

SeGaBu

Mid Report

Version 0.4

Version history

Version	Date	Description	Done by
0.4	2.11.2017	Added time for the next SG meeting	AHA
0.3	22.10.2017	Made final changes to the document	AHA
0.2	21.10.2017	Changed the text to italic and made changes throughout the document	AHA
0.1	17.10.2017	Edited the whole document	AHA
0.0	17.10.2017	Copied information from project plan	AHA

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1 Project Overview and Targets

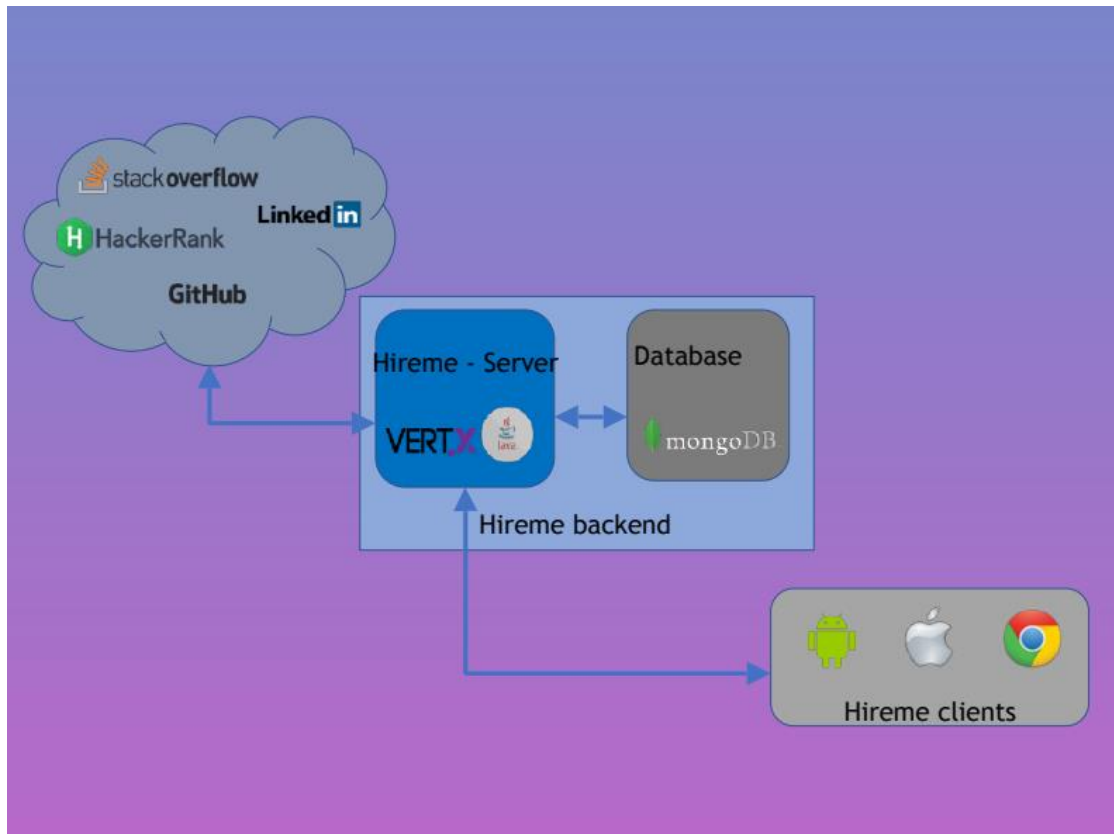
1.1 Assignment and Purpose

This project is a part of SeGaBu (Serious Games for Business and Education) project which was launched in 2016. Customer of the project is OASIS (Oulu Advanced Research on Service and Information Systems) at University of Oulu. Main purpose behind this project is to continue development of the existing application platform, Hire.me, which was originally developed in 2016. Hire.me is a gamified application platform aiming to help unemployed people find jobs in their own field of expertise. The application tailors users custom views of the available jobs fitting with the skill descriptions that users provide.

