



Assignment 1

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2010

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Revision History:

Revision	Status	Publication/Revision Date	By
0.0	Project Plan started	September 20, 2010	Song Bae, David, Mario, Rory
1.0	Application creation	Started on September 27 th , 2010	Song Bae, David, Mario, Rory



Project Summary:

Easy to operate and easy to understand is what we aim for in the iHouse team. With a plethora of information, students will have access to any questions they may have about the Business Faculty. From news and events, to directories and maps, new and old students alike will be able to discover – and rediscover – the heart of the Business Faculty. In a rush? You can easily find bus times around campus. Hungry? All the best places to eat can be found in the click of a button. With the SFU Business App by iHouse, you'll have all your answers under one roof.



Project Overview:

Project Problem

- ❖ Our project is aiming to provide a solution to explain what is the Business Administration program is all about
- ❖ How prospect (international or domestic) students can enrol in the program. (ex: credentials or how to enrol)
- ❖ Which courses are required in the program to complete a certain diploma/degree
- ❖ What can the Business Administration program help you achieve a real career path (ex: Accountant, Manager or Masters Program)
- ❖ Providing information to people that are increasingly mobile and don't have time to meet with academic advisors.

Stake Holders

- ❖ The people who would have interest in the success of this project would be:
- ❖ Advisors. It could reduce their work load easily as this could serve as a quick guide for students
- ❖ Simon Fraser community
- ❖ Certain business that would like to advertise or bid for students to choose a certain career path in the Business Administration program. (ex: Certified Accountants)
- ❖ Co-op department. They could use this application to advertise their department and help students enter the work force

Users of this application

- ❖ People interested in enrolling into the Business Administration program
- ❖ People wanting to find out more about Business Administration
- ❖ Current Business students wanting to complete a certain degree
- ❖ Grad students wanting to further their education
- ❖ Mobile people wanting quick information regarding the Business Faculty



List of features

- ❖ **Business Administration Events**
- ❖ **Explaining what is Simon Frasers Business Faculty**
- ❖ **Campus Events**
- ❖ **Advisory Bookings or Advisory schedules**
- ❖ **Program overview for prospect students (international or domestic)**
- ❖ **Current students schedule**
- ❖ **A student road map of which courses required to graduate (in form of checklist)**
- ❖ **Bus Schedule**
- ❖ **Advisory contacts**
- ❖ **Campus Wide Map**
- ❖ **Required books for classes (via SFU Library web site)**
- ❖ **Calender**



Project Planning:

Project progress

- ❖ Project progress is to be estimated in accordance with assignment due dates

Website

- ❖ Designed over <http://code.google.com/p/busapp>
- ❖ Administrated by Song Bae Choi, David Kim, Rory Rock and Mario Elena

External Communications

- ❖ Ways to communicate externally:
- ❖ Our ways to communicate externally would be via email and through the project website

