GNG 1103

Deliverable E: Project Plan and Cost Estimate

Group B19
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University of Ottawa

Introduction:

In this deliverable, the group will use the design chosen from deliverable D and further explain how the group will develop and improve the design for the final design day. Each member will be given a task to complete within a certain required timeframe.

Cost of project:

The group does not plan to spend any money from the $100 budget. All the resources required are supplied to the group using the Unity application to design and create the final product.

Schedule until (3rd) the next client meeting Oct 29th (Prototype I due Oct 31st):

Name	Task	Dates	# of Days
Imaan	Create subtitles	Oct 20th - Oct 29th	9
Dhara	Concentrate on deliverable document report.	Oct 20th - Oct 29th	9
Matan	Develop initial designs for primary screens (for medical staff) on Unity	Oct 20th - Oct 29th	9
Sean	Prepare for client meeting. Determine the need for and provide any general work and assistance needed.	Oct 20th - Oct 29th	9
Omar	Develop initial designs for Menus using Unity	Oct 20th - Oct 29th	9

Milestones:

Name	Milestone
Imaan	Complete Deliverable F (Oct 31st)
Dhara	Complete Deliverable F (Oct 31st)
Matan	Complete Deliverable F (Oct 31st)
Sean	Complete Deliverable F (Oct 31st)
Omar	Complete Deliverable F (Oct 31st)

Schedule until 4th client meeting on Nov 5th (Prototype II due Nov 7th):

Name	Task	Dates	# of Days
Imaan	Complete subtitles, create instructions	Oct 31st - Nov7th	7
Dhara	Refine designs on Unity	Oct 31st - Nov7th	7
Matan	Refine designs on Unity	Oct 31st - Nov7th	7
Sean	Prepare for client meeting, work on deliverable report. Determine the need for and provide any general work and assistance needed.	Oct 31st - Nov7th	7
Omar	Refine designs on Unity	Oct 31st - Nov7th	7

Milestones:

Name	Milestone
Imaan	Complete Deliverable G

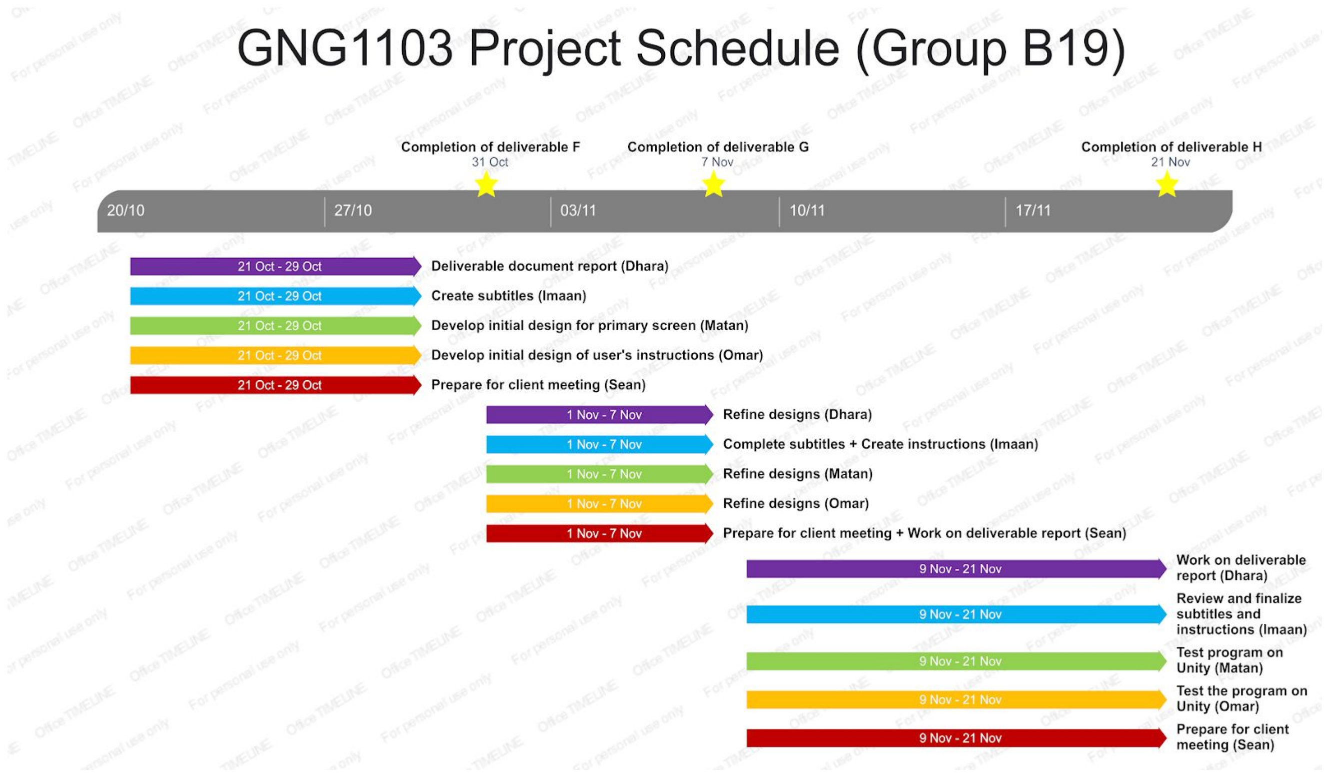
Dhara	Complete Deliverable G
Matan	Complete Deliverable G
Sean	Complete Deliverable G
Omar	Complete Deliverable G