According to the original project assignment, the target was to develop gamified mentor and peer support features connected with existing Hire.me application. However the kick-off meeting with the customer and following meeting with the developer Ilkka Hietaniemi brought up some additional information related to project, causing some changes to original assignment. After these changes the assignment was re-organized and the new target is to continue developing second version of the existing Hire.me application, first by fixing bugs, and after that continue by implementing new application features. The main purpose of this project is to have an improved version of Hire.me application that can be tested in MegaMatchmaking 2017 recruitment event November 14th by Business Oulu.

*Development of the Hire.me application will be done only for the Android platform, so all other mobile platforms will be excluded from this project. Primary target of the development is the client side of application, so server side will be left for smaller attention. However server side is not fully excluded from the project, **so the project group has contacted backend developer Vinoth Selvaraj and organized meeting with him to get familiar with the backend side of the application.** Another thing that will be in smaller part within scope of this project is testing. Testing is limited mainly on heuristic evaluation and internal usability testing within the project group. Larger-scale usability testing will be executed by the customer.*

Image below shows the context in which we are contributing within this project. As mentioned in previous, our primary focus is on the Hire.me clients shown in bottom right corner of the image. From the image can also be seen that the clients are communicating with Hire.me backend, which in turn communicates with external websites such as LinkedIn and Stack Overflow. Backend and external websites are not primary targets within this project, but development for the backend might be possible.



The original purpose and target of this project is still valid. The only change for this section is the refined backend side of the project which is bolded in the text.

1.2 Results and Delivery

The results and deliverables are listed in the table below. The additional deliverables may show up as the project progresses. In that case, the steering group members will be informed.

Result/Deliverable	Description	The Means of Delivery
<i>Project Plan</i>	<i>Accurately explained project implementation with the appendices related to the project plan</i>	<i>Pdf-files for the steering group members</i>
<i>Heuristic Evaluation</i>	<i>All the bugs found in heuristic evaluation</i>	<i>Pdf-file for the steering group members</i>
<i>Existing Expertise</i>	<i>Rigor research articles related to the project</i>	<i>Pdf-file for the steering group members</i>
Material for a stakeholder	Backlog documentation, test plan and screenshots of the application (see also chapter 6.5)	Screenshots and documents for Valterri Kujala (Valfi Oy)
<i>Design Plan + Documentation</i>	<i>All documentation created for the new features of the application or due to change of existing features or bug fixes</i>	<i>Pdf-files for the steering group members</i>

Result/Deliverable	Description	The Means of Delivery
<i>Test Plan and Test Results</i>	<i>Test cases and results for internal application testing</i>	<i>Pdf-file for the steering group members</i>
<i>Mid Report</i>	<i>Project status report approximately in the middle of the project and all the appendices related to that project phase</i>	<i>Pdf-files for the steering group members</i>
Extra demo + acceptance criteria	Application status and last possible changes before Testing Day	Pdf-file and Powerpoint presentation for the SG
<i>Testing Day Application</i>	<i>Fully working, internal tested application to download</i>	https://github.com/ <i>for the steering group members</i>
<i>Final Application</i>	<i>The source code of the result application of the project with all the necessary files and libraries</i>	https://github.com/ <i>for the steering group members</i>
<i>Final Report</i>	<i>Final status report of the project and all the appendices related to the project</i>	<i>Pdf-files for the steering group members</i>
<i>Managerial Material</i>	<i>All project managerial materials wrapped up into one zip-file: project plan, mid and final reports, other SG meeting materials (e.g. invitations and minutes)</i>	<i>Zip-file for the steering group members</i>

The original table of Results and Delivery is still valid with two extra steps. The unexpected change was that Valtteri Kujala from Valfi Oy contacted the project manager and asked permission to evaluate the testing methods and infrastructure of this project. Mr. Kujala was advised to do so by Aryan Firouzian (member of SG) and he joined the Scrum planning on Tuesday 10th of October and the project group introduced the testing methods and application infrastructure for him. Another bigger change is that the project group suggests to have an extra demo with acceptance criteria to make sure that the implemented changes satisfy the customer before delivering the application for MegaMatchmaking event.