Internal Communications

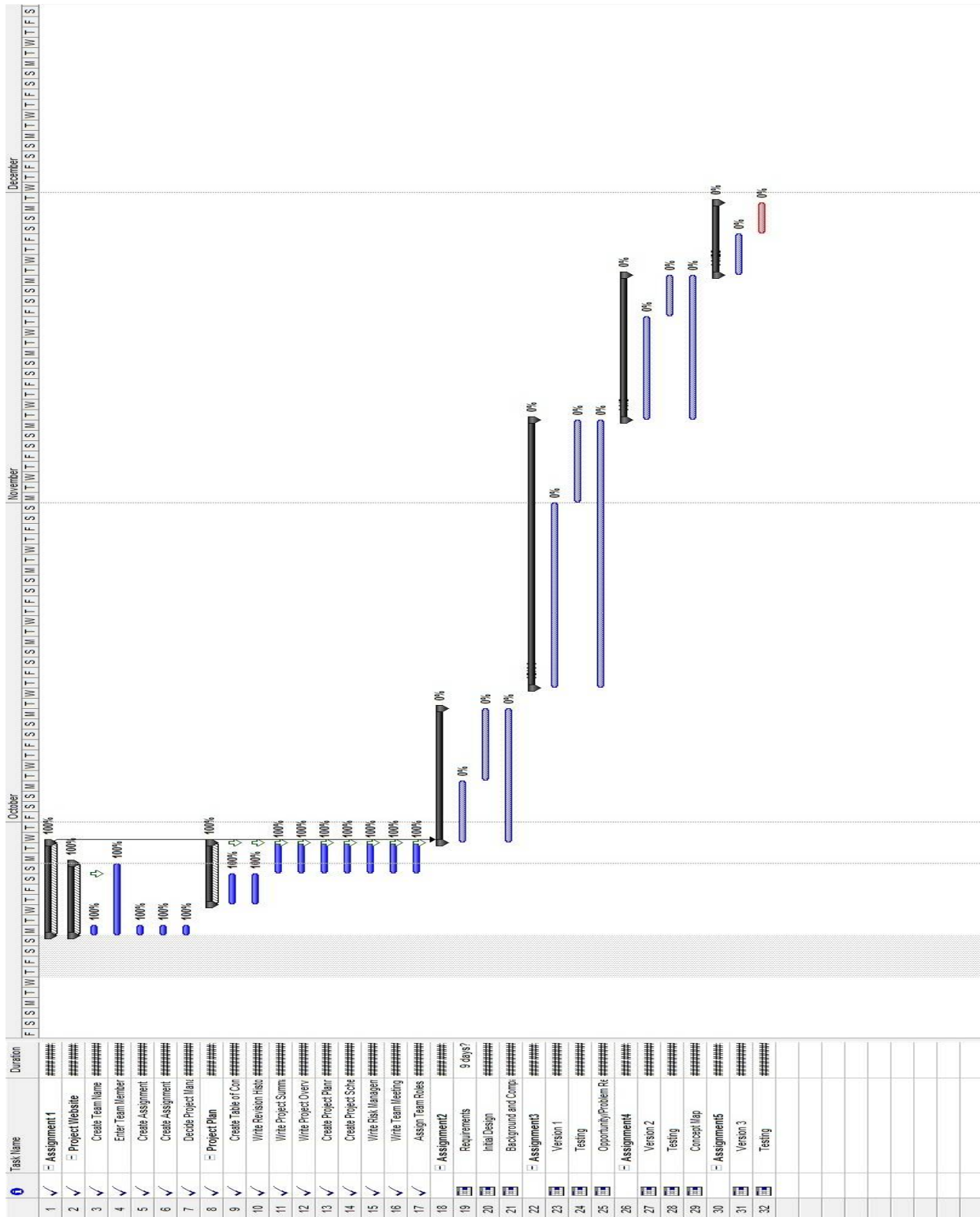
- ❖ Ways to communicate internally:
- ❖ Communicating internally with all group members from CMPT275 and Bus338 were to set up weekly meetings based on availability. Mario Elena gathered all group members availability and decided that all meetings would take place Monday morning for CMPT & Bus338 members and Thursday evening for CMPT 275 members

Configuration

- ❖ Configuration Control will be based on the following criteria
- ❖ The proposed change will be presented by the author on a meeting day which the affected members will attend (Either Monday or Thursday).
- ❖ The attendees of the meeting will discuss and evaluate the proposed change based on its effectiveness towards the project
- ❖ Whomever is in charge of the area that the proposed change affects, will persuade the other members if it should be approved or not approved
- ❖ The group should then vote if the change should be allowed



Project Schedule:



Graphic 1: Gantt Chart



Risk Management:

