

## **Initial Plan: 2nd Year Group Project Management tool**

**Student:** Tomos Lawrence

**Supervisor:** Helen R Philips

**Moderator:** Nick J Avis

**CM0343 - 40 credits**

### **Project Description:**

This project is aimed to tackle typical problems encountered during the 2<sup>nd</sup> group project. The project will identify if there is need for such a system, what problems people encountered in such a project, what tools and resources are already available both commercially and within the school. The project will also provide a bespoke system for this purpose. The system will include a calendar with an event facility for the project deliverables, a document sharing system with change control and project management features and a forum/chat facility with possible integration to other services.

### **Project Aims and Objectives:**

- To find out why such a system would be required and what advantages it can bring to its future users.
- To discover what existing systems or tools are available, what functions they have and analyse if they are suitable for this project.
  - To conduct a breakdown analysis of the most popular tool, Microsoft Project.
  - To establish project management procedures (such as PRINCE2) in general and specifically the elements useful to this project.
  - To find out the normal project management practises for a group conducting such a project in university and commercially.
- To find out what the potential users would desire in the system by conducting primary research from students (3<sup>rd</sup> year & 2<sup>nd</sup> Year) and other staff members from the school.
- To incorporate project management features such as change control, version control and document sharing to assist the group project
- To gather a set of requirements from the research conducted, analyse and create a requirements specification
- Design & model the system using appropriate techniques
- To build a bespoke web based project management system.

- To test the system to ensure its usability, functionality and if it is fit for purpose

### **Work Plan:**

Week 1 - 03/10/2011: Initial project plan  
 Week 2 - 10/10/2011: 1<sup>st</sup> meeting & initial project plan submission  
*Initial Plan Deadline - 16/10/2011* Submit initial plan

Week 3 - 17/10/2011: Background research – project management software & academic papers  
 Week 4 - 24/10/2011: Interviews & meetings  
 Week 5 - 31/10/2011: Detailed analysis of M/S project  
 Week 6 - 07/11/2011: Gathering findings of research  
 Week 7 - 14/11/2011: Producing requirements specification  
 Week 8 - 21/11/2011: Refine findings & requirements  
 Week 9 - 28/11/2011: Start design from requirements  
 Week 10 - 05/12/2011: Writing interim report & design  
 Week 11 - 12/12/2011: Finalising interim report  
*Interim Report Deadline - 16/12/2011*

*Christmas vacation & Examinations, 17/12/2011 – 27/01/2012*

---

Week 1 - 30/01/2011	Refine design & start to build models
Week 2 - 06/02/2011	Continue to build models
Week 3 - 13/02/2011	Finalise design & start to build
Week 4 - 20/02/2011	Implementing system
Week 5 - 27/02/2011	Implementing system
Week 6 - 05/03/2011	Implementing system
Week 7 - 12/03/2011	Implementing system
Week 8 - 19/03/2011	Testing system
Week 9 - 26/03/2011	Final Report Writing
Week 10 - 02/04/2011	Final Report Writing
Week 11 - 09/04/2011	Final Report Writing
Week 12 - 16/04/2011	Final Report Writing
Exam Period	Finalising Final Report

*Final Report Deadline - 04/05/2011*