

Online Education Employment (Android) Project

Project Management Plan

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Document Modification History/Revision log

Version	Date	Author	Description of Change
1.0	12/08/2015	VEL team	Initial version

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1. Introduction

This Project Management Plan applies to the project “Online Education Employment (Android) Project”. The Project Management Plan is required reading of all team members of this project. The current version of the Project Management Plan is located at GitHub “761_VEL”. The plan is a living document that is updated when changes are made to the scope of the project.

1.1. Project Overview

Overall Project Goal:

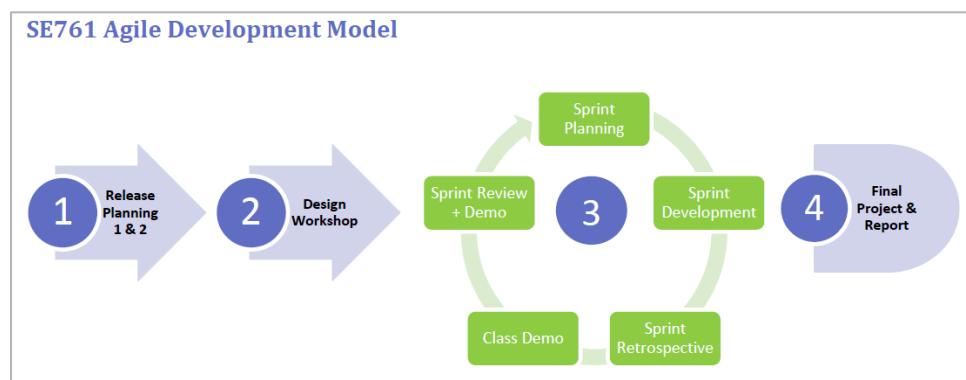
The goal of this project is to create an adaptive (mobile friendly) website to help IT students and unemployed people to get useful skills. The home page should show some successful stories and draw visitors' attention so that they would like to register as fixed users.

Major Capabilities:

- 1) The visitor can view the website and scan the course list. They can also take a test without registering.
- 2) The system (course advisor) can give the user a short survey and then give a list of successful examples about those who found a job after taking courses on the website and recommend some suitable courses according to the survey.
- 3) The user can select courses and make payments online. After that they can take courses via video or audio.

1.2. Project Approach

The project will use a customized agile development model. It includes releasing planning phase, design phase and 3 prints.. The tasks in every sprint include designing, coding, testing, sprint review and retrospective.



1.3. Project Practices

The following core practices will be applied to this project.

- a. Release Planning
- b. Sprint Planning
- c. Daily Scrum
- d. Self-assignment
- e. Cross-functionality
- f. Work-in-Progress Limits
- g. Rotating Scrum Master
- h. Pair Programming
- i. Architectural Spikes
- j. Sprint Review (including Demo)
- k. Retrospective

1.4. Project Artefacts

The project will use these following agile artefacts.

- a. Product Backlog
- b. Sprint Backlog
- c. User Stories
- d. Tasks
- e. Release Plan
- f. Design Documents
- g. Scrum Board
- h. Burn-down charts

2. Requirement

2.1. Product Backlog

No.	Priority	Item (User Story)
1	1	Getskills website should adapt the size of the browser automatically with respect to the device in which the website is seen. For e.g. if the website is seen from a mobile phone, then the browser should change its size according to mobile phone screen, and display its contents properly. If the website is viewed from a Tablet / Laptop then the browser should change its size automatically in such a way that it displays content properly in the tablet/Laptop respectively.
2	2	As a visitor to "GetSkills" website, the visitor can select a test and make payments to the selected tests, without registering in the Getskills website.
3	2	Visitors of Getskills website is categorised based on the survey. Based on the category, Successful stories of alumni's associated with Getskills is published. On viewing the Successful stories of Alumni, the visitor is prompted to take a similar course / test that is available in Getskills.
4	3	An exclusive webpage is allotted to promote Getskills Automation Tool, with Successful stories of automation tool implemented companies.

2.2. Sprint Backlog

This is the Sprint Backlog for the first Sprint, which will start from 17 August to 30 August, 2015. According to the product backlog which is prioritized by customers, they value more about the self- adaptability and basic functions of the website. Considering there is no conflict between these two aspects, in the coming sprint, the team will focus on the user stories list here.