Risk	Action Plan	Contingency Plan
Team members getting sick or injured	Person should notify the group if they're sick/injured. Project manager will divide up his work amongst members.	Everyone should always be in contact, so we can all adjust if someone is getting sick.
Team members dropping the course	Project manager reallocates that persons role amongst the remaining members.	Have a strong communication with team members, so that we can find out if they're dropping as soon as possible.
Computers breaking / hardware failure, causing loss of data	Work ahead with any remaining data.	Back up all data in a secure place, guaranteeing that it won't be lost.
A team member lacking dedication – not showing up to meetings etc.	Talk to the team member and see if they have any problems with the project, if so try to solve the problem, if not divide up his/her work.	Stay in communication with everyone to reassure that they agree with all the decisions being made, and if there are any other problems.
Scheduling meetings to work with everyone – conflicting schedules	Project manager will have to meet with the people who have conflicting schedules and then collaborate with the rest.	Know ahead of time when everybody is available for meeting up, and do not make last second meetings expecting high attendance.
Underestimating difficulty for a part of the application	Spend some time to see if there is an alternate method that could be used instead, if not allocate more time towards this part.	Have ideas that are reachable, and don't try to have any ideas that are beyond the scope of this course.
Conflicting ideas between people and groups	Hear everyone's ideas and settle them in a way that satisfies the most amount of people.	Before going ahead with ideas, make sure that everyone agrees with them first.



Team Meetings, agendas, and minutes:

Group# 12 Purpose of Meeting: Meet and greet Date/Time: September 20, 2010 / 13:50 Chair: Song Bae Choi Attendee: Young Sang, Mario Elena. Absent: Rory Rock.			
Topic	Discussion	Action	Person Responsible
1. Schedules	Time schedules	Meeting times	Everyone
Group# 12 Purpose of Meeting: Begin working on assignment 1 Date/Time: September 23, 2010 / 17:00 Chair: Song Bae Choi Attendee: Young Sang, Mario Elena, Rory Rock, Patrick Bach Absent: BUS members, except Patrick			
Topic	Discussion	Action	Person Responsible
1. Risk Management	What are the future risks? Action & contingency plans	Complete Risk Management table	Rory Rock
2. Meeting times	Should we have two meetings a week or just one?	Two meetings a week is what our minimum should be	Song Bae Choi
3. What will be in our app	Calendar, Appointment maker, Course checklist, Map	Added items to the list of a project summary	Patrick Bach
Group# 12 Purpose of Meeting: Begin working on assignment 1 Date/Time: September 23, 2010 / 17:00 Chair: Song Bae Choi Attendee: Young Sang, Mario Elena, Rory Rock, Patrick Bach Absent: BUS members, except Patrick			
Topic	Discussion	Action	Person Responsible
1. Project Schedule	Layout of project schedule, Milestones ETC.	MS Project downloaded and Gantt chart created	Song Bae Choi



2. More app ideas	What ideas are feasible and attainable? Which are outside the range of the course?	We created a list of all the part of the app to be included, all within our ability	Everyone
3. Online vs. offline	How much of the app can be online dependent?	We found that the majority of our ideas can work in offline situations	Everyone
4. Finishing the Project website	Getting all the business students bios and backgrounds	Uploading the bios to the site	Song Bae Choi



Project Organization and Staffing Plan:

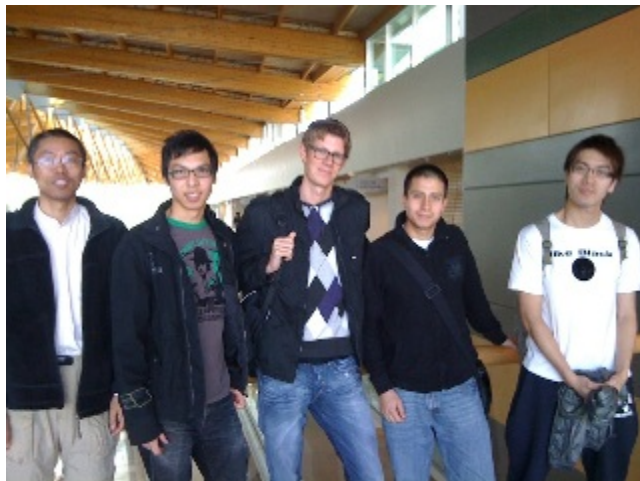
Roles	Responsibilities
Project Manager	Ensures that the project is always moving forward and progresses. Delegates duties among group members. Oversees group meetings.
Minute Taker	Records proper minutes during group meetings. Responsible for accurate documentation in case absent group member needs review of missed meeting.
Software Developer	Creates and writes code for application with proper coding for peers.
Tester	Tests application to maintain integrity.
Web Developer	Maintains project website and adds updates on a regular basis.



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