1.3 Dates of Deliveries and Result Reviews

Review (phase)	Result/Deliverable	Date	Participants	Issues and Practices
<i>I</i>	<i>Project Plan (+ related appendices)</i>	<i>w38, 24th of September → likka, w39, 26th of September → SG</i>	<i>likka Paajala, Juho Mattila, Ilkka Hietaniemi, Eeva Leinonen, Aryan Firouzian</i>	<i>In the end of Phase I, reviewed by likka before sending to SG (possible changes may occur), reviewed by the SG members, feedback from the SG members during the 1st SG meeting, concentration on the goals of the project implementation, plan will be accepted or accepted with changes</i>
<i>I</i>	<i>Existing Expertise</i>	<i>26th of September</i>	<i>likka Paajala, Juho Mattila, Ilkka Hietaniemi, Eeva Leinonen, Aryan Firouzian</i>	<i>In the end of the Phase I, reviewed first by likka and after that also by the SG, possible changes to be made (depends on feedback)</i>
II	Design plan + documentation	w43	Juho Mattila, Ilkka Hietaniemi, Eeva Leinonen, Aryan Firouzian, likka Paajala	During Phase II, reviewed by the SG members, possible changes according to feedback in 2nd SG meeting, documentation ready before closing the project
<i>II</i>	<i>Test plan and Test Results</i>	<i>w43 (plan & results so far), w49 (final results)</i>	<i>Juho Mattila, Ilkka Hietaniemi, Eeva Leinonen, Aryan Firouzian, likka Paajala</i>	<i>During Phase II, reviewed by the SG members, discussion and possible changes according to feedback in 2nd SG meeting, in the end of the project final test results for the possible next project group to continue developing the application</i>

Review (phase)	Result/Deliverable	Date	Participants	Issues and Practices
II	Mid Report	w43, 22nd of October → likka Paajala, 24th of October → SG	Juho Mattila, Ilkka Hietaniemi, Eeva Leinonen, Aryan Firouzian, likka Paajala	In the end of Phase II, reviewed by likka before sending to SG (possible changes may occur), reviewed by the SG members, concentration in the current status of the project → Is there something that needs to be fixed (e.g. goals)?
III	Extra demo and acceptance criteria	w45, 7th of November at 4 PM	Juho Mattila, Ilkka Hietaniemi, Eeva Leinonen, Aryan Firouzian, likka Paajala	In the beginning of Phase III, SG participation in the scrum planning meeting
III	Testing Day Application	w45, 12th of November	Juho Mattila, Ilkka Hietaniemi, Eeva Leinonen, Aryan Firouzian, likka Paajala	During Phase III, application is provided through GitHub for the SG members
IV	Final Application	w49	Juho Mattila, Ilkka Hietaniemi, Eeva Leinonen, Aryan Firouzian, likka Paajala	In the end of Phase IV, reviewed through GitHub by the SG members
IV	Final Report	w49	Juho Mattila, Ilkka Hietaniemi, Eeva Leinonen, Aryan Firouzian, likka Paajala	In the end of Phase IV, reviewed by likka before sending to SG members, review before the 3rd SG

Review (phase)	Result/Deliverable	Date	Participants	Issues and Practices
IV	Managerial Material	w50	Juho Mattila, Ilkka Hietaniemi, Eeva Leinonen, Aryan Firouzian, likka Paajala	All managerial materials of the project will be send to SG members through email as one zip-file after the project has been officially closed together with the closing words by the project manager

The project group suggests that the extra demo would be held at the same time as the project group's scrum planning meeting takes place. This is due to busy schedule of the project implementation before the next milestone (Testable version ready), so it would be more efficient if there is no need to arrange new steering group meeting with larger scale arrangements and also the project group members and the scrum master (Juho Mattila) have already booked the spot from their calendars.

1.4 Acceptance of Delivery and Project Reviews

Review (phase)	Date	Acceptance
I	w39	Project's status together with the Project Plan to be reviewed and accepted. Test Plan based on the review results.
II	w43	Project's status together with the Mid Report to be reviewed and accepted.
III	w45	Application status with acceptance criteria to be reviewed and accepted.
III	w49	Final Application to be reviewed and accepted. Project's status together with the Final Report and Test Results to be reviewed and accepted.

