A1: Initial Business Case - Documentation

Project Title	Social and Interactive e-Training Environment
Group Members	- Muhammad Harits Abiyyudo - Ananda Rasyid Putra Soedarmo - Deni Barasena - Huy Tuan Anh Nguyen - Andree Yosua
Client	Matt Halliwell (PhD Candidate, SCIT)
Supervisor	Mark Freeman Khin Than Win
Initial Problem Description	Current eLearning platforms focus on individual learning. This project is about the development of a creative training platform that uses social media and interactivity to enhance learner engagement.
Meeting Details	Our meeting with Mr. Halliwell occurs on 17th of August 2016. We first talked about what is the problem that Mr. Halliwell is facing. We then proceed to see what Mr. Halliwell wants in his product. The Meeting ends with Q & A session regarding the product's technical standpoint and clarification of Mr. Halliwell's problem.

Scope Management

Initial Scope Statement

This project will require a web-based platform that should be able to run training modules supports interactivity between multiple clients and social media functionalities by 26th of May 2017.

The web-based platform should be highly usable, can be accessed via the internet, and capable to run well on the current maintained versions of Google Chrome, Mozilla Firefox, and Internet Explorer. The platform should be able to be used by non-experts to create, edit, and manage a multiplayer interactive training module or sessions. The training module should be able to maintain high latency connection with multiple clients. It should also be able to involve texts, images, voices, assessments, score-tracking, and leader boards as content.

The platform is also required to have appropriate social media functionalities such as comments, feeds, and profile pages. A decent documentation on how to use and handle errors will also be required.

A sample training environment involving 8 scenes of a Murder Mystery script provided from the client is also required to showcase the eTraining platform.

Work Breakdown Structure

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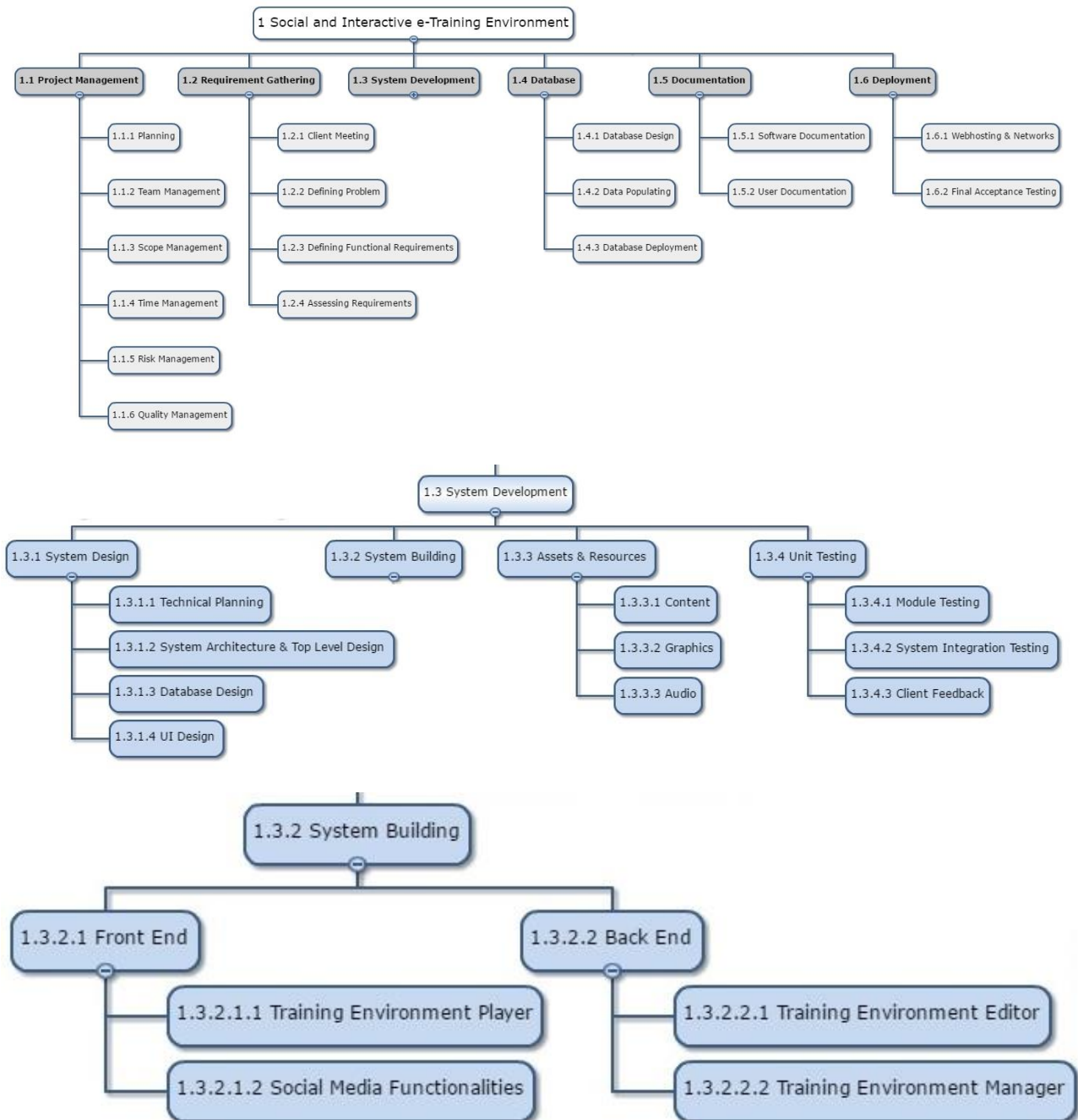
Scope Management Plan

Project scope will be managed through documented emails and meeting outputs approved by the client, supervisor, and the project leader. All members of the team and all stakeholders will be informed or notified of changes in the project scope. All versions of project scope will be documented and kept.

Scope changes will be identified and recorded with a unique ID, title, description, date, impact, and priority in the internal team database. This will go through the scope change control to be approved. Approved changes will result in the update and revision of the project schedule, work breakdown structure, and resources allocation.

A significant part of the project scope is likely to change at this point of time. Parts of the WBS are expected to be updated to a more specific structure as requirement gathering goes along.

