

## Synergy Distributed Meeting Scheduler



### Project Plan

### Revision 2.0

CS 6361 – Advance Requirements Engineering  
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Under the guidance of  
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### Revision History

<b>Version</b>	<b>Date</b>	<b>Comments</b>	<b>Author</b>
1.00	August 28, 2008	Initial Version of document.	Varun Garg
1.01	August 28, 2008	Section 1.1,1.2,1.3 1.4 ,2.1, 3.1,3.2,4.1,4.2	Arvind
1.02	August 29,2008	Section 4.1 and footer change	Arvind
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1.04	September 2,2008	Formatted the document and added sections and reviewed the document	Srikrishna S
1.05	September 4, 2008	Formatted the document and added sections and reviewed the document	Shivdas Nair
1.06	September 4, 2008	Done formatting changes and finalized the document.	Varun Garg
2.0	December 02, 2008	Final deliverable for Phase 2 submission	Varshada

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# 1. Introduction

## 1.1. Project Overview

The project is aimed at automating the process of scheduling meetings thereby reducing the manual intervention in resolving the conflicts that arise during the scheduling process. As a team we would be involved in eliciting the requirements from the customer, gain an understanding of those requirements and develop a prototype of a distributed meeting scheduler system for Synergy Soft Inc[1].

The system maintains a common database listing when the participants are available, the meeting initiator make use of this database to suggest two sets of date ranges. First one will be a preference set, refers to the set of dates the participants agree and the other will be an exclusion set which is the converse of preference set. The conflict is resolved and meeting date is finalized by either the initiator extending the date range and participants reducing the exclusion set or participants withdrawing from the meeting.

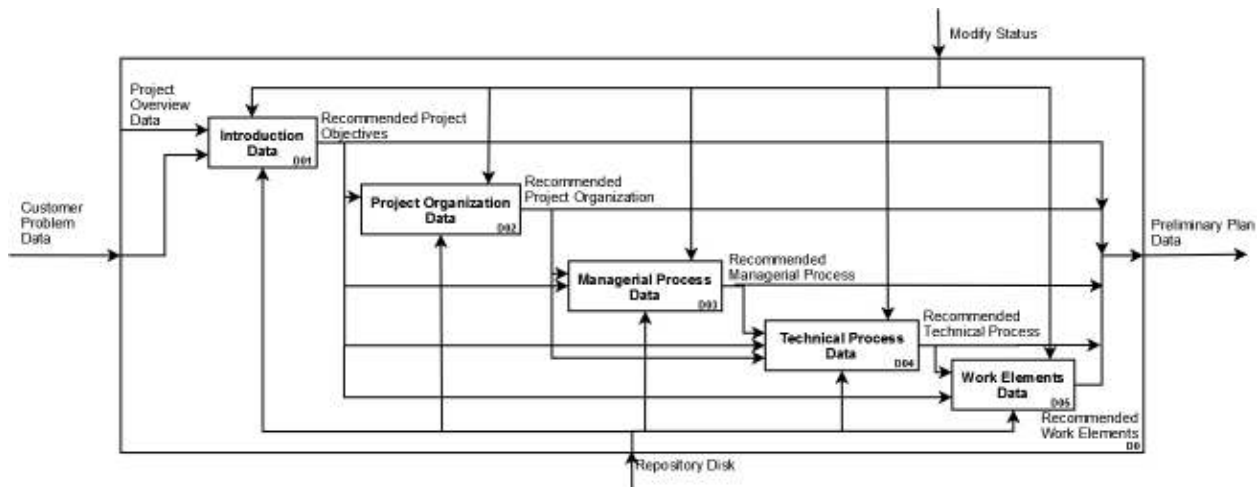
In addition to this, the meeting initiator can either do on his own or take the assistance of his participants and use this system to book conference room and other equipments needed for the meeting after meeting date and place is finalized.