Review of the application status is added for the table, otherwise the Acceptance of Delivery and Project Reviews stay the same.

1.5 Quality Targets

Our long-term goal is to provide a flawless version of Hire.me application which means that functionalities of the application, can be performed reliably in different situations with different Android versions. The customer has ordered a testable application by mid-November so that they are able to make a large-scale usability testing for the application. It means there is not much time for the development so it is important to focus on getting the most important development targets done with good quality.

The quality of the product comes before new features. Currently, the application's UI is in a good shape and the application contains several functionalities but many functionalities are not activated and they contain defects. There could be a lot of interesting ideas for the new features but for reaching the fully working and testable application by 12th of November there will be a lot of work to activate and fix the already existing functionalities. Also, we will start adding some new features by mid-November. Final application as MVP will be delivered to customer when the project ends.

Before starting the development process, heuristic evaluation of the current application was done. From the evaluation we gathered a list of defects that must be fixed before implementing new features. Also, a test plan document of all functionality test cases will be done before starting to execute test cases weekly. The functionality testing will be carried out continuously throughout the development process. From test cases, the quality level of the application can be measured by calculating how many test cases are passed.

*Considering the process quality, the project should be carried out within the limits of the project resources which means that resources will not exceed more than +/- 20h of the planned total for each project member. Also the schedule should not delay but we must be prepared for unexpected situations that can cause a small delay. **The delays are also taken into account in the Risk Management report.** However, for the schedule the maximum delay will be 5 working days.*

Results/Deliverables

Result/ Deliverable	Quality Target	Measurement
<i>Testing Day Application</i>	<i>Stable and bug free application</i>	<i>UX-testing will be performed in recruitment event MegaMatchmaking 2017. Application should not contain any functional bugs when delivered to the customer.</i>
<i>Final Application as MVP</i>	<i>Good UX</i> <i>Working</i>	<i>The UX test results are as “expected” or more. Will be defined in “Test planning” task.</i> <i>All the functional bugs have been fixed and retested to “work as expected”. Will be defined in “Test planning” task.</i>

Process

Quality Target	Measurement
<i>Within the limits of the project resources</i>	<i>Resources (workload) will not exceed more than +/- 20h of the planned total for each project member.</i>
<i>Within the schedule</i>	<i>For the schedule the maximum delay for the final application is 5 working days.</i>

There is no need to change the quality targets of the project so they are still valid as they are.

1.6 Project Success Criteria

Table below shows the description of the success criteria for this project. Success is divided into three different levels which are acceptable, good and excellent. For all three levels, table presents measurement criteria, which is used to validate the success. **Project Success Criteria is still valid, no need to make changes to the table below.**

Success	Measurement
<i>Acceptable</i>	<i>Bugless version of the current application.</i>
<i>Good</i>	<i>In addition to previous, features for user profile creation, work category selection and job recommendation have been implemented.</i>
<i>Excellent</i>	<i>In addition to previous, extra features (e.g. mentor and peer support) have been implemented.</i>

2 Project Phase Plan and Schedule

*This project will be carried out by using SCRUM principles which means that the project proceeds on weekly sprints having 11 sprints in total. Meetings with the project group will be arranged at least once a week where the project state and further plans are discussed and reviewed. There is a retrospective and sprint meeting every Tuesday for the project group where the customer participation is highly desirable so that PG is able to keep the customer updated about the project state and also make sure that the project is going on a right direction. **Also, the status check will take place remotely twice a week by using WhatsApp's group conversation every Thursday and Sunday at 16:00. In WhatsApp discussion, each team member shares what she/he has done and what is coming next while other members can comment their opinions.***

*The project contains four phases; Phase I project start and planning, Phase II development, Phase III developing extras and Phase IV testing and accepting. In SG meetings, the customer has an opportunity to inform the project group if they see that the project is going on the wrong direction. For example, if an important feature should be developed instead of other actions, the customer may demand it. The original project plan will be updated and clarified at each milestone due to feedback given in SG meetings. **Customer may also suggest changes to goals or implementation in the weekly project planning sessions.***

The project contains several tasks and SCRUM approach will help developing and testing the application in parallel. It is important that testing is performed parallelly with new feature implementation so that the new functionalities won't break the application. In scrum meetings the project group is able to detect a non-effective working methods immediately and modify methods to be more effective in the future.