Scope Change Controls

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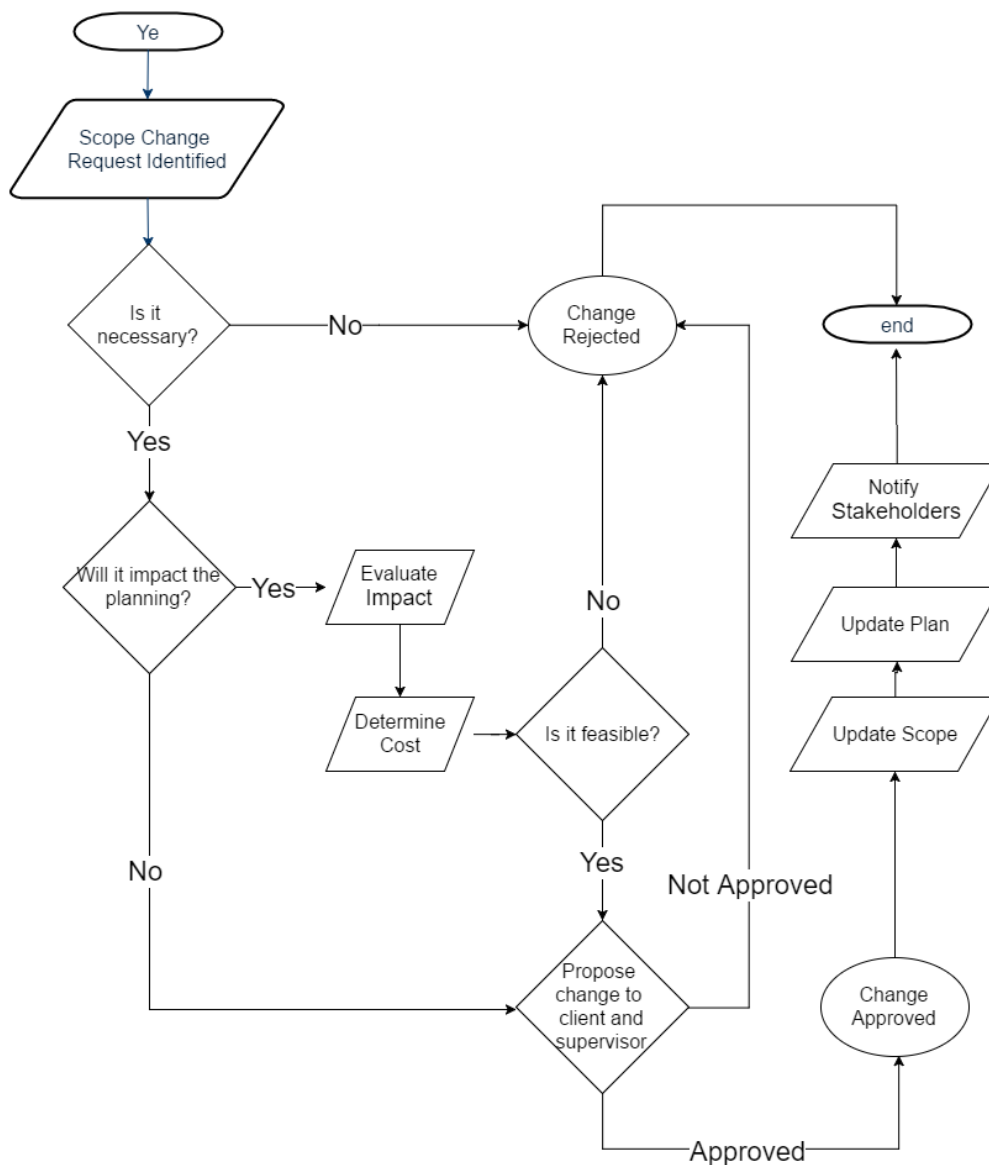
As for now, Mr. Halliwell wants an Interactive Training System + Gamification. The target audience will be the younger audience. This product will be a non-programmer friendly framework. Not only this will allow Mr. Halliwell to put his product, but it also provides a platform for other to make their own scenario for their e-training. Mr. Halliwell will provide his module as a mean to test the product.

In this case, it is an e-learning system is based on an 8 scene murder mystery script made by client and most story content will be provided client. He wanted the system to be made in a point and click style. He envisioned the framework to handle more than just Q & A, as his module has to go through the scene while presenting the E-Learning Content. It will then goes to the Q & A in a format of multiple choice question. And it will display the score gained by the player after and at the end of the game. He also wanted the system to have a switchable 3 main characters assigned to a group or an individual.

Mr. Halliwell would like to see the program to be web-based with all 3 biggest market shareholders, Google Chrome, Mozilla Firefox, and Internet Explorer covered. Social media will be used as a medium of forum for the player to discuss the aspects of the game. Social media takes a big impact on this project as it should be able to show the player's achievement. This achievement comes from collecting hidden item and other actions.

Some of the problem that we will face is integration with social media, making UI that will cover all of the stakeholders need while keeping it simple, integration and clever use of achievement in the game and said social media, and the choice of engine that will be effective in a web environment.

Time Management – Draft Project Schedule

Deadlines

There will be 7 crucial deadlines that should be handled in this project: Planning deadline, Project requirement deadline, Interface deadline, Progress review deadline, Prototype deadline, Final product deadline and Weekly deadline.

Planning deadline deals with the finalization of group project's planning. It deals with the real schedule and what is envision and forecasted when it comes to the timing management of the project.

Project requirement focuses on the things needed for the project. It includes the best approach to the problem, choice of programming language and platform, and budgetary planning (if any).

Interface deadline is a deadline where the group have to finish the visual aspect of the product. This includes any 3D models (if necessary), UI design and decision, and other design choices.

Progress review deadline is a deadline for showing progress during the holiday while Prototype deadline deals with the product going into the beta stage of production.

Final product deadline will cover all of the final bases. Be it the finalized product itself, the technical part of it, or even the marketing side of this project.

Weekly deadline are different than any other deadlines. This is because this deadline is more personal and will be used as a way to assess the progress in a controlled scenario. What will happen is the group will take this deadline as a parameter to assess schedule performance. This is also a mean to connect and show the progress to the client and supervisors.

Dates

The project officially started in the 14th of August. There are several important dates that should be noted in this project, which are as following:

Date	Description
Planning	30th of August, 6th of September and 28th of October 2016
Project Requirements	9th of September 2016
Finalized Interface	11th of October 2016
Preliminary Website (for promotion and documentation	28th of October 2016
Progress Review	3rd week of Autumn session 2017
Prototype	9th week of Autumn session 2017
Final product	26th of May 2017
Marketing Presentation	13th week of Autumn session 2017
Technical Presentation	13th week of Autumn session 2017

Schedule performance measurements

There will be 3 intervals for schedule performance measurements, which are per week, per deadline, and per project.

For the weekly, the group members assess each other and see if they did a good work that week. The Key Performance Indicator for this performance measurement will be Milestones completed on-time and Stakeholder participation. The milestones completed on-time will cover whether the milestones in said week is completed in a satisfactory manner. This indicator will be assessed by fellow group members. If the satisfactory result is not achieved, a measure will be taken according to the ground rules. Stakeholder participation will see how much the stakeholder took part in the project. To assess this, the group members will discuss the how much the client (and to an extent the supervisors) involvement on a weekly basis.