## 1.2. Project Deliverables

**Table 1 Deliverables due dates**

Date	Deliverable
September 4	Preliminary Project Plan
October 2	Interim Project I submission & presentation
October 23	Final Project I submission
November 13	Interim project II presentation
Dec 4	Final Project II submission, presentation and demo

## 1.3. Evolution of this document



**Figure 1 Document Evolution Diagram**

This document has evolved after several meetings with the stake holders and peer team members. The document is created after a clear understanding of the requirements is gained from description of the project given by the customer.

#### **1.4. References**

##### **References**

- [1] Lawrence Chung, Advanced Requirement Engineering syllabus, CS 6361 section 101, Fall' 08 Sample Projects. <http://www.utdallas.edu/~chung/RE/Project1.pdf>

#### **1.5 Acronyms and Abbreviations**

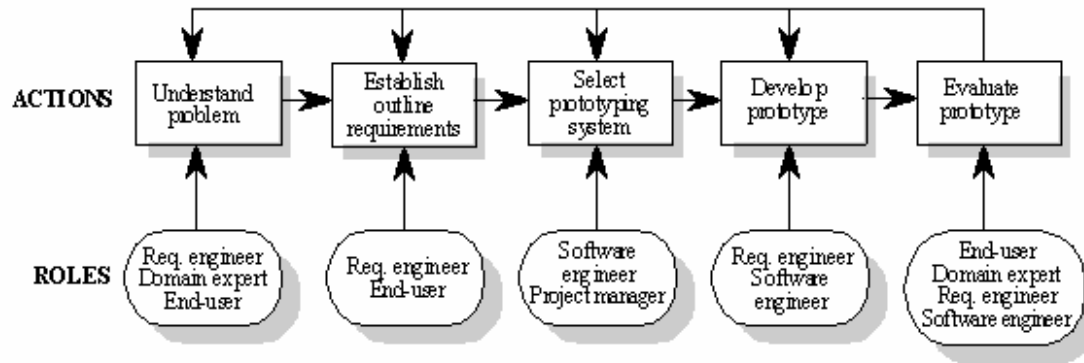
##### **Acronyms and Abbreviations**

RAD	Role Actor Diagram
WBS	Work Breakdown Structure
SRS	Software Requirements Specification
SWA	Software Architecture Document

## 2. Project Organization

### 2.1 Process Model

A variation of the RAD (Role Actor Diagram) process diagram with the ability to accept change will be the process model used for this project. It allows for change documentation to occur based on new information acquired during the present phase and feedback from last phases.



for prototyping [Kotonya&Somerville98]

**Figure 2 Requirements Process Flow**

### 2.2 Organizational Structure

The type of organizational structure used in this project will be a Matrix organizational structure show below on Figure 3.