Phase	Description	Deliverables & Decisions	Milestone
<i>Phase I</i>	<i>Project start and planning + literature review</i>	<i>Project Plan => Project start (official) & Features in the application (& initial features to be implemented in the Final Application), Existing Expertise report</i>	<i>1st SG meeting</i>
<i>Phase II</i>	<i>Development of the application</i>	<i>Test Plan Bug fixed application Mid Report => Continuing the project & implementing the final features for the Testing day</i>	<i>2nd SG meeting</i>

Phase	Description	Deliverables & Decisions	Milestone
<i>Phase III</i>	Ready for testing day, developing extras	In the extra meeting with the steering group members the application's acceptance criteria is provided with the demo of the application => Application is considered ready for Testing day. After the event developing extra features for the application	Extra meeting with the SG members, MegaMatch making recruitment event
<i>Phase IV</i>	<i>Testing and accepting</i>	<i>Design documentation, Completed application as MVP, Final Report => Project results & project closing (official) defined</i>	<i>3rd SG meeting</i>
<i>End</i>	<i>Closing</i>	<i>All defined closing tasks done and project declared officially closed</i>	

Project Phasing and Schedule will stay almost the same as in the beginning. There are slight changes in the documentation done for the way of working among the project group members and also for the customer's decision making throughout the project. The project group found it unnecessary to have daily WhatsApp conversations with the group members so it was changed to take place twice a week. The earlier explained extra meeting with steering group members was also added as well as the customer participation in the scrum meetings and decision making throughout the whole project as the focus of Phase III sharpened for the project group.

3 Project Tasks

Project management tasks:

1. *Project planning: Task for planning the project in terms of creating general plan, timetable and workload for the project. Results/deliverables: Project Plan*
2. *Project meetings: Leading, timing and suggesting project meetings for the project team*
3. *Reviews: All tasks related to the reviews based on project results. Results/deliverables: Review of the results*
4. *SG Meetings: Tasks related to steering group meetings such as preparations and invitations. Results/deliverables: Mid & Final Reports + all meeting materials*
5. *Other Tasks: All other non-specified project management tasks*

Design:

1. *All tasks related to the designing the application (architecture, UI, UX, functions, features, etc). Details will be clarified during sprint planning sessions. Results/Deliverables: Design Plan + documentation*

Testing:

1. *Test Planning: All tasks, such as test case design and test plan review, related to the planning of the functional testing while designing the application and preparing the application. If time and resources allow, unit testing will be planned for the application. Result/deliverable: **Product Backlog** (including possible attachments)*
2. *Heuristic Testing: Testing the application for bugs left by previous Project development group. Purpose is to find and document bugs in order to fix them at the development phase. Result/deliverable: List of bugs*
3. *Functional Testing: Executing test cases and documenting test results. Test cases should be executed and reported weekly in the retrospective meeting. Results/deliverables: Weekly reports + Final Test Report document (Including possible attachments)*
4. *Unit Testing: If there is time and resources left, unit testing will be executed to the program code. Test cases should be reported. Results/deliverables: Unit Test Report (Including possible attachments)*

Coding:

1. *Debugging: Fixing the bugs that were found in heuristic testing phase and those reported by the client are fixed so that the application is fully functional. Result/deliverable: Stable and bug free application*
 - a. *Application update views too soon, showing incorrect values*
 - b. *Save instance functionality is missing*
 - c. *Show MiniCV button does not work*
2. *Implementing features that are missing: After fixing the identified faults, the task is to finish features that were not completed by the previous project team. Result/deliverable: Basic functional application*