User story #	Theme	Task #	Task	Description	Estimate	Start	End	Comment
1	Self-adaptability	1.1	CSS learning	Training team CSS for adjusting layout and content dynamically	1			
		1.2	Dpi detection	Detecting and obtain the dpi of user's screen	0.5			
		1.3	Content modification	Dynamically adjust the content of website such as display status and layout based on dpi	1.5			
1	Self-adaptability	2.1	Device detection	Acquiring the device type(mobile, pad and pc)	0.5			
		2.2	Framework modification	Choosing different frameworks to display the content based on the device type	1			

3. Project Timetable and Schedule Monitoring

3.1. Client Meeting Plan

The available time of Client Meeting, at client's office are as following.

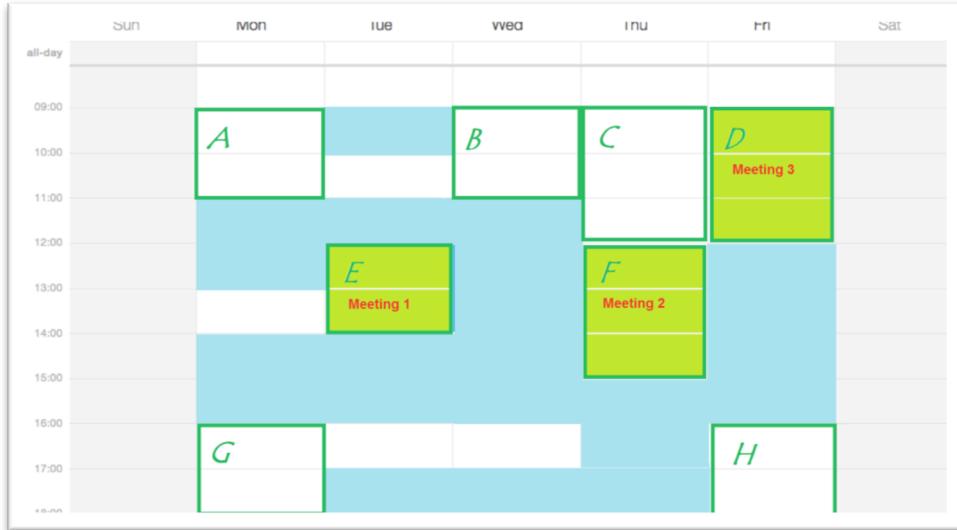
No.	Week Day	Time
1	Monday	5:00 pm ~ 6:00 pm
2	Tuesday	5:00 pm ~ 6:00 pm
3	Wednesday	5:00 pm ~ 6:00 pm
4	Thursday	5:00 pm ~ 6:00 pm
5	Friday	5:00 pm ~ 6:00 pm

3.2. Team Meeting Plan

Team internal communication plan defined as below:

No.	Meeting	Purpose	Participant	Frequency	Time
1	Daily Scrum	Check team progress regularly	All team members	Weekly	As following
2	Sprint Planning	Confirm user stories, break it down into tasks and discuss the design of it	All team members, Product owner	Bi-weekly	Friday, 9:00 ~
3	Retrospective	Discuss what is good or bad in last sprint and make new strategy to improve the process	All team members, Product owner	Bi-weekly	Friday 11:00 ~
4	Design meeting	Discuss the architecture and design of function to make sure team members understand the details	All team members	<TBD> Base on the result of daily scrum	<TBD>

Timetable of regularly weekly meeting



3.3. Project Development Plan

Software development approach is consist of 4 parts: Design Workshop and Sprint 1,2,3. In the design workshop, a mock up model will be delivered, as a demonstration of what can be done, and how system works. And in each following sprint, core functionality will be built, and new features will be incrementally add. Software Testing will be applied within each sprint to ensure functionality correctness, usability and robustness of the system.

Design Workshop (Duration 1 week)

A mock up system with minimum functionality and show case of adaption to different size of device will be developed. Including web site main page, course list and course details.

Each page should be fully customized to adapt desktop/laptop, tablet and mobile phone. Program should be able to detect and apply customized layout framework for each screen size.

Deliverable consist of a demo system with mock up data.

Sprint 1

Core function of the system will be developed in this phase, including main page, course list and course detail, dynamic menu, course category. Each page will be applied by size adaption framework, tuned and tested on each screen size device. Server interaction will be concurrently developed.

Deliverable consist of minimum fully functional online course web site, with well tuned adaption to each screen size device from desktop/laptop, tablet to mobile phone.

Sprint 2

Implement visitor customized content, categorized success stories and dynamic recommended courses. Focus on functionality on recognition of visitor's personal background and behaviour, generate customized content for each type of visitor, display successfully stories and corresponding courses which leads to high possibility of commit deals.