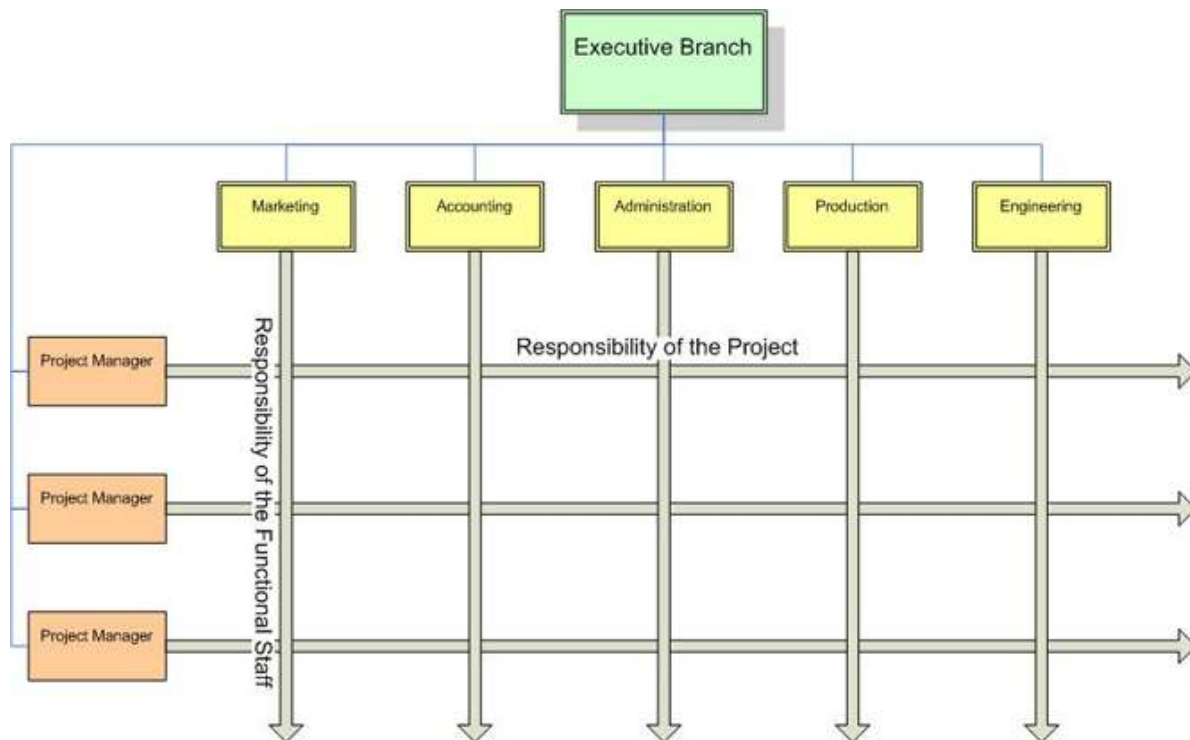


Figure 3 Matrix Organizational Structure

### 2.3 Organizational boundaries and interfaces

The boundaries and interfaces overcome by the matrix organizational structure are as follows:

- Efficient- Resources can be shared more easily between multiple projects, thus reducing duplication of work.
- Strong Project Focus- A stronger project focus is implemented, since a project manager (also known as lead in this project) is dedicated to a single project. Therefore the project manager is responsible for coordination and integration of different contributing units.
- Flexible- Matrix provides the ability for a flexible utilization of resources and expertise within a company.

### 2.4 Project responsibilities

The team is formed of seven members:

Table 2 Team Members Responsibilities

Name	Responsibilities
Varun Garg	Final Submission/demo-Lead, Preliminary project plan – Lead, Webmaster-Deliverables.
Animesh Roy	Interim Project I lead
Srikrishna & Shivdas	Final Project I lead
Varshada	Interim project II lead
Arvind & Kavan	Final Project II lead



### **3. Managerial Process**

#### **3.1. Management Objectives and Priorities**

The main objective of the project from management perspective is to develop a prototype of Distributed Meeting Scheduler system within the specified time frame and acceptable level of quality. A high priority is set for this project as it is expected to bring huge benefits for the organization. The individual phase leaders must make sure all team members follow the guidelines for the corresponding phase and that they finish their work on time.

The general guidelines for the different deliverables are:

- The lead is responsible for dividing up the work evenly among the team members considering each of the team member's expertise.
- The lead is responsible for collecting all the work from each team member and organizing into a formal document.
- The webmaster is responsible for uploading the deliverables to project website, including all documents and source code.
- Each document must be available for the group to review on the morning of the prior class that is one class before the due date of the deliverable. For example, if we need to deliver on Wednesday, the document must be available on Monday morning so that everyone has a chance to review and discuss any required changes after class.
- The lead for the deliverables needs to be notified of any changes early in order to provide sufficient time to make the required modifications and notify the webmaster to upload the new version of the deliverable to the website.
- In the event of an emergency that will prevent the lead from having this document on time, the lead must notify the group as soon as possible. Thus a substitute project lead, identified as the reviewer, will take responsibility as outlined in the WBS.
- If any member cannot finish a part of his/her work on time, he/she must notify the group as soon as possible so that someone else can take on his/her part of the work; the lead must divide this member's work among all other members.
- Comments on each of the revisions must be posted on Google Document or Google Groups but preferable Google Documents). This will allow for team members to view suggestions or corrections to their work before other team members. All changes to document must be available by 5:00 PM the day before the lead must have the document ready. (In our example; Thursday at 5:00 PM). This, so that there is enough time for the lead to put the document together.
- Anyone who does not comment on any discussion by this time; forfeits his/her right to argue any changes made in the document. It will be at the discretion of the team lead on whether to incorporate those suggestions.
- The lead will collect any final comments after class if available, after everyone has reviewed the formal document and everyone agrees on all topics. He/she will make any minor changes necessary and upload to the Google Groups site before the due date so that it can be uploaded to the website on the due date by the webmaster.
- The lead is also responsible for bringing a hardcopy of the specific deliverable on the due date to class for submission.
- In the event the lead is unable to attend class on the due date, he/she must notify the group and the substitute lead (reviewer) will submit the hardcopy. If, for unforeseeable reason, the substitute project lead cannot make it either then the lead will delegate that task to another individual. The lead is ultimately responsible.