Deadline-based schedule performance measurements see whether the overall the group finishes their work based on the deadlines (refer to Dates in this section). Two of key performance

index from previous paragraph will be used with the addition of Stakeholder perception of value. The first two will be judged the same way as the weekly based performance index with the timing adjustment. The Stakeholder perception based of value will be judged by the client himself. This will cover what does he think when it comes to the speed, accuracy and quality of the product during deadline.

The project-based schedule performance measurements based on the overall performance in said project. This will be measured by the combination of weekly and deadline-based result plus a final group and client meet up.

Gantt chart
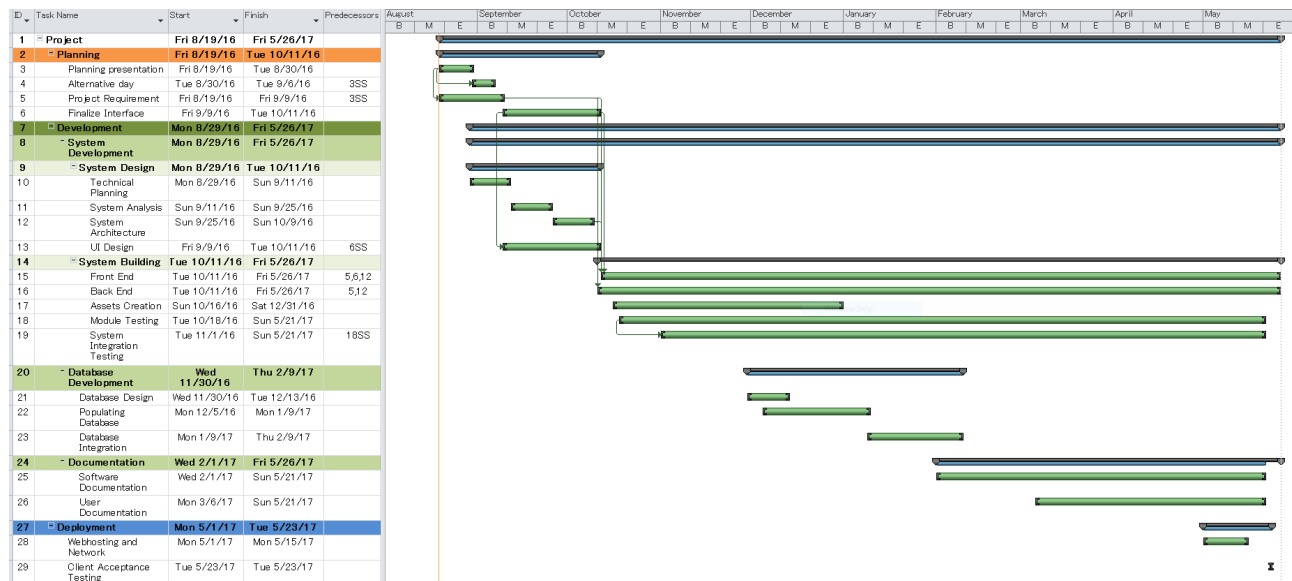
Bigger and clearer Gantt chart can be viewed in the Appendix.

Quality Management

Purpose

The purpose for the managing quality is to validate that the project deliverables are completed with an acceptable level of quality. Quality management assures the quality of the project deliverables and the quality of processes used to manage and create the deliverables.

Objectives

The following are the quality objectives of the project that reflect the overall intentions to be applied with regards to quality throughout the project.

- Deliverables meet the requirements of the project.
- Deliverables development progress according to the timetable schedule.
- Deliverables meet the stakeholder's satisfaction.
- Deliverables have high usability.

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Quality Control

Quality control is focused on the products and deliverables of the project to verify that the deliverables are of acceptable quality and are complete and correct, and includes the inspection, analysis, and actions required to ensure quality output.

The initial matrix below describes the quality control standards for the ZeeTech project:

Project Product	Quality Control Standards	Inputs Include:
Project Schedule	· All project phases realistically represented · All tasks have resources assigned	·
Risk & Issue Management	· Risks & Issues are properly documented in the tracking tool · Risks & Issues are properly categorized	·
Requirements Traceability	· User requirements are traced to software requirements · Requirements uniquely identified and traced to design documents	·
Test Plan & Use Case Review	· Review post-test execution related artefacts including test reports, test results, problem reports, updated requirements verification matrices, etc. · Realistic testing & repair work estimates in project schedule	·
Defect Inspection	· Failed tests are repeated after correction · Defects are categorized per the plan (type, cause, module) · Test anomalies are identified, documented, addressed, and tracked to closure	·

Quality Management Records and Reports

For the weekly, the group members assess each other and see if they did a good work that week. The Key Performance Indicator for this performance measurement will be Milestones completed on-time and Stakeholder participation. The milestones completed on-time will cover whether the milestones in said week is completed in a satisfactory manner. This indicator will be assessed by fellow group members. If the satisfactory result is not achieved, a measure will be taken according to the ground rules. Stakeholder participation will see how much the stakeholder took part in the project. To assess this, the group members will discuss the how much the client (and to an extent the supervisors) involvement on a weekly basis.

Deadline-based schedule performance measurements see whether the overall the group finishes their work based on the deadlines (refer to Dates in this section). Two of key performance index from previous paragraph will be used with the addition of Stakeholder perception of value. The first two will be judged the same way as the weekly based performance index with the timing adjustment. The Stakeholder perception based of value will be judged by the client himself. This

will cover what does he think when it comes to the speed, accuracy and quality of the product during deadline.

The project-based schedule performance measurements based on the overall performance in said project. This will be measured by the combination of weekly and deadline-based result plus a final group and client meet up.

Quality Measurements & Tools

The ZeeTech deliverables and processes identified in this document must be measured and should fall within the established standards and tolerances. The tables below are initial table of quality assurance logs that may be used by the ZeeTech.

Quality Control Log

Exception ID Number	Review Date	Deliverable Reviewed	Findings	Resolution	Resolution Date
QC-Exc-1					
QC-Exc-2					

Quality Assurance Log

Exception ID Number	Review Date	Process Reviewed	Findings	Resolution	Resolution Date
QA-Exc-1					
QA-Exc-2					

The ZeeTech team may use many different tools when performing quality management activities for the project.

Review Checklist

The ZeeTech team will use the quality checklists as part of process and product quality reviews. The tables below are initial table of checklist that may be used by the ZeeTech.

Project Schedule			
	Yes	**No**	**Comments**
Project schedule review meetings occur?			
Project schedule review meetings are well attended?			
Modifications to the project schedule approved and tracked?			
Impact estimations occurring outside of/prior to the schedule modification process?			
Roles and responsibilities are well defined?			

	Yes	No	Comments
Action items from review meetings are documented and tracked to completion?			

