priorities and have established a clear MVP, so we hope that in case of difficulties or delays in the development, we can still provide a valuable product to the client.

2.4 Project status

We have finished sprints 0 and 1. Sprint 0 was finished with clear success in identifying the requirements and priorities for the development. Sprint 1 did not have as much success and we were not able to develop all the functionalities we initially planned. We implemented:

- The notion of admin and super admin with different permissions;
- The capability for the super admin to change user's permissions and give them access to the platform;
- A new page for the management of email campaigns;
- The ability to create a new email campaign with all the necessary information;
- The ability to edit email campaign main details;
- The ability to change the email status from scheduled to draft.

As we explained to the client we identified what we believe led us to the incompleteness of the work initially proposed:

Lack of experience with the technologies

Most of the team members had not worked with some of the technologies (for example Angular), which led to an adapting phase where, despite the work, some team members were not able to provide working results.

Poor work division management

We chose to divide the work by self-assignment to allow flexibility and choice but due to a lack of proactivity, not all the work was allocated. In the next stages, we will make sure every team member has a clear understanding of the features they are meant to implement or documentation that they are meant to produce when we meet in class.

Shorter sprint

Because of the scheduling of the meeting with the client, the sprint ended up being two weeks. In the first week, the team was focused on developing the documentation and review presentation so the development stage was left to only the second week. This was not enough time to assure all the features were implemented. The next sprints are all 3 weeks and we will assure that there are different people assigned to the development of the deliverables for the UC and the implementation of the features proposed to the client in the sprint, to ensure quality in both.

Overhead due to platform errors

The provided codebase had some issues and incomplete parts that took us a large amount of time to fix.

2.5 Project risks

Reiterating and expanding on the risks mentioned in the [Project charter](#) and in the section above, we consider our main risks to be:

Security against cross-site scripting attacks

Because we are saving HTML code provided by the user in the database we need to understand how to guarantee maximum security.

Users having access to requests that their permissions shouldn't allow

The code provided did not take into account the permissions of the users to make specific requests that only admins should be able to make.

Technical challenges

Delays in development derived from working on an existent application.

Inexperience with the technologies

The fact that none of the team members has any experience with the imposed technologies.

Miscommunication with the client regarding the scope of the project

The project may not meet the expectations of the client due to miscommunication regarding the scope of the project. This may result in additional work, delays, or dissatisfaction from the client.

2.6 Project plan

As proposed in the review [slide deck](#) (approved by the client), the following roadmap provides a brief description of our development plan. We started the development phase before the build-measure-learn phase started, with the goal of having extra time in the development stage.

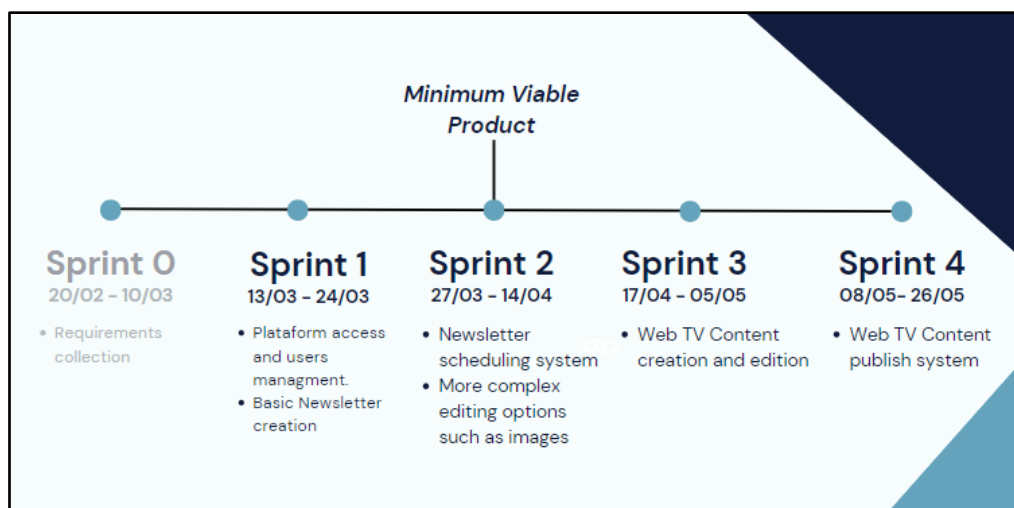


Figure 1 - Roadmap exhibiting our development plan