

Transition Plan (TP)

AI Video Analysis for Health

Team 6

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Version History

Date	Author	Version	Changes made	Rationale
02/08/06	DK	1.0	· Transition plan to reflect our project and plans	· Plan to transition system to the client

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1. Transition Strategy

The transition strategy for our client can be seen in Training, Delivery, and Support. They will be described more in detail in the following paragraphs. The goal is to have everything delivered to the client by 05/01/21.

Training

Because the original system wasn't built by our team, but rather a system that the client was already familiar with, there will not be a need for detailed step by step training on how to use the system. The client has been the administrator for the system. Even though the client has gotten familiar with the features the team has developed this semester during our weekly meetings, and trying the features out himself, we will still provide the necessary training documentation and training.

The documentation includes a user manual and a technical manual. Training will be a meeting on 05/01/21 at 4PM Via Zoom with our client going through the documents and answer any questions he may have.

Delivery

Documentation: Our team will be delivering all documentation from this semester to the client on 05/01/21 at 4PM Via Zoom.

System: Our team has already made sure to put our final version of the system to the development server, and a single branch on Github. The purpose of this was so the maintainer has an easier time migrating the feature from our team to the production server / codebase.

Support

Following 05/01/21, there is no guarantee on supporting the system or the clients needs. This is because team members will be graduated, working full time, or starting new courses at USC. Even though there is no guarantee support, the team has left e-mails to the client, in case the client has any questions or needs assistance. Depending on team members availability, they will personally choose to provide support or not.

1.1 Transition Objectives

1.1.1 Capability Transitioned

The four capabilities the team has committed to and finished this semester are fully operational on the development server at dev.moveintel.com The client and the maintainer has asked not to put the capabilities on the production server. Maintainer will be doing that in the future. But to make it easier for the maintainer, our team has made sure to put all the front-end code to one branch and back-end code to one branch.

1.1.2 Transition Sites

Because the system is a web application, there is no physical site. Every part of the system our team has worked on is online. There is a single site for the system our team has worked on which is dev.moveintel.com. Like mentioned above, our client is already the administrator of dev.moveintel.com.

1.2.3 Post Transition Developer Support

There could be intermediate support from our team after transition if the client has questions, but there is no guarantee because the semester will be over, and team members will have moved onto full time jobs or different classes. The client already has team member emails if he has questions in the future.

1.2.4 Nature of Product Transition

What our team worked on this semester was improving the existing system. The improvement of the system was done on the development server of the system. The client is the administrator of the system.

1.2 Transition Process Strategy

1.2.1 Phasing of Cutover

To have a successful transition, the team must first make sure the latest version of the system is on the development server by 05/01/21. Also, team must make sure to finish the necessary documentation such as user manual and technical manual for the client by our 05/01/21 4PM hand off meeting via Zoom.

The team has already made sure the latest version of the system is on the development server. Team is currently working on the documentation.

For meeting with the client, we are planning to do training and hand off on 05/01/21 4PM via Zoom. After the meeting that day, our team will take all hands off the system, and leave it to the client.

1.2.2 Phasing of Transition of Project Increments to Multiple Sites

Development of the project was done incrementally throughout the semester. We incrementally tested our features on different Github branches during the development phase on the development server. For the final deployment of the system, our team made sure to merge different Github branches together, deploy on the dev server, and test the feature manually.

1.2.3 Role of Testing

Through manually, or with Insomnia, our team has made sure to cover the test cases in our Test Plan and Cases document during our development phase. Throughout the semester, the client manually tested the system as well. This gave our team and the client to find errors and fixes the client wanted. After putting the final version of the system on the dev server, our team did manual testing, to make sure all the features developed were functioning as intended.

2.0 Preparing for Transition

2.1 Hardware Preparation

The only hardware that is needed is a laptop or a PC that can connect to the system using an internet browser and connection.

2.2 Software Preparation

The following table shows the software the client needs to use the current system or further develop on top of the current system. Because the system was already built before our team, the client is already the administrator for a lot of the commercial software.

Table 1: Software Preparation

Name	Example	Client is admin?	Where to Get	License Type
JavaScript Enabled WebBrowser	Google Chrome, Fire Fox	N/A	chrome	Free
Code Editor	Sublime, VS Code	N/A	VS code	Free
AWS EC2, DynamoDB, Lambda	N/A	Yes	N/A	Private, Payment Necessary
React	N/A	N/A	React	Free, Open Source
Ant Design	N/A	N/A	Ant Design	Free, Open Source
Flask	N/A	N/A	Flask	Free, Open

				Source
PynamoDB	N/A	N/A	Pynamodb	Free, Open Source

2.3 Site Preparation

Our project does not have any required site preparations.

3.0 Stakeholder Roles, Responsibilities, and Schedule

Below is a description of stakeholders and what they have done or need to do, so there is a successful transition.

Client - Steve Grosserode

- Decide a Training & Hand Off Meeting time
 - Agreed on 05/01/21 4PM Via Zoom
- Attend the meeting on 05/01/21 4PM Via Zoom
- Ask questions during meeting

Developers & Testers - Everyone on Team 06

- Decide a Training & Hand Off Meeting time
 - Agreed on 05/01/21 4PM Via Zoom
- Merge different development branches into single branch (Done)
- Deploy merged branch to development server (Done)
- Attend the meeting on 05/01/21 4PM Via Zoom

Trainers

- Prepare documentations for Training & Hand Off Meeting
 - User Manual
 - Technical Manual

Quality Focal Point- Justin Fu

- Make sure documents cover all necessary information for the client

Project Manager - DK Lee

- Make sure both parties attend meeting

- Make sure all final code and documentations are delivered to client

Below is a table showing important dates, roles and responsibilities of stakeholders to have a successful transition.

Table 2: Transition Schedule

Date	Role	Responsibility	Location
04/21 - 04/30	Developer , Tester, Trainers	<ul style="list-style-type: none"> • Apply feedback from RDC, CCD, Design Code Review, TRR, to project documents • Prepare documents for training & hand off meeting • Complete all system testing • Merge all Github branches • Upload final version of code to Development server 	N/A
05/01/21 Training & Hand Off Meeting	Team 06 & Steve Grosserode & Drew Schwartz	<ul style="list-style-type: none"> • Answer technical & Non technical questions about the system • Go over documentation <ul style="list-style-type: none"> ◦ Support, user, technical manual 	Zoom
05/02/21	Project Manager	<ul style="list-style-type: none"> • Ensure with client he has everything he needs 	Slack
05/02/21	Team 06	<ul style="list-style-type: none"> • Provide system support if you are willing and able to do so 	N/A