

R·I·T



ITS Graphical Report Maker
Planning and
Strategy



16 December 2003

**Team JACT Software
RIT Software Engineering Department**

Version 1.1.0

Revision History

Revision	Date	Author(s)	Section	Comments/Changes
0.1.0	15 Dec 2003	A. Buehler & C.T. Chiou	Planning	
1.0.0	16 Dec 2003	A. Buehler & C.T. Chiou	All	Initial Revision
1.1.0	16 Dec 2003	A. Buehler	All	Proofread

Table of Contents

1. SCOPE	4
2. AUDIENCE	4
3. TEAM MEMBER ROLES AND RESPONSIBILITIES	4
4. STAKEHOLDERS	5
5. PROJECT SCHEDULE	5
6. RISK MANAGEMENT	6

1. Scope

This document’s purpose is to describe the planning and strategic approach the development team will take on the project. It defines team member roles and responsibilities, the stake holders, an outline of the project schedule and the risks associated with the project. This document does not address system requirements, design or technological issues.

2. Audience

This document produced to be referenced by the development team members, ITS management and technical personnel related to the project, and the RIT SE project faculty advisors. This audience need not have domain knowledge specific to the project, nor a detailed understanding of the software development process, though some knowledge of the basic concepts behind development is recommended..

3. Team Member Roles and Responsibilities

Name	Role	Responsibilities
Adam Buehler	Team Leader and Quality Assurance	<ul style="list-style-type: none"> - Resolves any conflicts, keeps team members on task, and motivated in their work. - Reviews documents, with respect to completeness and correctness, before the RME releases them.
Cheng-Train Chiou	Planning Coordinator and Support Manager	<ul style="list-style-type: none"> - Manages the project plan, tracks time spent on task, and ensures the team meets any deadlines. - Provides and manages the tools used by the team for configuration management.
John Myers	Release Management Engineer and Customer Liaison	<ul style="list-style-type: none"> - Ensures documents and code are properly documented, organized, and dispersed. - Acts as a point-of-contact for customer.
Cesario Tam	Development Lead and Secretary	<ul style="list-style-type: none"> - Manages the code development and makes decisions about technical trade-offs within the system. - Takes meeting minutes and disperses them to the team.

4. Stakeholders

Stakeholder	Description
JACT Development Team	Primary developers of the system.
ITS Management	Gives final approval of all deliverables.
ITS Technical Personnel	Provide information about the ITS systems pertinent to the project. Will also answer most questions posed by the development team
SE Advisors	Provide guidance for the development team to ensure a quality product.

5. Project Schedule

Activity	Estimated Hours	Deadline
Planning and Strategy Document*	10	2003-12-17
Project Webpage	6	2003-12-08
Configuration Tools Preparation	2	2003-12-19
Phase Initiate Gate Check	n/a	2003-12-19
Requirements Elicitation	15	2003-12-08 to 2004-01-09
Requirements and Specification 1 st Draft	20	2004-01-15
Requirements Inspection #1	2	2004-01-19
Requirements and Specification 2 nd Draft	8	2004-01-20
Requirements Inspection #2	2	2004-01-26
Requirements and Specification Completed*	4	2004-01-27
Operational Testing Scenarios Plan*	4	2004-01-24
Acceptance Testing Plan*	4	2004-01-24
Phase Analyze Gate Check	n/a	2004-01-30
High Level Design*	8	2004-02-05
Detailed Design 1 st Draft	16	2004-02-12
Detailed Design Inspection	2	2004-02-16
Detailed Design Completed*	4	2004-02-19
Quarter One Presentation*	4	2004-02-17 or 2004-02-19
Phase Design Gate Check	n/a	2004-02-25
Formal Code Inspection 1	4	2004-03-22
Formal Code Inspection 2	4	2004-03-29
Source Code*	40	2004-03-31
Operations Manual*	6	2004-03-31
Phase Develop Gate Check	n/a	2004-04-02
OTS Results Report*	10	2004-04-16
Acceptance Testing Results Report*	10	2004-04-16
Issues Review*	2	2004-04-16
Phase Test Gate Check	n/a	2004-04-23
Deployment Plan*	6	2004-04-30
Phase Deploy Gate Check	n/a	2004-05-07

Post-Mortem Presentation*		End of Second Quarter
Post-Mortem Poster*		End of Second Quarter
Phase Post-Mortem Check		

*Indicates a Deliverable

6. Risk Management

Risk 1	
Description	Scheduling Conflicts among stakeholders
Priority	High Difficulties arise when trying to schedule meetings between all team members, as well as meeting between the team and SE or ITS personnel. This leads to a limited amount of time in which all those concerned can work together and difficulty in scheduling phase gates.
Mitigation Plan	Important meetings are to be scheduled as soon as is feasible to ensure as many stakeholders attend as possible. Everybody's schedules are available for viewing and team members are flexible about meeting times.

Risk 2	
Description	Technological Issues
Priority	Medium Due to the graphically intensive nature of this project, the best approach would be through the purchase of a graphing package that contains all the needed functionality. One such package has been found, but it is not free, thus introducing some unexpected cost. If the purchase of this package is not approve, it would result in a substantial increase in the amount of development effort.
Mitigation Plan	Research for graphing packages needs to be completed as soon as possible, so that a package that can perform all the high-level requirements can be found and propose. If there is a cost to the graphing package, refer to risk 3.

Risk 3	
Description	Cost
Priority	High Every effort is being made to keep costs nonexistent, however we have found that the purchasing of a graphing package would greatly reduce the amount of development effort and allow the team to concentrate on other aspect of the programs functionality
Mitigation Plan	Prepare a Commercial Technical Proposal that addresses pros and cons of proposed graphing package. The proposal will also address the cost of purchasing external software resources and justify the cost with reason.

Risk 4	
Description	Availability of ITS resources
Priority	<p>Medium</p> <p>Due to the amount of interaction between our system and other systems already in existence or currently under development within ITS, proper development and testing will require that we have access to those systems. If we cannot gain access to these systems, or they are otherwise unavailable, it will be near impossible to properly test our system before deployment. “System Freeze” dates on the ITS calendar means nothing can be installed or uninstalled on their systems.</p>
Mitigation Plan	The development lead will contact ITS regarding access to ITS systems when before they are needed to avoid scheduling testing or developing during foreseeable downtimes.

Risk 5	
Description	Scope of the project versus time allotted
Priority	<p>High</p> <p>The total amount of time available for this project is limited to the two quarters set for senior project. If the scope of the project is not properly monitored and limited to be reasonable, the development team will be unable to meet all of the requirements.</p>
Mitigation Plan	A project plan needs to have a well defined project schedule with all the deadlines set for each deliverable and various tasks involved with those deliverables. The team leader and planning coordinator then need to ensure that the team is on schedule.