

Project Plan >>>

For Georgia Department of Revenue, Compliance Division

**Project Plan:
Introduction**

Our team will be working with the Georgia Department of Revenue, compliance division in order to develop an auditor Time Sheet/Inventory System. The system will provide two levels of security: Supervisor and Auditor. We will be providing Auditors with a PDA application that allows for the creation of time sheets and itineraries. The application will display a calendar itinerary to schedule appointments and audits. Then the application should take the scheduled information and create a time sheet based on the itinerary.

The client has asked that the:

- Application must be thoroughly documented
- Updated ERD Model
- Which file does what function
- Code must be commented
- Use functions and stored procedures whenever possible
- Adequate white space
- Variable names must be descriptive
- C# is preferred but any .NET language will suffice

The Database requirements are:

- SQL Server 2000 optimal
- Access is doable and we will convert to SQL

Customer Information:

Henry Rutherford III
Compliance Division
Desk: (404) 417-6497
Pager: (404) 382-1137

Team Members:

Dianna Knight	Project Manager - Leader	csu10679@
John Shaffer	Tester and Customer Liaison	csu12748@
Lester Henry	Document Manager - Web Master	csu15072@
Tim Hare	Developer	csu15072@

Resources:

Resource	When Needed	Justification	Number
Dreamweaver MX2004	Entire Semester	Web Development	2
Palm OS Programming	Entire Semester	Aid with Programming	1
PalmOS	Entire Semester	PalmOS Testing Sync	1
PalmOS Test Suite	Entire Semester	Requirement for develop	4

Weekly Schedules

week 1:

Task	Who	Time	Notes
1.0 Kick Off Meeting	All Members	30min	Team Organizations
Contact Client/Research	John	5 hour	Both groups were represented
Meeting With Client	Tim/John/Lester	1 hour	Both groups were represented
Meeting: James Carrol	Tim	1 hour	Programming for PalmOS
2.2 Prepare Work Breakdown	Dianna/John	2 hours	first draft
5.0 Web Site Development	Dianna/Lester	20 hours	first draft

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	Research programming	John/Tim	60 hours	PalmOS/Sync
	2.5 Project Plan	Dianna	4 hours	first draft
	2.7 Requirements	Dianna	4 hours	first draft
week 2:	Task	Who	Time	Notes
	2.1 Weekly Meeting	All Members	30min	Project Discussion
	Research Sync	John	2 hour	How to sync the PalmOS up
	2.3 Used Case Scenario	Lester	3 hour	development
	7.0 Testing research	John	6 hour	White/Black box and implement
	2.2 Revise Work Breakdown	Dianna/John	2 hours	second draft
	5.0 Web Site Development	Dianna/Lester	20 hours	second draft
	Research Programming	John/Tim	60 hours	PalmOS/Sync
	2.5 Project Plan	Dianna	2 hours	second draft
	2.7 Requirements	Dianna	2 hours	second draft
week 3:	Task	Who	Time	Notes
	2.1 Weekly Meeting	All Members	30min	Project Discussion
	Programming Research	John	2 hour	development
	2.3 Used Case Scenario	Lester	4 hour	use case model
	7.0 Testing research	John	6 hour	White/Black box and implement
	2.2 Revise Work Breakdown	Dianna/John	2 hours	added in expenses report
	5.0 Web Site Development	Dianna/Lester	10 hours	updates
	Research Programming	John/Tim	60 hours	PalmOS/Sync
	2.5 Project Plan	Dianna	2 hours	adding information
	2.7 Requirements	Dianna	2 hours	second draft adding information
	2.4 Project Schedule	Dianna	2 hours	Gant Chart and others
	2.6 Change Control	Dianna/John/ Lester	2 hours	Client added expenses report
week 4:	Task	Who	Time	Notes
	2.1 Weekly Meeting	All Members	30 min	Project Discussion
	Work Breakdown Update	John	2 hour	finalizing
	2.3 Used Case Scenario	Lester	6 hour	use case model
	7.0 Testing research	John	6 hour	White/Black box and implement
	2.8 development Quality	Dianna/John	2 hours	development paper work
	5.0 Web Site Development	Dianna/Lester	10 hours	updates
	Research Programming	John/Tim	60 hours	PalmOS/Sync