3. *Preparing application for testing day deadline: Fixing, testing the application for the testing day in order to ensure that the application is functional and testable at the recruitment event. Result/deliverable: Stable and functional application*
4. *Adding desirable features: Additional features requested by the clients are added to the application based on their priority and time available to implement them. Results/deliverables: Expanded version of the application*
 - a. *User profile creation: User profile creation and saving functionality is added for client and the server.*
 - b. *Allow user to select work that interest them and recommend them similar jobs: Selecting work categories that interest should be done at profile creation. Adding this functionality to the application. Results/deliverables: Client and Backend supporting this feature*
 - c. *Peer communication and support system: Add a feature to the client and the server that supports communication between clients. Results/deliverables: Client and Backend supporting this feature*
5. *Final application: Last features are added and tested and the documentation will be completed in order to application delivery for the deadline. Results/deliverables: Final version of the application, documentation*

The tasks related to software development, testing and design are shared in a more accurate level among the project group members in the beginning of each sprint ensuring that the project remains within the planned timetable.

The list of tasks is still valid with only changing the test planning results to be found on the backlog of the application development. The task list appendix is also updated to show the same information.

4 Project Resources and Workload

See updated appendix “Resource Usage”.

5 Project Facilities

5.1 Working Premises

Table below lists all the premises reserved for this project. Also the purpose of each premise is presented. There are slight additions (**bold text**) in the table below.

Premise	Purpose
TS 134	For meetings between the project group members (customer participation is also highly desired)
Tellus, meeting rooms	Rooms reserved for meetings with the customer
TS 335	For the 1st steering group meeting
TS 267	For the 2nd and 3rd steering group meeting

5.2 Hardware and Other Equipment

Table below lists all the hardware and other equipment needed for this project. Also the purpose and stakeholder is presented for each item. **The table below is still valid.**

Hardware/equipment	Purpose	Stakeholder
Mobile phones	Communication, testing	Project team
Laptops	SW development, communication, project management, documentation	Project team
Access control card	Access to working premises in University of Oulu	Project manager

5.3 Software

Table below lists all software available for the project. Also the purpose and owner of the license is presented for each software. **The table below is still valid, only the planned use of two softwares (proto.io, FireAlpaca) did not take place so it is shown in the table with strikethrough of the unused softwares.**

Software	Purpose	Licence
<i>WhatsApp</i>	<i>Communication</i>	<i>Free</i>
<i>Gmail</i>	<i>E-mail</i>	<i>Free</i>
<i>Android Studio</i>	<i>Development</i>	<i>Free</i>
<i>proto.io</i>	<i>Mockups</i>	<i>Free</i>
<i>FireAlpaca</i>	<i>Graphics</i>	<i>Free</i>
<i>Git</i>	<i>Version control</i>	<i>Free</i>
<i>GitHub</i>	<i>Code repository</i>	<i>Student license, PG</i>
<i>Google Drive</i>	<i>Documentation, file sharing & storing</i>	<i>Free</i>
<i>IntelliJ IDEA</i>	<i>Java IDE</i>	<i>Free</i>
<i>Jenkins</i>	<i>Continuous integration</i>	<i>Free</i>
<i>Docker</i>	<i>Deployment</i>	<i>Free</i>
<i>MongoDB</i>	<i>Database</i>	<i>Free</i>
<i>Vertx</i>	<i>REST APIs</i>	<i>Free</i>

6 Project Stakeholders and Organisation

6.1 Stakeholders

Organisation	Expectations/priorities
<i>OASIS Research Group/SeGaBu</i>	<i>Testable version of the application to be used in the recruitment event 'MegaMatchmaking 2017' in Oulu City Theatre 14th of November</i>
<i>Degree Programme</i>	<i>Real-life project work for the students, learning outcomes</i>
<i>Project Group</i>	<i>Professionalism in real-life software project, expertise in subject area</i>
CEO of Valfi Oy	Opportunity to pass the course 'IT Infrastructure' by acting as an adviser on the main functionalities of the application
<i>End Users (job seekers in ICT field)</i>	<i>Aid for job seeking</i>