Schedule until 5th client meeting on Nov 19th (Prototype III due Nov 21st):

Name	**Task**	**Dates**	**# of Days**
Imaan	Review and finalize subtitles and instructions	Nov8th - Nov21st	13
Dhara	Work on deliverable report	Nov8th - Nov21st	13
Matan	Test the program on Unity	Nov8th - Nov21st	13
Sean	Prepare for client meeting. Determine the need for and provide any general work and assistance needed.	Nov8th - Nov21st	13
Omar	Test the program on Unity	Nov8th - Nov21st	7

Milestones:

Name	**Milestone**
Imaan	Complete Deliverable H
Dhara	Complete Deliverable H
Matan	Complete Deliverable H
Sean	Complete Deliverable H
Omar	Complete Deliverable H



Risk management:

- A significant project risk is team members not having enough time to finish the project because each team member has other commitments as well such as other courses, group projects or work.
    - In order to mitigate the risks of not finishing the project on time and making sure that the quality of the work is not compromised, we have decided to create a plan based on our schedule. We have decided that everyone will let their availability be known to each group member at least a week in advance. For instance, every Saturday, we will discuss our availability for the following week and when we can work on the project during those days. This will allow everyone to take note of how to organize their schedules.
- There may also be a risk of not meeting deadlines due to changes in a team member's schedule.
    - For this, we insist that the team member will contact the group as soon as possible and ask for help if necessary to make sure the task is finished on time and submitted instead of waiting until the last minute to inform the group about an issue. Every team member will try to find a way to attend the group meetings at least once a week and show their dedication to the project.

- Another foreseeable risk is the missing of deadlines as a result of procrastination or ignorance.
    - This will be protected against by high communication between the team; each task's status should be checked on by the rest of the group, with the expectation that work will be finished no later than 24 hours before the deadline: in the case that this is not satisfied, the remainder of the group will pitch in to the best of their ability to help with the task. This will strongly mitigate the ability of deadlines to "sneak up on" members.

Technical skills:

Not all of the team members have the technical skills and resources to do our project, but everyone is willing to learn new skills and adopt various methods to fulfill the project guidelines. Most of the group members know how to code and have done such projects before. So, they will help others learn new skills such as working with Unity and Android (on which the Oculus Quest runs). The Arduino and Unity labs have helped the team members learn a little more about coding. Therefore, we have decided that everyone will put effort in learning new skills such as joining makerspace workshops or finding beginner's activities on Unity to learn more about the program. At the same time, we will help each other with the tasks.

Dividing tasks:

Another challenge is to divide work equally between all team members. Although the tasks are divided equally among all the team members, some tasks take longer to do than other tasks. Therefore, we have assigned two members to do a specific task so that they can both work on the task. Also, as seen in the schedule, most tasks are assigned to the entire group and depending on one's expertise, one will delegate the specific task and help the other members to finish the task. We will discuss about how much time it takes for each person to do the task after working on Prototype I. This will help us understand if anyone was overworked or had a minimum amount of work to do, while allowing us to make changes for the following schedules if necessary.

Conclusion:

In this deliverable, we have divided the tasks amongst all the team members as equally as possible and made a schedule according to the deadlines we have been given. Each team member's sequence of tasks has been designed to have a high degree of continuity: this will allow members to gain momentum and more strongly develop the skills that they in particular will employ, so that the group as a whole will be much more effective. We have figured out that we will not need to use any of the $100 budget, as all required resources and tools are available as part of Unity or from other web sources including the free items in the Unity store. We have also come across a few challenges that can manifest during the completion of the project, such as limited time and skills, and determined that these will be resolvable by cooperation -- sharing skills and time -- between team members, wherever necessary. We plan to follow this schedule as described here, and stick primarily to the tasks given to us to assure that everything is done well and on time.