

Project Plan

for

Paychex Out of Office Application

Version 2.5

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Revision History

Version	Revision Date	Changes Made	Justification	Author
1.0	12/9/12	Initial Revision	Creation of template	Elysia Haight
1.1	12/10/12	Added project deliverables, risk management, measurements/metrics, and scheduling sections	Replaced instructional text	Elysia Haight
1.2	12/10/12	Started Technical Process Section	Added basic info	Tom Eiffert
1.3	12/10/12	Added project scope, and goals	Add to instructional text	Ian Dann
1.4	12/10/12	Added overview section	First edition of this portion	Daquanne Dwight
1.5	12/13/12	Corrected issues presented from review	Rough draft errors were found	Ian Dann Daquanne Dwight Tom Eiffert Elysia Haight
1.6	12/18/12	Removed help text from completed sections	Cleaning up rough draft	Elysia Haight
2.0	1/10/13	Updated schedule	Determined future schedule	Ian Dann Daquanne Dwight Tom Eiffert Elysia Haight
2.1	1/20/13	Completed missing sections	Finalizing document	Elysia Haight
2.2	1/26/13	Added to Dev. Env. section	Determined development environment tools	Elysia Haight

2.3	2/9/13	Added completion criteria to milestones	Completing document	Elysia Haight
2.4	3/10/13	Fixed reported bugs	Post release 1 updates	Daquanne Dwight
2.5	4/25/13	Updated status	Updated status	Elysia Haight

1. Introduction

1.1 Project Description

The Paychex Out of Office and Personal Time Off calendar mobile application is an out of office notification and tracking system for distributing information about an employee's absence from the workplace to other employees and supervisors. Employees will be able to notify these parties if they are sick, going to be on vacation or working at another location. The application is being developed by Clockwise Services, an RIT Software Engineering Senior Project team, for Paychex, Inc., a provider of payroll and human resources products and services.

Currently, employees at Paychex, Inc. must manually go through a number of steps in order to notify the necessary parties that they will be out of office. Due to the complexity, an employee could easily miss a step in the notification process. The application is meant to make out of office notifications easier and less encumbered by user error by performing all of the notification steps that the application has been pre-configured to do based on the employee position in their department and projects.

Clockwise Services will be responsible for all development of the application. Neither Paychex, Inc. nor any other entity will be expected to provide development for any subsystems of the application. The application will be web-based with a focus on compatibility with popular mobile devices. Upon project completion, the project will be transferred to Paychex, Inc. representatives in document and source form.

In its entirety, project activities will start in December 2012 and be completed by May 2013. In the December to early January timeframe, project activities will be focused on the gathering, understanding, and documentation of requirement for the application. From mid to late January, project activities will be focused toward designing the architecture and developing basic designs for the system. Afterwards, development will be in short iterations with multiple releases. The development will range from February to the end of April with a final release prepared for early May.

2. Goals and Scope

2.1 Project Goals

Functional:

- 1: Provide a way to notify all appropriate parties of sick leave or out of office with the use of a mobile application.
- 2: Provide a way to update a user's calendar with sick leave, out of office, current location, and

vacation leave.

3: Provide a way to request for vacation time and receive notification of approval and rejection of vacation request.

4: Provide a common user interface accessible on both android and iPhone mobile platforms as well as a desktop version.

5: Provide a form of security for user identification and interaction with the system.

6: Provide a calendar view for daily, weekly reports.

Business:

1: Start a high level design by mid January 2013.

2: Complete a final release by early May 2013.

Technological:

1: Application is accessible on Android, iPhone, and PC.

Quality:

1: The application's user interface should be intuitive to the user by providing simple procedures for notifying of sick leave, current location, and requesting vacation time.

2.2 Project Scope

The Paychex Out of Office and Personal Time Off calendar mobile application allows an employee to report sick time, request vacation time, or share their out of office location via a mobile device. The current procedure for reporting sick, vacation, or out of office times requires an employee to independently notify all the appropriate parties and update their calendar.

The Paychex Out of Office and Personal Time Off application will handle the notification process for the employee by performing the items listed in section 2.2.1. The application will not include items listed in section 2.2.2

The two primary stakeholders are Clockwise Services and Paychex Inc. Clockwise Services will be developing the application and consists of Elysia Haight, Daquanne Dwight, Tom Eiffert, and Ian Dann. Paychex Inc. will be using the mobile application and is represented by Ann Marvin and Steven Murray. The underlying goal of the application is usability, in that the application shall be intuitive for the user. The project is set to start a high level design by mid January 2013. The project is set for its final release by May 2013.