6.2 Steering Group (SG)

Name	Organisation	Role (and expertise)
<i>Juho Mattila</i>	<i>Degree Programme</i>	<i>The client of the project. Expert in software business. Client and Product Owner in SCRUM.</i>
<i>Ilkka Hietaniemi</i>	<i>Degree Programme</i>	<i>The client of the project. Expert in software engineering. Client in SCRUM.</i>
<i>Ilkka Paajala</i>	<i>OASIS research group, Doctoral Student</i>	<i>The supervisor of the group. Expertise in Information Technology, Information Management and Knowledge Management.</i>
<i>Eeva Leinonen</i>	<i>OASIS research group, Doctoral Student</i>	<i>The client of the project. Expertise in Human-computer Interaction, Usability and User Experience.</i>
<i>Aryan Firouzian</i>	<i>OASIS research group, Doctoral Student</i>	<i>The client of the project. Expertise in Human-computer Interaction and Information Systems.</i>

6.3 Project Group (PG)

Name	Role and responsibilities (and expertise)
<i>Anni Ahonen (substitute Joni Pennala)</i>	<i>Project manager (PM), Scrum Master, responsible also of the functional testing and unit testing</i>
<i>Joni Pennala (substitute Anni Ahonen)</i>	<i>Team member responsible for Graphical Design and UI Testing, Unit testing and additional programming</i>
<i>Aatos Lang (substitute Toni Närhi)</i>	<i>Team member responsible for Programming (programming, peer reviewing and testing) and additional Graphical Design</i>
<i>Toni Närhi (substitute Aatos Lang)</i>	<i>Team member responsible for Programming (programming, peer reviewing and testing) and Backend development + administration</i>

The roles and responsibilities have stayed quite much the same as they were in the beginning of the project. After reading the article Agile Project Management (Dyba et al. 2014) which was found when gathering the material for Existing Expertise, the

project group decided to act as a self-organizing team, so for example the decision-making is shared and everyone is able to decide themselves what tasks they will do next (within the certain limitations).

6.5 Other expert(s) (OE)

Name	Organisation	Expert
<i>Vinoth Selvaraj</i>	<i>Degree Programme</i>	Educating the project group about the backend of the existing application, 13th of October →
Valtteri Kujala	Valfi Oy, Degree Programme	<u>Deliverables for Valtteri:</u> Backlog, test plan and screenshots of the application <u>Deliverables for the project group:</u> Evaluation of the testing methods and the infrastructure used in the project + advises on the main functionalities of the application (participation in project group meetings starting 7.11.)

7 Communication Plan

7.1 Contact information

Name	Role	E-mail, mobile, skype, etc.
Anni Ahonen	PG, PM, Scrum master	ahonen.a.k@gmail.com , tel. 044 577 5005, Skype: Annizio
Joni Pennala	PG, UI designer, Tester	joni.pennala@student.oulu.fi , tel. 050 522 1581
Aatos Lang	PG, Software developer	aatos.lang@student.oulu.fi , tel. 045 676 6015
Toni Närhi	PG, Software developer	t.narhi@dnainternet.net , tel. 040 743 6519
Juho Mattila	SG, Product owner	juhoe.mattila@gmail.com , tel. 040 552 9386, Skype: juhoe.mattila
Ilkka Hietaniemi	SG	ilkka.hietaniemi@student.oulu.fi
Eeva Leinonen	SG	eeva.leinonen@oulu.fi
Aryan Firouzian	SG	aryan.firouzian@oulu.fi
Ilkka Paajala	SG, supervisor	iikka.paajala@oulu.fi
Vinoth Selvaraj	OE	selvaraj.vinoth@gmail.com
Valtteri Kujala	OE	valtteri@valfi.fi

7.2 Formal Reports

Report	Stakeholder & Timing	Delivery
<i>Project Plan</i>	<i>SG I, latest 26th of Sept</i>	<i>PDF, email</i>
<i>Mid Report</i>	<i>SG II, latest 24th of Oct</i>	<i>PDF, email</i>
<i>Final Report</i>	<i>SG III, w49</i>	<i>PDF, email</i>

7.3 Internal reporting and communication

What	Who & When	How
<i>Weekly hours used</i>	<i>PG members report weekly to PM on Mondays</i>	<i>Adding the used hours to Resource Usage sheet in Google Sheets</i>
Responsibility of each task	All PG members do this before starting to do the defined tasks	Putting the initials next to the task in Product Backlog