Risk & Issue Management

	Yes	No	Comments
Meetings are well attended?			
Agenda created for each meeting and distributed 24 hours prior?			
Minutes for each meeting posted within 24 hours of meeting end?			
Risks & Issues appropriately categorized based on risk level, impact, etc.?			
Roles and responsibilities are well defined?			

Peer Review

	Yes	No	Comments
Peer reviews in place and results are documented?			
Formal and informal reviews in place?			

Test Management (Software Validation and Verification)

	Yes	No	Comments
Test review procedures are well-defined?			
Rigorous verification approach in place and being used?			
Test procedures are self-explanatory (can be understood by someone other than the author)?			
Test results are tracked in the testing tool?			
Appropriate for degree of software criticality?			
Test review procedures are well-defined?			

Defect Management

Defect process is being followed per approved defect management plan?			
Defects are tracked in the Defect Management tool?			
Defects reports are produced as agreed in the defect management plan?			

Risk Management

Definitions and Purposes

Definition

The term "risk" used in the project must be defined precisely for effective project risk management. Risk, in general, refers to an uncertainty (an event may or may not occur) and loss (an event has undesired effects) (Wallmüller 2002). In the context of a project, in this case an information technology project, risk is an uncertainty that matters and can affect project objectives negatively or positively.

Purposes

The correct identification of risks and their appropriate countermeasures being developed at an early stage in a project can result in that project achieving a successful conclusion. A well designed risk management process can benefit the project team in controlling and managing project risks over the project's life cycle. In more details, these benefits include:

- Early identification of high rated risks and forecast potential project outcomes
- Enhanced functional interactions between project members and precise decision making
- Support creative thinking and innovation
- Reduce resources, costs and overhead.
- Contribute to the successful implementation of the project.

Methodology

At this stage of the project, the risk management process only includes the initial list of risks (the risk register). The impacts on cost and time will be analyzed in the qualitative risk analysis and quantitative risk analysis, which happens in later stages of the project.

ZeeTech identifies and analyzes the potential risks (only threat, opportunities will be conducted when sufficient resources are met) by:

- Brainstorming,
- Our knowledge of this project and past projects,
- Our experience of conducting projects,
- Consultation with client,
- Online research (Google Scholar, UOW Online Library, etc.),
- Challenging of assumptions.

The documentation includes:

- What may happen or not go according to plan,
- The impact on the objectives of the project when the risks arise,
- The assumptions and current status of risks,
- Categories of the risk,
- Unique identifying numbers for the risks,
- Persons responsible for the risks,
- The date the risks were created

Planning

Within the scope of this project, ZeeTech will not invest time and resources in researching different approaches to the project risk management process in order to determine the most suitable solution. We instead make use of the current advances in risk management research and will follow an established guideline that we consider to be appropriate to our goals and of high quality. After much discussion and evaluation, Caltrans' Project Risk Management Handbook: A Scalable Approach (Version 1 - June 2012) has been selected.

Risk Identification

Since this section is too big, the risk identification table will be displayed in the Appendix.

Project Risk Management Process

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Initial Identification of Skills

PROJECT SKILLS

For the whole project management aspect of the project, it is important to have a person in charge in order to manage the whole group and to lead it. During this whole session communication with the client is also necessary in order to keep updates with the needs of the client. It is important to note that business aspect is necessary as in some session the group is required to market or commercialized the product to other users.

The system intended after the client meeting is a web based game with the point and click genre. The narrative for this game is based on a Murder Mystery script containing 8 scenes provided by the client. The web browser for this platform is primarily Google Chrome. For the actual interface it is preferred to have knowledge of user interface and graphic design since this point and click game uses visual 2D backgrounds to describe the setting of each of the different scenes. For a full list and added percentage of the softwares required for the product here are the following lists below:

- Netbeans - (Web development (Lots of JS)) (~70%) (This may be replaced by Unity)
- Photoshop - (Assets - Textures, post-processing, etc.) (5%)
- Blender - (3D Modelling, Texturing, Rendering, Animation) (~20%)
- Audacity - (Audio Processing) (2%)
- Others - (3%)

STUDENT SKILLS

Muhammad Harits Abiyyudo

Platform:
- Web
- Windows 32 Desktop

Programming language:
- CSS
- JavaScript
- HTML and HTML5
- Java
- C
- MySQL

Skills:
- Organization skill
- Project handling
- Documentation skill
- 3D modelling (Maya and Blender)

- Audio editing (Audacity)
- Music creation (Ableton)
- Video editing (CyberLink PowerDirector)

Past Projects Experience:
- BiSA (Binus International Scheduling App) Project Leader
- tiupsuling.com (C2C eCommerce web application) Marketing Consultant
- ThiccBooru (image uploading website) UI Programmer
- ThiccBooru (image uploading website) UI Designer
- Git Rekt - The Endless Dungeon (top-down shooter roguelike game) Project Leader
- Git Rekt - The Endless Dungeon (top-down shooter roguelike game) Game Designer
- Git Rekt - The Endless Dungeon (top-down shooter roguelike game) Programmer
- Git Rekt - The Endless Dungeon (top-down shooter roguelike game) Composer
- Binus International Property System (campus properties lending system) Project Leader
- Wizard Wars (game) Project Leader
- Wizard Wars (game) Programmer
- Cardboard Arcade (VR game for the disabled from heads below) Project Leader
- Cardboard Arcade (VR game for the disabled from heads below) 3D Model Creator

Ananda Rasyid Putra Soedarmo

Platform:
- Web
- Windows 32 Desktop

Programming Language:
- PHP
- HTML, HTML5
- CSS
- Java
- C
- MySQL

Skills:
- Organizational skill
- Documentation skill
- Fast Learner
- Adapt to new people and environment
- Graphic Design and Image Editing (Photoshop)
- 3D Modelling (Blender and Maya)
- Video Editing (Sony Vegas Pro)

Past Project Experience:
- Connect4 Virtual (Based on board game) Java Programmer
- SRS (Student Registration System) Lead Java Programmer

- Git Rekt - The Endless Dungeon (top-down shooter roguelike game) Art Designer
- Wizard Wars (game) Documentation and User Interface Designer
- BiSA (Binus International Scheduling App) Front-end and Back-end Web Programmer
- tiupsuling.com (C2C eCommerce web application) User Interface Designer
- SANIC MAN (3D Modelled Character) Art Designer
- Batik Pusaka Beruang (eCommerce Website) Front-end and Back-end Web Programmer
- X.O.N.4.R (Indoor Positioning System) Documentation and Voice Actor

Deni Barasena

Platform:
- Web
- Windows 32 Desktop, Windows 10 Application
- Android
- Arduino
- Unity

Programming Language:
- C, C++, C#
- Java, JSP
- PHP
- HTML5, CSS, SASS
- JS, Typescript
- OpenGL, WebGL, GSSL
- Python
- XAML
- MySQL, MSSQL