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	2.5 Project Plan	Dianna	2 hours	adding information
	2.7 Requirements	Dianna	2 hours	adding information
	2.4 Project Schedule	Dianna	2 hours	Gant Chart and others updates
week 5/6:	Task	Who	Time	Notes
	Modeling	John/Lester/Dianna	2 hour	Development
	2.3 Used Case Synario	Dianna	1 hour	Finalizing use case model
	Data Delivery/Interface	John/Tim	6 hour	Finalizing Data Delivery and look
	2.8 development Quality	Dianna/John	2 hours	development paper work
	5.0 Web Site Development	Dianna/Lester	1 hours	updates
	Research Programming	John/Tim	10 hours	PalmOS/Sync
	2.5 Project Plan	Dianna	2 hours	adding information
	2.7 Requirements	Dianna/Lester	2 hours	adding information
	2.4 Project Schedule	Dianna	2 hours	Gant Chart and others updates
week 7:	Task	Who	Time	Notes
	2.1 Weekly Meeting	All Members	1 hour each	Project Discussion
	Finish modeling	John/Lester/Dianna	2/1/1 hour(s)	Model for the software development
	2.3 Redefine Case Synario's	Dianna	1 hour	Some changes were made after project was analyzed
	5.1 research into Hot Sync	John/Tim	2/2 hours	After discover of data chooses of the system.
	2.4 Schedule Schedule	Dianna/Lester	1/1 hour	Adjust schedule
	5.0 Web Site Development	Dianna/Lester	4/2 hours	updates for Project Plan delivery
	Research Programming	John/Tim	5/10 hours	PalmOS/Sync
	2.4.5 Project Plan	Dianna	2 hours	updating work breakdown, gant and other documents
	6.2 Develop Interface	Tim	2 hours	Develop the first screen interface layout
	6.2 Develop Interface	Lester	3 hours	develop the necessary bit map graphics for the application
week 8:	Task	Who	Time	Notes
	2.1 Weekly Meeting	All Members	1 hour each	Project Discussion
	Meeting with James	Tim	1 hour	Development Assistance
	Documentation Development	Dianna/Lester	2/1 hour	Weekly updates, update documents, and communication

Georgia Palm Group – ITFN3314

5.0 Web Site maintained	Dianna/Lester	2/1 hours	updates
Install and short Intro to Palm Developer Suite	All Members	2 hours each	Tim will instruct all members about the development suite
Develop Graphics	Lester	4 hours	create symbols for the interface
2.8 Quality Assurance Plan	Lester	4 hours	create documentation
2.9 Develop Testing Plan	John	8 hours	determining all testing and create a plan
Communication	John	1 hours	Communication with client and additional team
6.2 Develop Initial Interface	Tim/Dianna	8/2 hours	This is the entry screen for the project

Week 9:

Task	Who	Time	Notes
2.1 Weekly Meeting	All Members	1 hour each	Project Discussion
Meeting with James	Tim	1 hour	Development Assistance
Documentation Development	Dianna/Lester	1/1 hour	Weekly updates, update documents, and communication
5.0 Web Site maintained	Dianna/Lester	1/1 hours	updates
2.9.1 Develop Testing Cases	John	8 hours	Use white box testing working with Tim
5.0 Web Site Development	Dianna/Lester	1/1 hours	updates
5.1 Develop Sync System	Dianna	8 hours	PalmOS/Sync
6.2 Develop Initial Interface	Tim/Lester	2/1 hours	Polish
6.4 Job Interface Screen	Tim/Lester	6/2 hours	The user will determine what function to go to Add, Delete, update, create job info.
Communication	John	1 hours	Communication with client and additional team
Build Tables Codes	Lester/Tim	7/1 hours	Build the tables for the Job/Supervisor codes

week 10:

Task	Who	Time	Notes
2.1 Weekly Meeting	All Members	1 hour each	Project Discussion
Meeting with James	Tim	1 hour	Development Assistance
Documentation Development	Dianna/Lester	1/1 hour	Weekly updates, update documents, and communication
5.0 Web Site maintained	Dianna/Lester	1/1 hours	updates
2.91.1 Testing	John	8 hours	test 6.2 Develop Initial Interface 6.4 Job Interface Screen

