

swin field

PROJECT PLAN

Red Cross Field System

Executive Summary

This document aims to outline the project plan for the Swin Field project. The intended audience for this project is the team members of Swin Field.

Contents

1. Introduction	5
1.1 Project Name	5
1.2 Project Description	5
1.3 Sponsor Name	5
1.4 Project Team Name	5
1.5 Key Deliverables	6
1.5.1 Software	6
1.5.2 Technical Documentation.....	6
1.5.3 User Manuals	7
2. Management / Technical	8
2.1 Management Objectives	8
2.1.1 General Objectives.....	8
2.1.2 Assumptions.....	8
2.1.3 Management Constraints	8
2.1.4 Technical Constraints.....	9
2.2 Project Controls.....	9
2.3 Risk Management	9
2.4 Project Staffing.....	9
2.5 Technical Processes	10
2.5.1 Project Methodology	10
2.5.2 Project Software.....	10
3. Project Plan	11
3.1 Statement of Work	11

3.1.1 Scope of Work..... 11

3.1.2 Location of Work 11

3.1.3 Period of Performance 11

3.1.4 Applicable Standards 12

3.1.5 Acceptance Criteria..... 12

3.2 Summary Schedule..... 13

3.3 Budget..... 15

4. Glossary 16

6. Bibliography..... 17

1. Introduction

1.1 Project Name

The name of the project is *Red Cross Field System*.

1.2 Project Description

The Red Cross Field System project has been initiated for the purpose of providing the Australian Red Cross with the ability to access information for use in emergency situations, out in the field.

The project must be completed by end of Week 18.

1.3 Sponsor Name

There is 1 sponsor for the project, representing the Red Cross for which the website is being developed.

Jude Rus

(03) 8327 7773
0409 513 793
jrus@redcross.org.au

1.4 Project Team Name

Development Team: Swin Field

Project Manager: Tim Blackburn

Project Manager / Tech Leader: Phil Hawthorne

Development Manager: Greg Rothwell

Quality Manager: Steven Koulaginis

Planning Manager: Toby Alder

Support Manager: Aydin Ukur

1.5 Key Deliverables

1.5.1 Software

The project will produce a website application developed with PHP. The application will link to a MySQL database for storing and retrieving information, which will be created by the *SwinCross* team.

1.5.2 Technical Documentation

All of the following technical documentation will be produced as part of the project (not necessarily in this order).

- **Quality Management Plan.** The quality management plan specifies all standards associated with the project. Design, document, coding, security and database standards as well as issues related to configuration management are included in the quality management plan.
- **Risk Management Plan.** The risk management plan documents procedures to evaluate and manage project risk.
- **Configuration Management Plan.** The configuration management plan contains information relating to the project items to be controlled, and the procedures for ensuring quality products.
- **Feasibility Report.** The feasibility report details 2 or more alternatives to be considered in relation to the project. It considers the technical, operational and economic feasibility of each alternative and recommends a course of action.
- **Scope Document.** The scope document describes and defines the scope of the project. In addition it lists project deliverables, required resources, and the impact of the project on the organisation and lists the absolute requirements for project success.
- **Analysis Report.** The analysis report is made up of two parts:
- **Requirements Model.** The requirements model further defines the project requirements in the form of use case diagrams and use case descriptions. The requirements model also provides a section diagramming the current system.
- **System Requirements Specification (SRS).** The SRS documents project functionality, user characteristics and interface requirements as well as user acceptance criteria.
- **Project Plan.** The project plan describes issues related to the management of the project with relation to developers and sponsors. It includes the project work breakdown structure (WBS), project PERT and Gantt charts and project cost and time information.
- **Test Plan.** The test plan provides details relating to software testing, processes, deliverables and environments. In addition, it contains client acceptance, functional and non-functional test plans if applicable.
- **System Design Model.** The design model consists of three main parts:
- **Database Design.** Database design involves creating an entity relationship diagram and normalisation.

- **Unified Modelling Language (UML) Design Model.** The UML model is made up of diagrams to specify the design of the system. Those diagrams being sequence, state chart and class diagrams.
- **Graphical User Interface (GUI) Design.** GUI design involves creating a plan for the system interface.
- **Project Status Report.** The status report documents all issues in relation to the present progress of the project.
- **Project Post Mortem Report.** The post mortem report takes a reflective look at the project after completion.

1.5.3 User Manuals

- **User Reference Guide.** The user reference guide is to be a 'quick reference' style guide to assist the user in operation the new application.
- **Training Manual.** The training manual is used to assist in the training of clients and users alike.
- **Installation Guide.** The installation guide is produced to assist users to install the new software on their machines.

2. Management / Technical

2.1 Management Objectives

The following section describes project objectives, assumptions and constraints both managerial and technical.