Skills:
- 3D Modelling, Animation, and Rendering (Blender)
- Image Editing and Post-processing (Photoshop)
- Audio Editing (Audacity)
- Video Editing (AfterFX, Premiere)
- Game Development (Unity)
- Android Development (Android Studio)

Past Project Experience:
- X.O.N.4.R (Indoor Positioning System) Lead Programmer
- Bang Desktop Version (Game based on popular card game) Java Programmer
- Kill Dr Lucky (Game based on popular board game) Javascript Programmer
- 3D Tetris (Java-based game) Java Programmer
- Go Park Yourself (Android-based parking application) Lead Programmer
- Tiup Suling (C2C eCommerce web application) Web Programmer
- Puber (eCommerce web application) Web Programmer
- EdurNews (News web site) Web Programmer

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Huy Tuan Anh Nguyen

Platform:
- Windows desktop
- Web

Programming Language:
- C#
- HTML5
- JavaScript, AJAX, CSS
- SQL

Skills:
- Theoretical and technical knowledge of business information systems.
- Sound understanding of the business requirements for any systems.
- Analysis and design in developing computer applications within business contexts.
- Develop effective systems implementation within business contexts.
- Function as part of a team to accomplish a set of common goals and objectives and communicate with project stakeholders.
- The ability to deal with users at all levels within an organisation.

Andree Yosua

Programming Language:
- C, C++, C#
- Java
- PHP, JSP
- HTML5, CSS, JS
- MySQL
- WebGL

Skills
- 3D Modelling, Animation, and Rendering (Blender)
- Image Editing and Post-processing (Photoshop)
- Game Development (Unity)
- Android Development (Android Studio)

Project Experience
- BiSA (Binus International Scheduling App) Lead Android Programmer
- Puber (eCommerce web application) Database Programmer
- Bejeweled AI (Puzzle solving AI) Asset and Game Programmer
- Cardboard Arcade (Android VR Game) Android Lead Programmer
- Project Manager App (Activity Manager for Windows) Windows Lead Programmer
- EdurNews (News web site) Front End Programmer
- Kill Dr Lucky (WebGL game based on popular board game) Asset Creator

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ROLES AND RESPONSIBILITIES

This project is divided into three organizational small groups, these small groups are named administrator, marketing, and technical. Administrator focuses on managing the whole group and often has the client informed of the project. Marketing focuses primarily discussing and analyzing the business points of the project. And lastly the Technical is where the processes of developing the new system for the Client from the programming to the asset development.

Responsibility Assignment Matrix (RAM)

Resource Responsibility P - Primary Responsibility A - Approval Authority S - Supporting Responsibility (Contributor or Reviewer) I - Information Only	Muhammad Harits Abiyyudo	Ananda Rasyid Putra Soedarmo	Deni Barasena	Huy Tuan Anh Nguyen	Andree Yosua
Administrator					
Informed Client and Supervisor	P	S	I	I	I
Manage Project	P	S	P	S	S
Document Each Meeting	A	P	I	I	I
Manage Weekly Meetings	P	S			
Marketing					
Customer Behavior & Market Research	I	I	S	P	I
SWOT Anaysis	S	I	I	P	I
Market Mix Decision	S	S	I	P	
Implementation and Control	I	S	A	P	I
Technical					
System Development	A	S	P		P
Social and Interactive E-Leaning		P	A		P
Assets		P	A		I
Database and Content	I	S	P	S	P
Documentation	S		P	I	S