## **3.2. Assumptions, Dependencies and Constraints**

### **Feasibility**

Feasibility assessment will be further outlined as a problem solution is formulated and proposed. At present, the project will rely on tools readily accessible and no obstacles can be foreseen making the project feasible. The requirements the system will seek to address will be based on the time limitation of a semester project such that the team can complete the system in the time allotted

### **Acceptance Criteria**

Acceptance criteria will be further detailed as the project progresses. The project will be required to meet all the use cases that will be specified in the second deliverable such that we can demonstrate a fully functional system. The system will need to be reliable and user friendly.

## **3.3. Risk Management**

The risks that are involved in the project are as follows:

1. Failure to meet the deadlines on time.
2. The project requirement changes during the implementation.
3. Unavailability of resources on time to complete their task.
4. Loss of valuable information due to various reasons such as server crash etc.
5. Rework & extra work time due to schedule variance.

## **3.4. Monitoring and Controlling Mechanism**

1. Bi-Weekly project status meetings
2. Assigning tasks after finding the availability of the member.
3. Version controlling tools & Shared document repository
4. Project tracking by using automated tools
5. Tracking utilizing baselines in MS project

## **4. Technical Process**

### **4.1. Methods, Tools and Techniques**

Traceability is required between phases and documentation. To achieve this, the details of relationships between items in documents from every phase have to be documented and made explicit using the following strategy:

- Each requirement will be numbered as to correspond to each requirement in the SRS.
- The analysis document and the SWA will both specify what requirements are being satisfied by the specific solutions.
- Code will contain comments that provide traceability back to the requirements, analysis, and architecture documents.
- References will be provided in the test plan and test cases so as to reference previously composed documents including the project code.
- A revision history of each document will updated on every change and it will be documented at the beginning of each document or source code.

The following tools are to be used for the development of documentation and code:

- The code development languages: JAVA, SQL
- The IDE used is Eclipse.
- MySQL is used for Database implementation.
- Documentation is to be done using Microsoft Office tools.
- A website is made available which serves as a repository for the deliverables.
- Google groups will to be utilized for discussions and communication between team members also serving as documentation for group communication.
- Google Document will be used as repository for document revisions during the life of the project.

## 4.2. Software Documentation

The following software documents will be developed:

- Preliminary Project Plan
- Interim Project I
- Final Project I
- Interim project II
- Final Project II

## 5. Work Elements, Schedule and Effort

### 5.1. Work Breakdown Structure

**Table 3 Project Schedule Breakdown**

Del.	Development Stages	Start	End	Lead	Reviewer
0	Preliminary Project Plan	8/28	9/4	Varun Garg	Srikrishna
1	Interim Project I	9/5	10/2	Animesh Roy	Varun Garg
2	Final Project I	10/3	10/23	Srikrishna & Shivdas	Varshada
3	Interim project II presentation	10/24	11/13	Varshada	Shivdas
4	Final Project II submission, presentation and demo	11/14	12/4	Arvind & Kavan	Animesh

### 5.2. Effort and Cost Analysis

Work will be distributed evenly amongst the team members. The team lead will be responsible for seeing the completion of each deliverable by appropriately delegating the tasks to team members.

The team will utilize open source software such as Eclipse and MySQL to minimize costs. In addition, University computing resources will be used to avoid any costs.