2.1.1 General Objectives

- All deliverables are to be submitted by the due date.
- All deliverables, including documents and code, must comply with the standards set out in the *Swin Field Quality Management Plan*.
- The development team will schedule work according to the Work Breakdown Structure (WBS) and Gantt chart included in this document.
- Processes and procedures described in the *Swin Field Configuration Management Plan* will be used when necessary, and documented as stipulated.
- Project risks are to be assessed and documented. If necessary, and upon occurrence of risk, action should be taken according to the *Swin Field Risk Management Plan*.
- All team meetings will be recorded, and should include an agenda and meeting minutes.
- All clients should be made immediately aware of any possible delays to project deliverables. The relaying of such information to all clients must be documented.
- To maintain and update the company website with relevant project information on a regular basis.
- It should be the intention of all Swin Field team members to produce work of the highest order and quality at all times.

2.1.2 Assumptions

- Swinburne TAFE will provide the necessary hardware and software throughout the duration of the project.
- Swin Field team members will use their own equipment outside of normal hours.
- Should the need arise, Swinburne lecturers will provide assistance and guidance where absolutely necessary.
- All clients will provide feedback on a project prototype(s) during development.

2.1.3 Management Constraints

- The new software must be delivered by the 04/12/2009.
- Coding of the new software should be completed by the 14/11/2009 to allow for 4 weeks of maintenance prior to the final delivery date.
- The presentation of the finished product must occur in the week beginning 01/12/2009
- The project must fulfil minimum system requirements as agreed to by all clients.
- The project team consists of six members only. Additional resources will not be available at any time.
- The new software must be signed off by the clients after completing a client acceptance test.

2.1.4 Technical Constraints

- The new software must be developed using the Java programming language.
- The project must adhere to Object-Oriented design principles.
- The new software must run on machines with the following specifications:
 - Windows XP +
 - 800 x 600 32k Screen Resolution

2.2 Project Controls

The WBS and Gantt chart included in this document shall serve as the primary means for monitoring project progress. In addition, the Planning Manager is responsible for creating a schedule of work each week under the supervision of the Project Manager. The Gantt chart will also be updated every week to ensure the projects progress is monitored carefully.

If a member of the Swin Field team believes that a product of the project should be changed, he or she is required to submit a Change Request form to the *Change Control Board* (CCB) [2] for consideration. Only if the CCB agrees with the request, shall the product be changed.

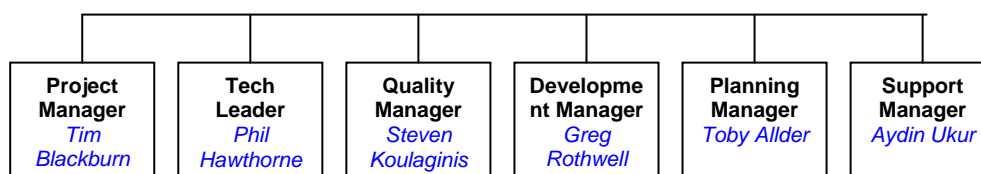
Swin Field will hold a weekly meeting whereupon each member will be required to report the status of their work. In addition, the teams Project Management lecturer will check project status on a bi-weekly basis. At some point throughout the project, Swin Field will produce a formal status report also.

2.3 Risk Management

Swin Field have produced a *Risk Management Plan* [3] in order to identify possible risks related to the project. The *Risk Management Plan* includes a course of action to be taken, and a member of the team for which the risk is to be assigned. If during the course of the project additional risks are identified either by the team or the client, they will be added to the *Risk Management Plan*.

2.4 Project Staffing

The following organizational chart displays the hierarchical structure of the Swin Field team.



2.5 Technical Processes

2.5.1 Project Methodology

The Swin Field team has agreed to use a prototyping methodology, for the purpose of developing the project. This way, the clients will be able to provide valuable feedback early on during the project lifecycle. The project does however contain analysis, design, and implementation and support phases to compliment the iterative style of prototyping.

We will be using a combination of RAD and JAR methodology.

2.5.2 Project Software

The following is a list of software to be used during development.

- PHP Designer/Dreamweaver
- Google Gears
- Photoshop/Illustrator

3. Project Plan

3.1 Statement of Work

3.1.1 Scope of Work

The Red Cross field system project involves developing a web based user interface that will connect to a volunteer database. Red Cross field officers can use this system to access Volunteer information quickly and efficiently.

It is anticipated that the application will have:

- a web based user interface
- a volunteer login system
- database connectivity

The new application must not exceed the capabilities of the hardware on which it is intended to run as specified in section 2.1.4 Technical Constraints. Items further to those specified above (wish list items), will be considered depending on time and available resources.

