



Planner
Project Plan
Version 1.3

Plunner	Version: 1.3
Project Plan	Date: 18/01/2016

Revision History

Date	Version	Description	Author
29/10/2015	1.0	Initial Draft and first completion	Joan Josep Crespí Villalonga
23/11/2015	1.1	Revision and correction	Giorgio Pea
07/12/2015	1.2	Minor corrections	Giorgio Pea
18/01/2015	1.3	Final checking and revision	Giorgio Pea

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1. Introduction

1.1 Purpose of this document

The purpose of this document is to present an overview of the project named “Plunner” and of its development process and organization.

1.2 Intended Audience

The intended audience is:

- **The team behind the project:** this document traces a vision and an organization of the project that the team will use as a guideline for future processes(requirements definition, design, development, etc..).
- **The supervisors of the project:** this document traces a vision and an organization of the project that supervisors can use to have a general idea about what they will be supervising and how the processes behind it are organized.

1.3 Scope

This document traces a vision and an organization of the project by defining its objectives, its target, the organization of its development, its general architecture, a general roadmap to follow in order to achieve its completion and the risks to take in consideration for its development.

1.4 Definitions and acronyms

1.4.1 Definitions

Keyword	Definition
Registered Organization	An organization that has registered to Plunner
Member	A member of a registered organization. This member has been registered into Plunner by its organization
Planner of a team T	A particular Member that can manage the planning of meetings for team T(one planner per team)
Team	A set of Members of a registered organization. This set can have no counterpart in the real life, it's just a schema Plunner imposes to simplify things
Schedule of a Member	A set of time slots relative to a given period(a month for example) in which the Member is busy

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1.4.2 Acronyms and abbreviations

Acronym or abbreviation	Definition
POLIMI	Politecnico di Milano, Milan, Italy
MDH	Mälardalen University, Västerås, Sweden
CalDAV	Calendaring Extensions to WebDAV, an Internet standard allowing a client to access scheduling information on a remote server.
WebDAV	Web Distributed Authoring and Versioning, an extension of the Hypertext Transfer Protocol (HTTP) that allows clients to perform remote Web content authoring operations

2. Background, Objectives and Requirements

2.1 Background

In businesses and organizations meetings are essential for producing value and guaranteeing the quality and correctness of a product or a service. Organizing these meetings can be tedious and time consuming since different needs have to be harmonized in order to find a suitable date and time. In addition to that, the tools usually used to organize meetings are not enough powerful or intuitive for the needs of modern businesses or organizations.

2.2 Project Goals

Planner is a web application which aims to solve the problems underlined above, by providing a flexible and intuitive way to plan and organize meetings for businesses and organizations. Planner has optimization and simplicity in mind, so that:

- Meetings can be planned by importing schedules from external calendaring services using CalDAV or by composing in-app schedules.
- Meetings' times and dates are determined automatically by optimizing (maximizing) the number of participants.
- All the functionalities of the application can be accessed using a simple, intuitive and responsive web interface.

2.3 Customer and Target

The customer of the project is Mr. Michael Young, Associate Professor at the University of Oregon, United States. The project's team will keep contact with him using emails in order to get suggestions about the project and also to perform a validation process.

Planner's targets consist in small and medium businesses and organizations with the chance, in the future, to expand to large businesses and corporations. This choice impacts on the design and the functionalities of the whole application.

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2.4 Some general requirements

- Integration with all main calendaring applications, in order to retrieve schedules that can be used to find the right meeting time.
- Meeting times need to be decided as a consequence of an optimization process on the number of participants.
- Three types of users: organizations, members of an organization(Members) and Members that can plan meetings(Planners) for a team of Members.
- Organizations have to register to Plunner to use its functionalities.
- A registered organization has to register its members in the application and organize them in teams.
- A registered organization has to choose for each team one Member as a Planner.
- Meetings can only be planned by Planners in the context of a given team and will concern only members of that team.

3. Organization

3.1 Project Group

The team behind Plunner is composed by 7 members:

from POLIMI:

- Claudio Cardinale
- Giorgio Pea
- Denis Kuryshov
- Jean Barre

from MDH:

- Emil Silađi
- Mihovil Vinković
- Joan Josep Crespí Villalonga(he left the team on 22/11/2015)

3.2 Roles

Considering the Scrum development process, everyone will be a developer, but there also other roles to define:

- Product Owner: Claudio Cardinale
- Scrum Master: Joan Josep Crespí Villalonga (rotating role)

3.4 Supervisors

The team will have two supervisors for the project:

- Raffaella Mirandola, from POLIMI
- Omar Jaradat, from MDH

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3.5 Communication

The project is developed in a distributed way so meetings need to be organized using remote communication tools. These meetings will be reported and documented by the Scrum Master so that a reference to what has been discussed is always available.