Deliverable consist of visitor recognition functionality, dynamic content based on visitor's category, successful stories and list of corresponding courses. Integrated with sprint 1.

Sprint 3

On-line help desk, shopping cart, and other potential customer requirements. These are add-on features to the system. According to the customer, these functionalities need further discussion. As for now, development plan for this part of the project is not clarified. Refinement of product backlog will be done along while project on-going.

Deliverable to be decided.

Software Testing

Test scenarios will be designed and test cases will be executed within each sprint. Defect management tool will be used on demands. Defects will be labelled with 3 levels of severity:

- Critical – system clash, module level failure, infrastructure failure, etc.
- Major – functional misbehaviour, missing functionality, etc.
- Minor – layout issue, user friendly issue, issues with work around, etc.

Testing scope include unit testing, integration testing and system testing. There will be organized integration testing and system testing within each sprint, before customer acceptance tests.

Deliverable consist of test reports.

Software Release

System will be bundled as deployable, together with design documents, test reports, installation guide and user guide.

3.4. Risk Management Plan

Risk Management is a process that ensures any issues are identified early and addressed before they jeopardize project objectives. The process will follow all stages from creating a risk management strategy through managing risk tracking to executing a risk management plan.

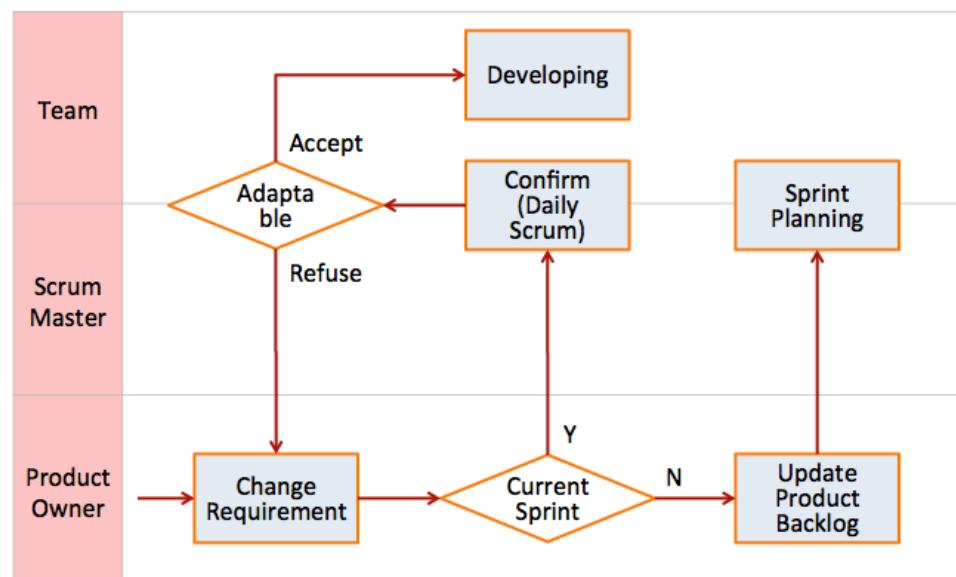
The Risk Tracking will be carried out after daily scrum. It is used to manage Risks that have a significant effect on project progress and outcomes. In addition to managing Risks, the process provides a method for documenting the rationale behind risk mitigation decisions made during one stage of the project that may affect a later stage.

Supporting this process is the Risk Tracking table that provides a centralized location for tracking Risks. Documentation for this can be found in the GitHub, located [/PCB/02 Plans & Actuals/2.3_Risk & Issue](#). The Risk Tracking Process and tool allow the user to identify and assess each risk, as well as track the progress towards mitigation.

3.5. Change Management Plan

Changing requirement is welcome, even late. [Principles behind the Agile Manifesto]

- ❖ The Product Owner is responsible for ensuring the integrity of work products backlog within a project and introduction of changing requirement during sprint planning.
- ❖ Scrum master and team will implement change control processes during daily scrum in case of the change requirement can affect the scope of current sprint.