The specific tasks for the project are included in the form of a WBS. See *Appendix A*.

3.1.2 Location of Work

The primary location of work will be the Swinburne TAFE campus at Hawthorn. Additional work will occur at the homes of Swin Field team members.

3.1.3 Period of Performance

Start Date: 14 July 2009

End Date: 4 December 2009

Presentation Date: Between 28/11/2009 and 2/12/2009

3.1.4 Applicable Standards

All project deliverables must adhere to the standards set out in the *Swin Field Quality Management Plan*.

3.1.5 Acceptance Criteria

The acceptance of the project is to be based upon the minimum requirements specified in the *Swin Field System Requirements Specification* document. Only when all clients have performed and signed the client acceptance test, will the project be deemed a success.

3.2 Summary Schedule

Week Ending 19/07/2005 - Project Week 1

- Initial Client Meeting
- Configuration Management Plan completed.
- Risk Management Plan completed.
- Templates prepared and distributed.

Week Ending 26/07/2005 – Project Week 2

- Websites completed.
- Scope Document completed.
- Feasibility Report completed.
- Project Plan completed.
- Start SRS.
- Start Test Plan.
- Start Requirements Model.

Week Ending 02/08/2008 – Project Week 3

- Continue with Test Plan.
- Continue with Requirements Model.

Week Ending 09/08/2008 – Project Week 4

- Requirements Model completed.
- Start prototyping.
- Start System Design.

Week Ending 16/08/2008 – Project Week 5

- All diagrams complete
- Presenting initial prototypes to client

Week Ending 23/08/2008 – Project Week 6

- Finalising all documents for stage 1
- Continue/finalise System Design.

Week Ending 30/08/2008 – Project Week 7

- Coding stage 1 prototype
- Finalise System Design.

Week Ending 06/09/2008 – Project Week 8

- Start coding – stage 1
- Start testing – stage 1
- Prototype presentations to peers
- Start documenting User Reference and Training Manuals.

Week Ending 13/09/2008 – Project Week 9

- Continue coding – stage 1
- Continue testing – stage 1
- Continue documenting User Reference and Training Manuals.

Week Ending 20/09/2008 – Project Week 10

- Continue coding – stage 1
- Continue testing.- stage 1
- Continue documenting User Reference and Training Manuals.

Week Ending 27/09/2008

- Holidays.

Week Ending 04/10/2008

- Holidays.

Week Ending 11/10/2008 – Project Week 11

- Finish coding – stage 1
- Finish testing – stage 1
- Finish documenting User Reference and Training Manuals.

Week Ending 18/10/2008 – Project Week 12

- Analysis stage 2
- Begin coding stage 2
- Begin testing stage 2

Week Ending 25/10/2008 – Project Week 13

- Coding stage 2
- Testing stage 2

Week Ending 01/11/2008 – Project Week 14

- Start System Maintenance.
- Possibly start client training.

Week Ending 08/11/2008 – Project Week 15

- Continue with System Maintenance.

Week Ending 15/11/2008 – Project Week 16

- Continue with System Maintenance.
- Aim to have System installed.

Week Ending 22/11/2008 – Project Week 17

- Finish System Maintenance.
- Start planning for the Trade Day.

Week Ending 29/11/2008 – Project Week 18

- Rehearsals for Trade Day.
- Trade day.

For a comprehensive schedule see *Appendix B, C and D*. In addition, for the breakdown of member work hours see *Appendix E*.

3.3 Budget

There will be no costs in this project.

4. Glossary

Class Diagram – Used to represent the different underlying pieces of a system, their relationships to each other, and which subsystem they belong to.

Entity Relationship Diagram – A diagram used to show data structures, that is the data items and their relationships.

Gantt Chart – A chart used to show the flow and length of work items in a project. Gantt charts also display information about project resources and costs.

Graphical User Interface – The visual interaction point of a system to the user.

Integrated Development Environment – Software tool for the development of new software, web sites etc.

Interface – An interaction point.

Normalisation – The grouping of logically related data into structures that are stable and have minimal redundancies.

PERT Chart - A chart showing the flow and length of work items within a project, used to discover the least time a project will take to complete.

Sequence Diagram – A diagram used to show interaction between items within a part of a system or sub-system.

State Chart Diagram – A diagram used to show the various states of an item during a function of a system or sub-system.

Unified Modelling Language – A diagramming language used to document a system to assist requirements elicitation.

Use Case Description – A step by step description of a particular action within a system.

Use Case Diagram – A diagram showing what a system does.

Work Breakdown Structure – A chart used to show all work items within a project in a hierarchical structure.

6. Bibliography

Schwalbe, K., "Information Technology Project Management", Second Edition.