2.2.1 In-Scope

This project will include the following:

- If an employee is sick or wants to share their current location the application shall update the database with that information. If the daily digest has already been sent, an email notification will be made to the employee's organizational group and to each member of each project they are currently assigned to. The employee's calendar will also be updated with the notification information.

- If an employee is requesting vacation time, the application shall generate a vacation request form and forward the form to the employee’s manager via email. The manager shall have the option to approve or disapprove the employee’s vacation time. If the vacation time is rejected by the manager, a notification email is sent to the employee, notifying them of the rejection and allows them to edit and resubmit. If the vacation time is approved, the application sends the form to the administrative assistant and shall update the employee’s calendar with the time off.
- The application shall allow organizational managers to generate a report displaying a tally of employee’s used sick, vacation, and floating holiday hours.

2.2.2 Out-of-Scope

This project will exclude the following:

- The application will not notify Paychex via phone if the user is out of office or sick.
- The application will also not provide a graphical user interface for any type of administration screens.

3. Organization

3.1 Stakeholders

The stakeholders of this project include Paychex, the Paychex project sponsors, the Team, and the RIT Software Engineering department. These stakeholders proposed the project, defined the scope, and have a significant interest in the success of the project.

3.2 Receivers

The Paychex project sponsors and the RIT Software Engineering department will receive all deliverables during the duration of this project.

3.3 Project-internal Functions

The following on-going functions have been assigned to the specified team member, to be completed weekly or as-needed through the duration of the project.

Function	Description	Name
Team Coordinator	Organize and direct team meetings	Daquanne Dwight

Team Sponsor Communicator	Handle communications between the team and the Project Sponsors	Ian Dann
Web Coordinator	Update the website with time tracking and metrics information	Tom Eiffert
Meeting Scribe	Create meeting agendas and take notes during the meetings	Elysia Haight

3.4 Project Team

The following team will be responsible for developing the project throughout its duration. Availability is expected to change as the second quarter of the project begins.

3.4.1 Winter Availability

Name	Availability
Ian Dann	Tuesdays/Thursdays 10-4
Daquanne Dwight	Tuesdays/Thursdays 12-4
Tom Eiffert	Tuesdays/Thursdays 12-4
Elysia Haight	Tuesdays/Thursdays 12-4

3.4.2 Spring Availability

Name	Availability
Ian Dann	Friday 10-8
Daquanne Dwight	Sunday/Friday 10-8, Monday 10-2, Tuesday/Thursday 10-4, 6-8pm, Wednesday 10-2, 6-8, Saturday 10-3
Tom Eiffert	Sunday/Friday/Saturday 10-7, Monday/Wednesday 10-1, 4-7pm, Tuesday/Thursday 1-4pm, 6-7pm
Elysia Haight	Sunday/Friday/Saturday 10-8, Monday/Wednesday 12-2, 4-6, Tuesdays/Thursdays 10-4, 6-8pm,

4. Schedule

4.1 Work Breakdown Structure

The Work Breakdown Structure (WBS) is documented in [2].

4.2 Schedule and Milestones

The following table lists the major project milestones, criteria by which milestones are measurable, and planned completion dates.

Milestones	Description	Milestone Criteria	Planned Date
M0	Start Project	Initial Sponsor Meeting	11/27/12
	Meet with the the project sponsors to elicit and define the initial set of requirements	All team members are present at the initial sponsor meeting	Completed 11/27/12
M1	Project Plan First Draft	Complete the first draft of the project	12/10/12

		plan	
	Complete the project plan overview, goals and scope, technical process, deliverables, risk management, schedule, and measurements and metrics sections	All relevant sections of the project plan document are complete	Completed 12/10/12
M2	Requirements Phase	Complete the requirements document	12/21/12
	Perform requirements elicitation, analysis, and documentation	All relevant sections of the requirements document are complete	Completed 1/14/13
M3	Use Case Analysis	Completed use cases for all major project features	1/7/13
	Define, construct, and design use cases for all major features	One use case for each feature has been completed and approved by the sponsors	Completed 1/8/13
M4	Architecture Phase	Complete architectural analysis	1/14/13
	Identify major systems, boundaries, external tools, etc, and document	An architecture document with relevant sections is complete.	Completed 1/22/13
M5	Release 1	Complete all work for first release	3/5/13
	Complete design, implementation, and testing phases for release 1	Functional implementation of the core and user interface is complete	Completed 3/5/13
M6	Release 2	Complete all work for the second release	3/26/13
	Complete design,	The calendar and	Completed 3/5/13

	implementation, and testing phases for release 2	daily digest functionality has been implemented and tested	
M7	Release 3	Complete all work for the third release	4/16/13
	Complete design, implementation, and testing phases for release 3	The vacation request and sick leave/ooo functionality has been implemented and tested	Completed 4/16/13
M8	Project Complete	All project implementation is complete	5/7/13
	All design, implementation, and testing of the project features is complete	The reporting functionality has been implemented and tested	Completed 4/23/13