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5.0 Web Site Development	Dianna/Lester	1 hours	updates
5.3.1 Coding Sync	Dianna	8 hours	PalmOS/Sync and the XML
6.4 Job Interface Screen	Tim/Lester	2/1 hours	Polish and finalize
6.4.1 Add New Job Info	Tim/Lester	8/3 hours	The user will determine what function to go to Add, Delete, update, create job info.
Communication	John	1 hours	Communication with client, additional team and Jon

week 11:

Task	Who	Time	Notes
2.1 Weekly Meeting	All Members	1 hour each	Project Discussion
Meeting with James	Tim	1 hour	Development Assistance
Documentation Development	Dianna/Lester	1/1 hour	Weekly updates, update documents, and communication
5.0 Web Site maintained	Dianna/Lester	1/1 hours	updates
2.91.1 Testing	John	8 hours	test 6.4 Job Interface Screen 6.4.1 Add New Job Info
5.0 Web Site Development	Dianna/Lester	1 hours	updates
5.3.2 Incorporate Sync Coding	Dianna	8 hours	PalmOS/Sync and the XML
6.4.2 Edit Job Info	Tim/Lester	8/1 hours	Edit information screen
6.5 Query Time sheet Info	Tim/Lester	2/1 hours	Start work on screen
Communication	John	1 hours	Communication with client, additional team and Jon

week 12:

Task	Who	Time	Notes
2.1 Weekly Meeting	All Members	1 hour each	Project Discussion
Meeting with James	Tim	1 hour	Development Assistance
Documentation Development	Dianna/Lester	1/1 hour	Weekly updates, update documents, and communication
5.0 Web Site maintained	Dianna/Lester	1/1 hours	updates
2.91.1 Testing	John	8 hours	test 6.4.2 Edit Job Info 6.5 Query Time sheet Info
5.0 Web Site Development	Dianna/Lester	1/1 hours	updates
2.9.1.1	Dianna/John	8/5 hours	Black Box and White Box testing PalmOS/Sync and the XML
6.5 Query Job Info	Tim/Lester	2/1 hours	Polish and incorporate
6.6 Edit Time sheet Info	Tim/Lester	8/3 hours	Start development on Edit screen

Georgia Palm Group – ITFN3314

	Communication	John	1 hours	Communication with client, additional team and Jon
week 13:	Task	Who	Time	Notes
	2.1 Weekly Meeting	All Members	1 hour each	Project Discussion
	Meeting with James	Tim	1 hour	Development Assistance
	Documentation Development	Dianna/Lester	1/1 hour	Weekly updates, update documents, and communication
	5.0 Web Site maintained	Dianna/Lester	1/1 hours	updates
	2.91.1 Testing	John	8 hours	test 6.5 Query Job Info 6.6 Edit Time sheet Info
	5.0 Web Site Development	Dianna/Lester	1/1 hours	updates
	6.6.1.2 Enter Auditors Travel	Tim/Lester/Dianna	8/3/4 hours	Develop forms (3 screen)
	Prepare for Mid Demo	All Members	1 hour each	Review all document and Prepare for presentation
	Communication	John	1 hours	Communication with client, additional team and Jon
week 14:	Task	Who	Time	Notes
	2.1 Weekly Meeting	All Members	1 hour each	Project Discussion
	Meeting with James	Tim	1 hour	Development Assistance
	Documentation Development	Dianna/Lester	1/1 hour	Weekly updates, update documents, and communication
	5.0 Web Site maintained	Dianna/Lester	1/1 hours	updates
	2.91.1 Testing	John	8 hours	test 6.6.1.2 Enter Auditors Travel
	5.0 Web Site Development	Dianna/Lester	1/1 hours	updates
	6.6.1.2 Enter Auditors Travel	Tim/Lester/Dianna	2/2/4 hours	Finish up and incorporate
	6.7 Query Time sheet Info	Tim/Lester	8/2 hours	Start work on query screen
	Communication	John	1 hours	Communication with client, additional team and Jon
week 15:	Task	Who	Time	Notes
	2.1 Weekly Meeting	All Members	1 hour each	Project Discussion
	Meeting with James	Tim	1 hour	Development Assistance
	Documentation Development	Dianna/Lester	1/1 hour	Weekly updates, update documents, and communication