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Appendix Documents

STAKEHOLDER ANALYSIS
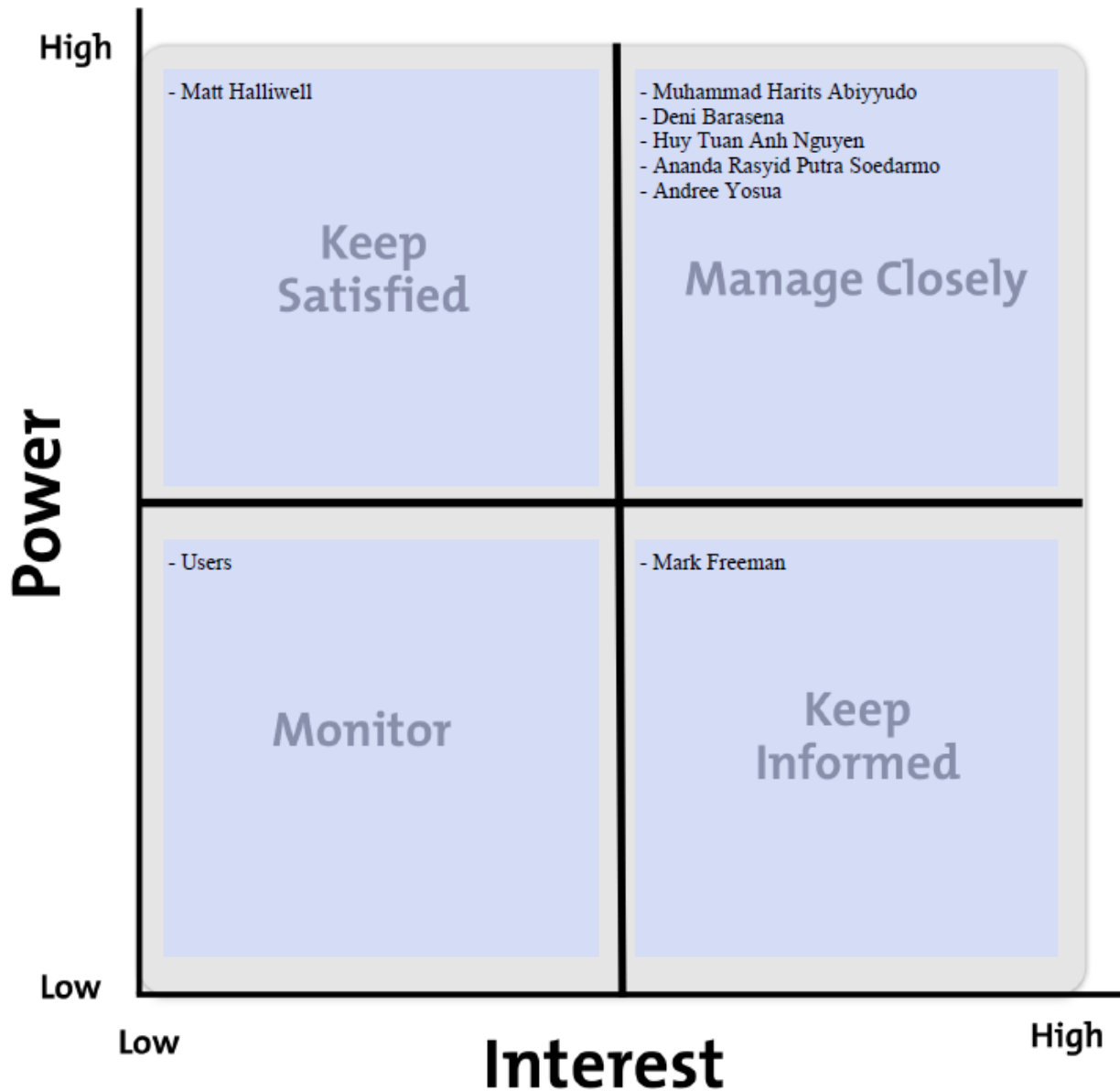
TEAM CHARTER

PROJECT NAME

Social and Interactive e-Training Environment

OUR GROUND RULES

· *We will have an outside-of-class meeting every week on Sunday.*

- *Or meeting should be from 12.30 to 13.30, although time is flexible*

- *Our meeting will be held on UOW Group Study room*

- *It is okay to miss your meeting if:*

  o *You have told us beforehand*

  o *Urgent and/or emergency situations; with the previous rule applied*

- *We can tell each other through LINE group, although calling with cellphone is an option if deemed necessary.*

- *If one of the group member is late, they have to pay the other member the amount of $ 10 AUD*

- *On-time means we arrived at most 15 minutes after the meeting time occurs.*

- *Group members should silence their cellphone and they can reply to the message/phone call if it is urgent.*

- *You can bring foods and drinks during meeting as long as it did not disrupt the meeting.*

- *To deal with members who don't participate enough, participate too much or distract the group from its task, the problem will be reported to the group leader. This problem will be discussed before every meeting. If the problem still persists, it will be taken to the supervisor.*

- *Decision is created through discussion followed by voting.*

- *If a group member's work doesn't meet our standards, the problem will be reported to the group leader. This problem will be discussed before every meeting. If the problem still persists, it will be taken to the supervisor.*

OUR GOALS

The goal of this group is to *finish the project with client satisfied while providing a* <u>*fast, reliable, and aesthetically pleasing*</u> *product.*

Our commitment to the charter

We, the team named ZeeTech, agree with the answers in our charter and will try our best to uphold them.

I, Muhammad Harits Abiyyudo, agree with the answers in this charter and will try my best to uphold them.

I, Deni Barasena, agree with the answers in this charter and will try my best to uphold them.

I, Ananda Rasyid Putra Soedarmo, agree with the answers in this charter and will try my best to uphold them.

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I, Andree Yosua, agree with the answers in this charter and will try my best to uphold them.

I, Huy Tuan Anh Nguyen, agree with the answers in this charter and will try my best to uphold them.

MEETING AGENDAS AND MINUTES

1. Client
   A. Meeting Agenda

CSIT321 Team Work Project

Agenda

Agenda 1/2016 of the Group_5 (ZeeTech) Project to be held 12:30 to 13:30 on 17th of August, 2016 in UOW Building 3

PART A – OFFICIAL BUSINESS

A1   Welcome and apologies

A2   Arrangement of agenda

PART B – PROJECT

B1   Group member introductions and exchange of contact details

B2   Discussion on understanding of the issue/problem

B4   Development of clarification questions to ask the client, details to contact client.

PART C – OTHER BUSINESS

C1   Upload minutes

C3   Upload clarification questions

C4   Next Meeting Time Discussion

LIST OF QUESTIONS

Definitions

- Requested Product

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The system or product that ZeeTech will provide as the outcome of the project

- Design principles

The fundamental ideas or themes of UI/UX design

- System

Computer-based or human-based procedures or routines created for a set of specific activities

General Questions

- What are the tasks and purposes of the requested product?

- Who will be using the requested product, and how?

- What are the systems that the requested product need or should interact with and how, if any?

- What are the systems that are currently in charge of the requested product's tasks, if any?

- Are there established or existing design principles or guidelines that the requested product should follow?

- Are there any collected data or information that the requested product should make use of?

- What are the resources, time, or any other constraints that may be placed the requested product, if any?

- How will the requested product be implemented? Where and in what environment the requested product will be run?

- What are the conditions or restrictions on how the requested product will be implemented, if any?

- What fields of training are to be offered on this platform?

- Who will be the potential users of this platform?

- What is the approximate total number of users?

- What are the technological hardware facilities that are currently available?

- To what extent has the current platform been implemented?

B. Minutes

Official Group Meeting with Client 1

Location: University of Wollongong, Building 3 Foyer Area

Date: 17 August 2016

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Time: 12:30 - 13:30

Attendance: - Matt Halliwell (Client)

       - Muhammad Harits Abiyyudo

       - Deni Barasena

       - Huy Tuan Anh Nguyen

       - Ananda Rasyid Soedarmo

       - Andree Yosua

Important Points:

1. Client wants an Interactive Training System + Gamification

2. The e-learning system is based on an 8 scene murder mystery script made by client (most content made by client)

3. The training focuses on group work and team building

4. The system would look like comic book style

  -Voice acting?

  -Reference Where in the World is Carmen Sandiego, check this link http://tinyurl.com/gr8yy6g

  -Switchable 3 main characters assign to a group or an individual

5. Keep it PG no GORE

6. Structure of the Game:

  -Murder Mystery Scene

  -E-Learning Content

  -Multiple Choice Questions

  -Display Scores

9. Achievements

  -Collect Hidden Items

  -Tokens

  -Add up to Score in a scene

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10. Social Media

 -Embed Social Media Somewhere

 -Facebook Q&A?

11. Progression depends on getting all the questions right

 -Each question has chances to answer (lives) depending on difficulty

 -Final Quiz at the end of game

12. Web based game? with google chrome

13. Target Audience varies

 -Younger Audience

 -Wants to learn team building

14. Deadline for the game is not available

Notes from Client:

1. If there are any questions that was put out at the meeting please compile it and send it to the client.

 EX: Harits' Question: What are the exact duration of each scene?

2. What was discussed on the meeting please send it to client.

3. Recording the meeting requires Client permission

Goals:

1. Complete Minute Meeting by tomorrow

2. Send the discussed point to the client by email

3. Complete the Initial Business Documentation

4. Research further about gamification

5. Research further on social media

2. Group

A. Meeting Agenda

CSIT321 Team Work Project

Agenda

Agenda 1/2016 of the Group_5 (ZeeTech) Project to be held 12.30 – 13.30 on 14th of August 2016 in UOW Library Discussion Room GS6

PART A – OFFICIAL BUSINESS

A1   Welcome and apologies

A2   Arrangement of agenda

PART B – PROJECT

B1   Group member introductions and exchange of contact details

B2   Creation of team roles

B3   Discussion on understanding of the issue/problem

B4   Development of clarification questions to ask the client, details to contact client.