7.4 Meetings

7.4.1 SG Meetings

*During this project there will be at least three steering group members held. The meetings take place soon after phase results are reviewed and ready to be accepted in the meeting. During the meeting, the steering group will decide about the future of the project based on the results so far. **The project group members suggest that there would be an extra meeting held during the week 44 where SG participation is highly recommended though not necessarily all the steering group members should definitely be present. This should be discussed during the 2nd steering group meeting.***

Meeting	Timing	How
SG I	w39, 28th of September at 2-4 PM	Project Plan & Minutes of the Result Reviews
SG II	w43, 26th of October at 2-5 PM	Mid Report & Minutes of the Result Reviews
Extra meeting	w45, 7th of November at 4-5 PM	Demo & acceptance criteria
SG III	w49, 4th of December at 3-6 PM	Final Report & Minutes of the Result Reviews

7.4.2 Other Regular Meetings

Meeting	Timing	How
<i>Sprint Planning & retrospective, code review with PO & Scrum Master</i>	<i>Every week, on Tuesdays starting at 3 PM, Scrum Master joins at 4 PM</i>	<i>Meeting at TS134, review of the implemented changes, planning the tasks for the next sprint</i>
<i>Scrum meeting</i>	Twice a week, on Thursdays and Sundays at 4 PM	<i>WhatsApp conversation with PG members, status walkthrough</i>

The meeting habits of the project group have formed to be more efficient. In the small project group like this it is not meaningful to meet on a daily basis so we have taken the best out of Scrum method by tailoring it to meet our needs. In this case we decided to have a status walkthrough twice a week via WhatsApp group conversation.

8 Important Standards and Practices

Topic	Description
<i>Project management</i>	<i>TOL manual and templates will be used in project management tasks.</i>
<i>Research</i>	<i>Literature review will be used to gather a background knowledge of the project topic.</i>
<i>Filing</i>	<i>Features of Google Drive will be used for storing the project management documents, test plans and test results.</i>
<i>Version control and management</i>	<i>Functions of Git will be used for the software version control and its management.</i>
<i>Backups</i>	<i>The project doesn't require manual backups because documents are saved to Google Drive and the program code is saved to GitHub.</i>
<i>Heuristic testing</i>	<i>Jakob Nielsen's heuristic evaluation methods will be used to find bugs and issues from the application.</i>
<i>Functional testing</i>	<i>Principles of functional testing and regression testing will be used to perform testing of the application.</i>
<i>Unit testing</i>	<i>If time and resources are available in phase IV, unit testing will be carried out by using JUnit or other similar unit testing tool.</i>
SCRUM	<p><i>In this project the Scrum approach will be slightly modified</i></p> <ul style="list-style-type: none"> - <i>the features requested by the client together with the priorities are kept in the Product Backlog</i> - <i>Sprint Backlogs will be prepared together with the client at the beginning of each sprint</i> - <i>instead of Burndown Chart the Resource Usage template will be used (see appendices)</i> - <i>the client will participate the Sprint Planning, Sprint Review and Retrospective meetings anytime possible</i> - twice-a-week Scrum meeting will be organized via WhatsApp discussions
<i>Handing over</i>	<i>All results and documents will be handed over for the client via GitHub, Google Drive and email before closing the project</i>

9 Risk Management

Risks found during the analysis are kept in the Risk management document and it is updated regularly since the risks are reassessed for every review. Top five risks are listed in the table below. The project group hasn't identified new risks so far so the table is still valid.

TOP List

Rank now	Rank previous	Risk No	Risk Name	Score now	Explanations	Done by
1.	-	1	Communication problems	8	If communication breaks down either between group and the client or within the group	PG
2.		2	Quality issues	8	If an acceptable level of quality is not achieved for the deadlines	PG
3.		3	Management issues	8	If project management fails to meet the goals	PG
4.		4	Changes to the software	6	If there is critical changes to the software that for instance break compatibility with previous version of the code	PG
5.		5	Unrealistic schedule	6	If demands do not meet the amount of resources needed to complete the task in a given timeframe	PG

Appendices

1. Results and Delivery
2. Schedule
3. Task List
4. Resource Usage (summary)
5. Design Plan (version 0.1)