Georgia Palm Group – ITFN3314

5.0 Web Site maintained	Dianna/Lester	1/1 hours	updates
2.91.1 Testing	John/Dianna	2/2 hours	test 6.6.1.2 Enter Auditors Travel 6.7 Query Time sheet Info
2.9.3 Create Error reports	John	6 hours	Prepaire for Black Box testing
5.0 Web Site Development	Dianna/Lester	1/1 hours	updates
7.3 Black Box Testing	John/Dianna/Lester	1/5/5 hours	Test per test plan and report bugs
Bug Fixes	Tim	8 hours	as bugs are discovered per testing they will be fixed
Communication	John	1 hours	Communication with client, additional team and Jon

week 16:

Task	Who	Time	Notes
2.1 Weekly Meeting	All Members	1 hour each	Project Discussion
Documentation Development	Dianna/Lester	1/1 hour	Weekly updates, update documents, and communication
5.0 Web Site maintained	Dianna/Lester	1/1 hours	updates
2.9.3 Error reports	John	10 hours	Prepaire all report for testing
5.0 Web Site Development	Dianna/Lester	1 hours	updates
Finalize all documentation	Dianna/Lester	10/8 hours	Compile documentation and finalize all documents
Code Review	Tim	12 hours	Review all code and add documentation
Communication	John	1 hours	Communication with client, additional team, and Jon

Total Project Time:

	1	2	3	4	5/ 6	7	8	9	10	11	12	13	14	15	16	total s
Dianna Knight	27	20	13.5	16.5	8	10	9	12	12	12	12	9	8	11	14	194.0
John Shafer	21	19	19.5	20	11	10	12	10	10	10	10.5	11	10	11	12	197.0
Lester Henry	5	9.5	10	11	5	8	13	14	8	8	8	8	8	9	12	136.5
Tim Hare	50	50	50	50	10	15	12	11	12	12	12	11	10	10	13	325.0
Totals	103	98.5	93	97.5	34	43	46	47	42	40	42.5	39	36	41	51	853.5

Risk Analysis

Risk	Probability	Impact	Severity	Contingency Plan
Client Requirement Changes	6	10	60	The schedule should be reviewed to see what would be effected and if change request is possible. The client should be aware if change is possible and what it would affect. See Instructor for guidance.
Loss of source code	5	10	50	The developer will back-up all project source code once a day on a CD. It will be zipped and sent to the project manager for backup purposes. This is done in place of source safe.
Schedule Slips	4	10	40	If due to added requirements by client. See Instructor for guidance.
Project Scope Unclear	4	8	32	Being prepared at all meeting with client in order to ask questions and get clarification on items not clear.
Loss of Team Member	3	10	30	Redistribute Duties to the remaining members.
Project Documentation Incomplete	3	8	24	Redistribute when needed
Testing	2	10	20	All members should be a part of testing
Project Understanding	2	8	16	Research will be distributed to all members. However, when one member does not understand extra time should be applied to research.
Week Team Member	2	7	14	Work should be reviewed and redistributed when necessary. (If the team member is putting fourth 100% effort)
Commitment To The Project	3	4	12	<ul style="list-style-type: none"> ▪ Meeting schedule should be firm ▪ All meeting will have an agenda
Computer Crash	1	9	9	All work should be mirrored by the designated backup team member

System Specifications

Team GeorgiaPalm will be developing a PalmOS application that will facilitate Department of Revenue field agents in the efficient record keeping of their specific itinerary and time sheets. This GUI application will replace an archaic command line interface with a more intuitive user-friendly interface.

1. The application will be written in C/C++ using the free Palm OS Developer Suite available at <http://www.palmos.com/dev/dl/>.
2. The PDA application will need to synchronize with a desktop version.
3. The customer will write the desktop version and all updating of the customers database will be handled between the desktop application and their database server.
4. The PalmOS and the PocketPC version will have to deliver the PDA data to the desktop in a standardized file format.
5. The desktop and PDA development teams will coordinate on the data file format.
6. The PDA application will have multiple view options including day, week, and month.
7. The auditors will input data through drop down list boxes and text input.