PART C – OTHER BUSINESS

C1   Upload minutes

C2   Timeline / Gantt chart

C3   Upload clarification questions

C4   Next Meeting on 21st of August 2016

      B. <u>Minutes</u>

Official Group Meeting 1

Location: University of Wollongong, Library Meeting Room GS6

Date: 14 August 2016

Time: 13:00 - 13:50

Attendance: - Muhammad Harits Abiyyudo

- Deni Barasena

- Huy Tuan Anh Nguyen

- Ananda Rasyid Soedarmo

- Andree Yosua

Important Points:

1. Meeting Questions with Client

  -Broad questions to generalized idea

2. Concerns Business side

  -Put general business questions for client

  -Business Division starts now?

3. Selling e-training?

4. Deni Samples E-Training App Video http://tinyurl.com/hycflx9

  -Adapt the idea + gamification

5. Clients Reply Delay could be part of Risk Management (Aaron! Take Note)

6. Divide Parts of Initial Business Case Documentation:

  - Muhammad Harits Abiyyudo, Time Management

  - Deni Barasena, Scope Management

  - Huy Tuan Anh Nguyen, Risk Management

  - Andree Yosua, Quality Management

  - Ananda Rasyid Soedarmo, StakeHolder Analysis and Identification of Skills

Notes:

1. One member has to convert the recording to written format

   - Meeting Minutes

2. Public Website should be available in Week 10

Goals:

1. Fill in Group Charter today

2. A1_Template must be completed after meeting with the client

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ID	Task Name	Start	Finish	Predecessors
1	⊟ Project	Fri 8/19/16	Fri 5/26/17	
2	⊟ Planning	Fri 8/19/16	Tue 10/11/16	
3	Planning presentation	Fri 8/19/16	Tue 8/30/16	
4	Alternative day	Tue 8/30/16	Tue 9/6/16	3SS
5	Project Requirement	Fri 8/19/16	Fri 9/9/16	3SS
6	Finalize Interface	Fri 9/9/16	Tue 10/11/16	3SS
7	⊟ Development	Mon 8/29/16	Fri 5/26/17	
8	⊟ System Development	Mon 8/29/16	Fri 5/26/17	
9	⊟ System Design	Mon 8/29/16	Tue 10/11/16	
10	Technical Planning	Mon 8/29/16	Sun 9/11/16	
11	System Analysis	Sun 9/11/16	Sun 9/25/16	
12	System Architecture	Sun 9/25/16	Sun 10/9/16	
13	UI Design	Fri 9/9/16	Tue 10/11/16	6SS
14	⊟ System Building	Tue 10/11/16	Fri 5/26/17	
15	Front End	Tue 10/11/16	Fri 5/26/17	5,6,12
16	Back End	Tue 10/11/16	Fri 5/26/17	5,12
17	Assets Creation	Sun 10/16/16	Sat 12/31/16	
18	Module Testing	Tue 10/18/16	Sun 5/21/17	
19	System Integration Testing	Tue 11/1/16	Sun 5/21/17	18SS
20	⊟ Database Development	Wed 11/30/16	Thu 2/9/17	
21	Database Design	Wed 11/30/16	Tue 12/13/16	
22	Populating Database	Mon 12/5/16	Mon 1/9/17	
23	Database Integration	Mon 1/9/17	Thu 2/9/17	
24	⊟ Documentation	Wed 2/1/17	Fri 5/26/17	
25	Software Documentation	Wed 2/1/17	Sun 5/21/17	
26	User Documentation	Mon 3/6/17	Sun 5/21/17	
27	⊟ Deployment	Mon 5/1/17	Tue 5/23/17	
28	Webhosting and Network	Mon 5/1/17	Mon 5/15/17	
29	Client Acceptance Testing	Tue 5/23/17	Tue 5/23/17	

Status	ID#	Type	Category	Threat/Opportunity Event	Description	Current status/Assumtions	Risk Owner	Updated
Active	1	Threat	External	Client fails to support project	ZeeTech might lack the authority to achieve project objectives. In such cases, client support is fundamental to project success.		Client	19/08/2016
Active	2	Threat	External	Client turnover disrupts project	Client leaves the project.		Client	19/08/2016
Active	3	Threat	External	Client becomes disengaged with project	Client disregards project communication and meeting.		Client	19/08/2016
Active	4	Threat	External	Stakeholders have inaccurate expectations	Stakeholders develop inaccurate expectations (believe that the project will achieve something not in the requirements, plan, etc).		Client & ZeeTech	19/08/2016
Active	5	Threat	Organizational	Conflict between stakeholders disrupts project			Client	
Active	6	Threat	Organizational	Process inputs are low quality	Inputs from stakeholders that are low quality (e.g. business case, requirements, change requests).		Client	19/08/2016
Active	7	Threat	Project Management	Lack of user input			ZeeTech	19/08/2016
Active	8	Threat	Project Management	Scope is ill defined	The general risk of an error or omission in scope definition.		ZeeTech	19/08/2016
Active	9	Threat	Project Management	Estimates are inaccurate	N/A	Inaccurate estimates is a common project risk.	ZeeTech	19/08/2016
Active	10	Threat	Project Management	Incomplete requirements			ZeeTech	19/08/2016
Active	11	Threat	Project Management	Changing requirements			ZeeTech	19/08/2016
Active	12	Threat	Project Management	Cost forecasts are inaccurate	Inaccurate cost estimates and forecasts.		ZeeTech	19/08/2016
Active	13	Threat	Project Management	Change management overload	A large number of change requests dramatically raises the complexity of the project and distracts key resources.		ZeeTech	19/08/2016
Active	14	Threat	Organizational	Stakeholder conflict over proposed change	Change requests may be the source of stakeholder conflict.		ZeeTech	19/08/2016
Active	15	Threat	Organizational	Perceptions that a project failed because of changes	Large numbers of high priority change requests may lead to the perception that the project has failed. When the schedule and budget are continually extended — stakeholders may feel the project missed its original targets.		ZeeTech	19/08/2016
Active	16	Threat	Organizational	Lack of a change management system	N/A		ZeeTech	19/08/2016
Active	17	Threat	Organizational	Lack of a change management process	Change management at the organizational or departmental level is critical to project success. Otherwise, the project will have limited visibility into changes that impact the project.		ZeeTech	19/08/2016
Active	18	Threat	Organizational	Lack of a change control board	N/A	A change control board is essential to managing change for large projects.	ZeeTech	19/08/2016
Active	19	Threat	Organizational	Inaccurate change priorites	When non-essential changes are prioritized impacting critical schedules.		ZeeTech	19/08/2016
Active	20	Threat	Change management	Low quality of change request	Change requests that are low quality (e.g. ambiguous).		ZeeTech	19/08/2016
Active	21	Threat	Change management	Change request conflicts with requirement	Change requests that make no sense in the context of the requirements.		ZeeTech	19/08/2016
Active	22	Threat	Project Management	Project team misunderstand requirements	When requirements are misinterpreted by the project team a gap develops between expectations, requirements and work packages.		ZeeTech	19/08/2016
Active	23	Threat	Project Management	Under communication	Lack of communication can drives the project into wrong directions.	Communication is a challenge that's not to be underestimated.	ZeeTech	19/08/2016
Active	24	Threat	Project Management	Impacted individuals aren't kept informed	A stakeholder is missing in communication plan. Anyone who isn't informed but is impacted has an excellent reason to throw up project roadblocks.		ZeeTech	19/08/2016
Active	25	Threat	Project Management	Resource shortfalls	Inability to secure sufficient resources for the project.		ZeeTech	19/08/2016
Active	26	Threat	Project Management	Learning curves lead to delays and cost overrun	When project team need to acquire new skills for the project there's a risk that productivity will be low.		ZeeTech	19/08/2016
Active	27	Threat	Project Management	Training isn't available	Quality training for certain skills can be difficult to secure.		ZeeTech	19/08/2016
Active	28	Threat	Project Management	Training is inadequate	N/A	Training is often a poor substitute for professional experience. Projects shouldn't assume that resources will be fully productive in a new skill.	ZeeTech	19/08/2016