5. Technical Process

5.1 Development Process

The project will be completed using a waterfall with subprojects methodology. This entails acquiring and analyzing the requirements, performing a high-level design of the overall system, and then cycling through individual design, development, and testing of the component systems and the integration between them for a series of releases. The reasoning behind this decision was that the project sponsor desired an iterative development cycle, while the team felt that the structure of operations provided by waterfall along with the separation of component sections of the project would best serve our purposes.

5.2 Development Environment

The following tools, languages, and methods will be employed for project management, design, implementation, testing, and documentation.

Item	Applied for	Availability by
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Methods		
Use Case	Requirements capturing	M2
Tools		
Team Lab	Storage & Task Management	M1
SE VM	Storage & Prototyping/Testing	M1
Microsoft Visual Studio 2012	Implementation	M4
Git	Source Control	M1
Languages		
UML	Design	M2
C#		M4

6. Measurements and Metrics

6.1 Measurements

The following measurements shall be collected and compiled weekly throughout the project:

Type of data	Purpose	Responsible
# of changed requirements	To determine the solidity of collected requirements	All
# of defects found	To determine the quality of completed deliverables	All
# of hours worked	To track the man-hours accumulated while	All

	working on this project	
% of tasks completed	To track individual and team task completion rates	All

6.2 Metrics

Metric	Description	Measured As
Rate of task completion	A comparison of task completion over time in a release cycle will be made.	% of tasks completed
Defect tracking	A count of defects per release will be maintained, in order to determine project quality	# of defects found
Time tracking	An aggregation of individual and team hours worked, used to illustrate efforts	# of hours worked
Changes in requirements	A count of changes made to requirements, and compared between releases	# of changed requirements

7. Risk Management

All identified risks are documented, assessed, and prioritized by members of the Team. The plan also defines the mitigation and contingency measures for any encountered risks. The Risk Management Plan [1] is updated monthly or on event and communicated to all affected stakeholders by the Team Sponsor Communicator.

8. Communication and Reporting

Type of	Method / Tool	Frequency/Sc	Information	Participants /
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Communication		chedule		Responsibles
Internal Communication:				
Project Meetings	Teleconference, In-person meetings	Weekly, Tuesdays and Thursdays	Project status, problems, risks, changed requirements, planning	Project Sponsor, Project Team, Faculty Coach
Sharing of project data	Shared Project Server	When available	Project synopsis, project plan, time tracking	Project Sponsor, Project Team
Milestone Meetings	Teleconference, In-person meetings	Before milestones	Project status (progress)	Project Sponsor Project Team
Final Project Meeting	Teleconference, In-person meetings	M8	Wrap-up Experiences	Project Sponsor Project Team
External Communication and Reporting:				
Project Report	Excel sheet	Quarterly	Project status - progress - forecast - risks	Project Sponsors, Project Team, Faculty Coach, RIT SE Department members

9. Delivery Plan

9.1 Deliverables and Receivers

The following list details the expected deliverables for the duration of the project, the planned

date of delivery, and the receivers of the deliverables.

ID	Deliverable	Planned Date	Receiver
D1	Project Synopsis	12/3/12	Project Sponsors, Faculty Coach
D2	Project Website	12/9/12	Project Sponsors, Faculty Coach
D3	Time Tracking Report	Every Sunday (Recurring)	Posted on website
D4	Metrics Tracking Report	Bi-weekly, Sunday (Recurring)	Posted on website
D5	Interim Project Presentation	2/7/13	RIT SE department
D6	Interim Team Evaluation	1/21/13	Peer2Peer Survey
D7	Project Poster	4/14/13	RIT SE department
D8	Project Technical Report	5/5/13	Posted on website
D9	Post-Mortem Reflection Report	5/5/13	Posted on website
D10	CD of All Project Artifacts	5/12/13	Project Sponsors, Faculty Coach
D11	Final Project Presentation	4/23/13 - 5/2/13	RIT SE department
D12	Final Team Evaluation	5/5/13	Peer2Peer Survey

10. Abbreviations and Definitions

11. References

[1] Risk Management Plan.xls