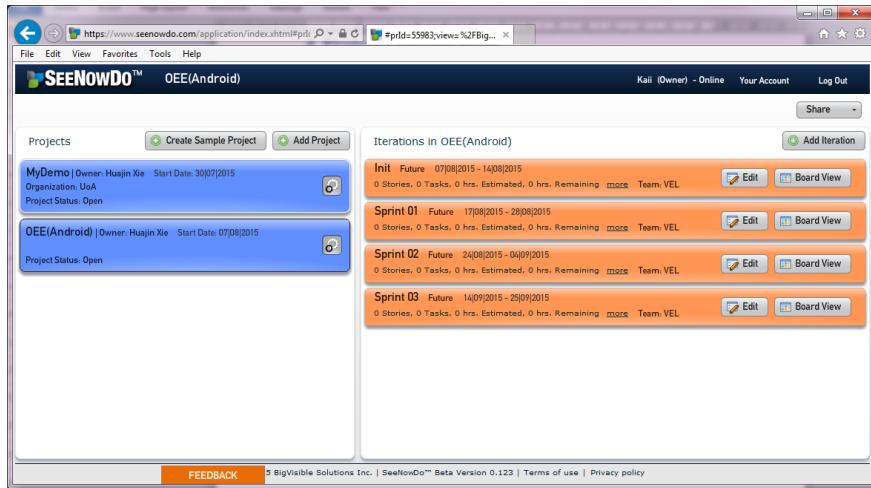


4. Project Configuration

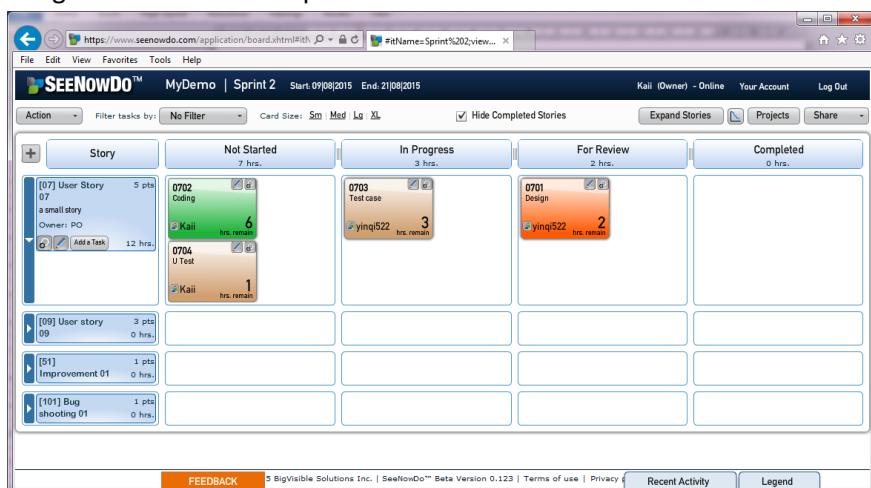
4.1. Plan Management Tool

SeeNowDo will be used to monitor project approach, user stories, sprint plans, and development progress. Meanwhile, burn-down chart is provided to indicate whether the project is meeting its target schedule and budget.

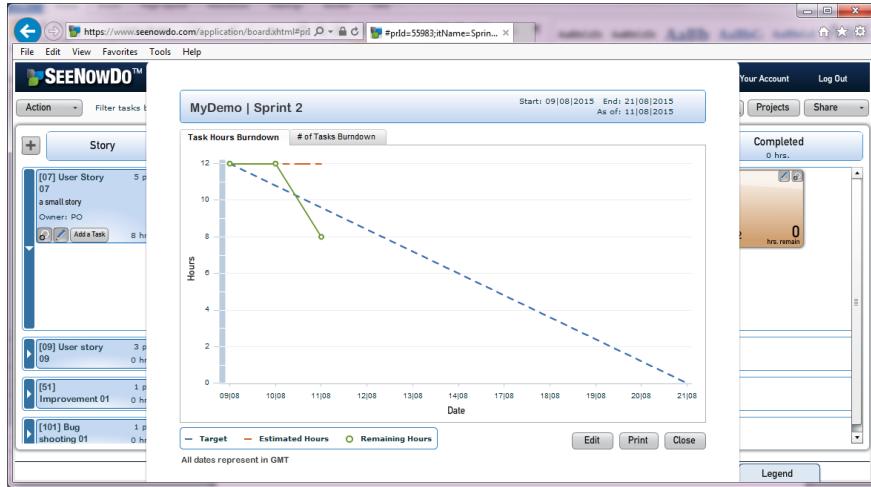
- ❖ URL to login SeeNowDo:
<https://www.seenowdo.com/pages/login/index.xhtml>
- ❖ Project Name: **OEE(Android)**
- ❖ Image of project & iterations (sprints)



- ❖ Image of user stories & Sprint Plan



❖ Burn-down Chart



4.2. Source Management Tool

GitHub will be used to manager documents and source file.

- ❖ URL to login GitHub:
<https://github.com/>
- ❖ Project Name: **761_VEL**
- ❖ Image of GitHub