3.6. Tools

Communication tools:

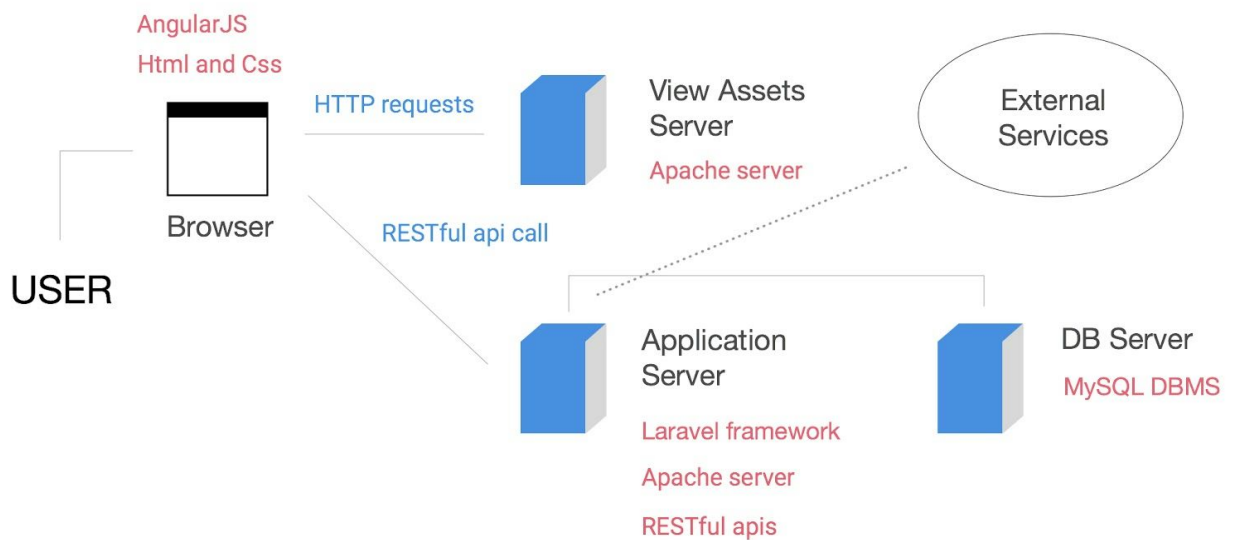
- Facebook
- Slack
- Skype

Tools for sharing documents and work:

- Google Docs
- Github

4 Architecture

The following picture portraits the general architecture behind Planner



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5 Quality assurance

The quality assurance of the product will be provided by supervision, collaborative review and discussion. All of these reviews and discussions will be documented. The project supervisors may request meetings to discuss the quality of the product and the organization of the development process. The product owner will be asked frequently to check the quality of the work. Since the files of the project are hosted in a public repository on Github, they can be easily checked by the community or the supervisors in order to signals problems or improvements.

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6 Development process

The team has decided to adopt Scrum as development process strategy. This choice has been done because Scrum's approach is heavily based on communication, client feedback, teamworking and allows to face properly the problem of requirements volatility.

6.1 Sprint Planning

The team has decided that Scrum sprints will be of a 2 week length. This length lets the team have sufficient time to work and focus on the project, so that the quality of the artifacts produced will be high.

6.2 Sprint Review

After each sprint, every member of the team will present the results of the sprint to the Product Owner. Then the team will decide if some uncompleted work will be postponed to the next sprint.

6.3 Sprint Retrospective

After each sprint review, a sprint retrospective is considered: every member of the team will evaluate his work, and answer these questions:

- What went well during the last Sprint?
- What can be improved for the next Sprint?

6.4 Daily Scrum Meeting

Every day all the team is required to participate to a 15 minutes meeting in which everyone has to answer this questions:

- What did you do yesterday?
- What will you do today
- Are there any impediments in your way?

The purpose of this meeting is not showing issues or problems, but checking the status of the project and it's an occasion in which team members make commitments to each other for the sake of the entire project.

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5 Deliverables

Deliverables for the project:

- Project Vision Presentation: a presentation in which a general overview of the project and of its organization is given.
- Project Plan Document (this document): a document in which the overview and the organization of the project described in the Project Vision Presentation is detailed.
- Project Requirements and Architecture (with presentation): a document describing all the requirements the final product will need to satisfy and a general idea of its architecture.
- Design Description Document: a document about the architecture, the structure, the technologies and the components to be adopted for the final product.
- Status presentation: a presentation in which the status of the project is portrayed.
- Alpha prototype (with presentation): a first functional prototype of the product.
- Beta prototype (with presentation): a second functional prototype of the product, this prototype is near to the final product.
- Testing report: a document describing all the tests the final product will need to pass to be accepted at release candidate.
- Final product (with presentation): the final product

6 Project Plan

6.1 General deadlines

Presentation	Date
Project Vision, Project Plan	27/10/2015
Requirements Definition Document, Design Description Document	10/11/2015
Status report	17/11/2015
Milestone - Alpha prototype	01/12/2015
Milestone - Beta prototype	15/12/2015
Final project presentation	12/01/2016

6.2 Planned Scrum Sprints

SPRINT #	START DATE	END DATE
1	14/11	28/11
2	28/11	12/12
3	12/12	26/12

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7 Risks

7.1 Privacy

Plunner has to provide an high level of privacy considering the fact that it addresses businesses and organizations. In particular, Plunner has to manipulate only data essential and functional to the planning of meetings.

7.2 Security

Since Plunner targets businesses and organizations, which use meetings to carry out products and services, security is essential. In particular, Plunner has to use protocols and technologies that guarantee an high level of security.