# Plunner
# Project Plan

### Version 1.1

# 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 |
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# Table of Contents

# 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, 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 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 while developing the project

## 1.4   Definitions and acronyms

### 1.4.1   Definitions

| Keyword | Definitions |
|---|---|
| Project Customer | The customer who request the software product |
| Users | The users which will use the application |
| | |

### 1.4.2   Acronyms and abbreviations

| Acronym or abbreviation | Definitions |
|---|---|
| POLIMI | Politecnico di Milano, Milan, Italy |
| FER | Faculty of Electrical Engineering and Computing, Zagreb, Croatia |
| MDH | Mälardalen University, Västerås, Sweden |

# 2.    Background and Objectives

## 2.1    Background

In business and organizations meetings are essential for producing value and guarantee the quality and correctness of a product or a service. Organizing these meetings can be tedious and time consuming since different needs have to armonized in order to find a suitable date and time for these meetings. In addition to that the tools usually used to organize meetings a are not enough powerful(doodle) or intuitive for the needs of a modern bussiness or organization

## 2.2    Project Goal

Plunner is an application that aims to solve the problems underlined above by providing a flexible and inituitive way to plan and organize meetings for businesses and organizations. Plunner has automation, optimization and simplicity in mind so that:
- meetings can be planned by importing schedules from calendaring applications(like Google Calendar) or by indicating free time slots
- meetings times and dates are determined by optimizing the number of partecipants
- all the functionalities of the application can be accesed using a simple, intuitive and responsive web interface/ mobile application

(The mobile application of Plunner may be not developed in time, the focus is on the web application of Plunner)

## 2.3    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 partecipants
- Users need to be divided in groups within the context of an organization. In this way a tipical organization's structure is emulated
- Only a particular user within a group can plan a meeting and this meeting will concern only users of that same group
- Meeting planning can be automated (for example: every two week a meeting for group A needs to be planned)

# 3.   Organization

## 3.1   Project Group

The team behind Plunner is composed by 7 members:

from POLIMI:
- Claudio Cardinale
- Giorgo Pea
- Denis Kuryshov
- Jean Barre

from MDH:
- Emil Silađi
- Mihovil Vinković
- Joan Josep Crespí Villalonga

## 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)

## 3.3   Customer and Target

The customer of the project is *Mr. Michael Young.* He is from Oregon, United States. The team will keep in contect with him using email.
The general target of the project is small/medium businesses and organizations.

## 3.4   Supervisors

The team will have two supervisors for the project:
- Raffaela Mirandola, from POLIMI
- Omar Jaradat, from MDH

## 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
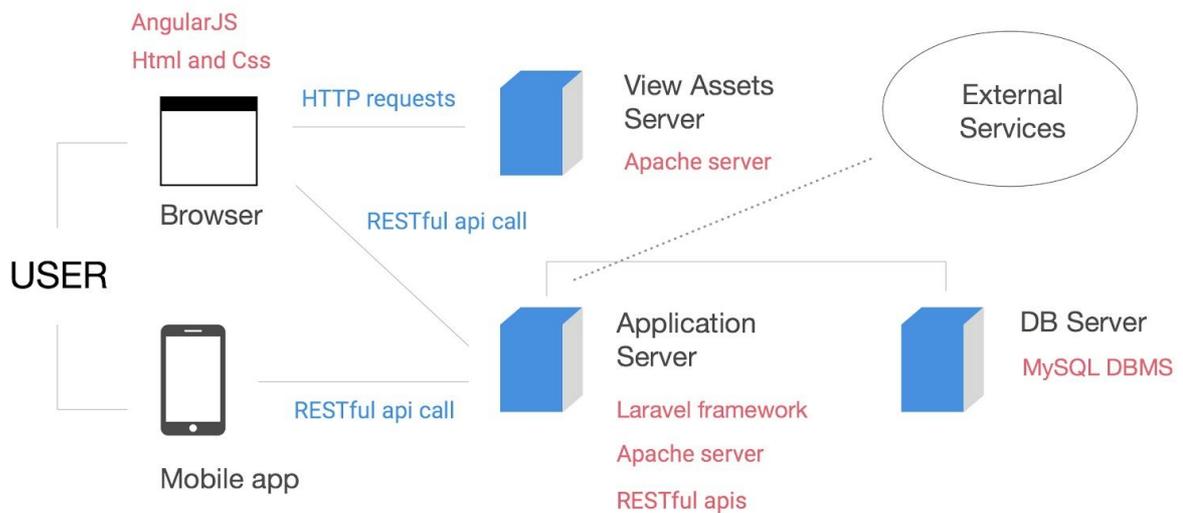- Skype

Tools for sharing documents and work:
- Google Docs
- Github

Tools for work organization:
- Google Docs
- Trello

# 4 Architecture

The following picture portrait the general architecture behind Plunner:

# 5    Quality assurance

The quality assurance of the product will be provided by supervision and collaborative review and discussion. All of these review and discussion will be documented and available; the project supervisors maybe requests 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 way on github, they can be easily checked by the community or the supervisors in order to signals problems or improvements

# 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 and dynamism

## 6.1    Sprint Planning

The team has  decided that Scrum sprints will be of a 2 week length. This length let the team have suffecent time to work and focus on the project, so that the quality of the artifacts produced will be hopefully 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 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 team is required to partecipate to a 15 mins 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 committements to each other for

the sake of the entire project

# 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 portraited
- 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 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 | 12/1/2015 |

## 6.2   Planned Scrum Sprints

| SPRINT # | START DATE | END DATE |
|----------|------------|----------|
| 1        | 16/11      | 28/11    |
|          |            |          |

# 7    Risks

## 7.1   Privacy

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

## 7.2   Security

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