Active	29	Threat	Project Management	Resources are inexperienced	Resources who are just out of school or who are new to your industry or profession tend to make more mistakes and be less productive.		ZeeTech	19/08/2016
Active	30	Threat	Project Management	Resource performance issues	Resources who perform below expectations.		ZeeTech	19/08/2016
Active	31	Threat	Project Management	Team members with negative attitudes towards the project	Resources who are negative towards the project may actively or passively sabotage project efforts.		ZeeTech	19/08/2016
Active	32	Threat	Project Management	Low team motivation	Project team lacks motivation.	This is a particularly common risk for long running projects.	ZeeTech	19/08/2016
Active	33	Threat	Design	Design is infeasible	The design isn't possible, is excessively costly or doesn't support the requirements.		ZeeTech	19/08/2016
Active	34	Threat	Design	Design lacks flexibility	A poor design makes change requests difficult and costly.		ZeeTech	19/08/2016
Active	35	Threat	Design	Design is not fit for purpose	The design is low quality.		ZeeTech	19/08/2016
Active	36	Threat	Design	Design fails peer review	The design is implemented withou the review of peers and architextural experts		ZeeTech	19/08/2016
Active	37	Threat	Technical	Technology components aren't fit for purpose	Technology components are low quality.		ZeeTech	19/08/2016
Active	38	Threat	Technical	Technology components aren't compliant with standards and best practices	Components that can't be scaled to meet performance demands.		ZeeTech	19/08/2016
Active	39	Threat	Technical	Technology components have security vulnerabilities	N/A	Security vulnerabilities are key technology risks.	ZeeTech	19/08/2016
Active	40	Threat	Technical	Technology components are over-engineered	A component that's bloated with unneeded functionality and design features.		ZeeTech	19/08/2016
Active	41	Threat	Technical	Technology components lack stability	Components that crash.		ZeeTech	19/08/2016
Active	42	Threat	Technical	Information security incidents	The risk of a a security incident during the project (e.g. information is leaked).		ZeeTech	19/08/2016
Active	43	Threat	Technical	System outages	Critical systems such as your test environments go down.		ZeeTech	19/08/2016
Active	44	Threat	Organizational	Requirements fail to align with strategy	Requirements conflict with the firms strategy.		ZeeTech	19/08/2016
Active	45	Threat	Organizational	Requirements fail to align with systems	The requirements make no sense in the context of the business.		ZeeTech	19/08/2016
Active	46	Threat	Organizational	Requirements are ambiguous	Requirements are unclear and open to interpretation.		ZeeTech	19/08/2016
Active	47	Threat	Organizational	Requirements are incomplete	Obvious gaps are present in requirements.		ZeeTech	19/08/2016
Active	48	Threat	Project Management	Decision delays impact project	Stakeholders fail to make decision on time (due to insufficient research, etc.)		ZeeTech	19/08/2016
Active	49	Threat	Project Management	Decisions are ambiguous	N/A		ZeeTech	19/08/2016
Active	50	Threat	Project Management	Decisions are incomplete	Issue resolutions that don't address the issue or create more issues.		ZeeTech	19/08/2016
Active	51	Threat	External	Project team lack authority to complete work	N/A		Client	19/08/2016
Active	52	Threat	External	Authority is unclear	It's unclear who has the authority to accomplish a project objective.		Client	19/08/2017
Active	53	Threat	Organizational	Delays to stakeholder approvals impact the project	The risk that approval deadlines will be exceeded.		Client	19/08/2018
Active	54	Threat	Organizational	Delays to financial approvals impact the project	The risk of delays to financial approvals and processes to release funds.		Client	19/08/2019
Active	55	Threat	Organizational	Delays to training impact the project	N/A		Client	19/08/2020
Active	56	Threat	Organizational	The project fails to match the organization's culture	A culture fit issue between the product and the organization.		ZeeTech	19/08/2021
Active	57	Threat	External	Legal & regulatory change impacts project	N/A		Other	19/08/2022
Active	58	Threat	External	Technical change impacts project	A technology innovation changes industry and impacts the project.		Other	19/08/2023
Active	59	Threat	External	Business change impacts project	A business innovation changes industry and impacts the project.		Other	19/08/2024
Active	60	Threat	Project Management	Failure to follow methodology	N/A		ZeeTech	19/08/2025
Active	61	Threat	Project Management	Lack of management or control	A lack of project management.		ZeeTech	19/08/2026
Active	62	Threat	Project Management	Errors in key project management processes	Errors in project management such as schedule errors.		ZeeTech	19/08/2027
Active	63	Threat	User Acceptance	Users reject the prototype	N/A	One of the key methods of improving user acceptance is to get regular prototypes in front of users.	Users	19/08/2028
Active	64	Threat	User Acceptance	User interface doesn't allow users to complete tasks	The risk that the user interface doesn't allow users to complete end-to-end tasks.		Users	19/08/2029

Active	65	Threat	User Acceptance	User interface is low quality	The user interface is buggy, slow or difficult to use.		Users	19/08/2030
Active	66	Threat	User Acceptance	User interface isn't accessible		In many jurisdictions, user interfaces must be accessible (e.g. employment	Users	19/08/2031
Active	67	Threat	User Acceptance	Users reject the product	N/A		Users	19/08/2032
Active	68	Threat	User Acceptance	Project reduces business productivity	Users identify product(s) as reducing their productivity.		Users	19/08/2033
Active	69	Threat	User Acceptance	Project reduces innovation	Users identify product(s) as a roadblock to innovation.		Users	19/08/2034