

Initial Plan- Cardiff Youth Service Digital platform for staff

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Project Description:

Cardiff Youth Service are looking for a digital platform, tool, or application for the workforce to be able to work digitally agile and embrace technology. The platform will allow staff and volunteers to plan youth work sessions, record reflections and view upcoming service events, a clear link to www.Cardiffyouthservices.wales and all the above will then be able to be viewed by a manager for sign off and then to senior management team

Cardiff Youth Service is an organisation that works with young people between the ages of 11 to 25. They provide different programmes and projects throughout the city of Cardiff which enable young people to participate in activities and experiences but also to provide information, support, and guidance to help them reach their fullest potential (Cardiff Youth Services, 2022). These services are in place to help young people develop new and existing skills for later life and to create meaningful friendships with others involved (Cardiff Youth Services, 2022). They help young people build up their confidence, motivation, problem solving, teamwork, making sure their voice is heard, action planning and goal setting, all of which are key for their personal development (Cardiff Youth Services, 2022). They are given opportunities to enhance their CVs and other future applications for education, training, and employment.

Throughout this project I will be in touch with Cardiff Youth Service on a regular basis to get as much insight as I can on how the employees are managing with the current tools or applications in place at the Youth Service, to aid me in my overall design and production of my application prototype since it is bespoke. Keeping touch with the Cardiff Youth Service will allow me to make sure I am meeting all the functionality requirements I need to meet for them. For this I will be implementing either a qualitative data collection method or quantitative data collection method to get as much data from them as possible. I will also be making sure that each week I am meeting the milestones I am setting for myself to ensure I am being as efficient as I can be whilst having a high work output.

Project Goals and Aims:

The aim of this project is to create an application or tool that the Cardiff Youth Service can use to allow their employees to work from home, digitally and more efficiently. My goal for this project is for the prototype to be approved and for them to be happy to continue developing it. On a larger scale, it would be a great opportunity to provide an example for other youth services that need such a tool around the UK. Implementing a similar tool into more youth services will be helpful to employees working within this career field and allow them all to work safely from home whilst also being as efficient and effective as possible.

The list below shows each of the goals I will be aiming to achieve in the duration of the project. I will need to achieve each of these goals to reach my final milestone of the project and to reach a point where I am confident and happy enough to present it to Cardiff Youth Service for approval.

Goals:

- To design and plan what I want the application or tool to look and function like, by drawing up a couple of quick sketches.
- To choose an appropriate environment and language to start developing the prototype application.

- To get some qualitative and quantitative feedback from employees on how they feel they could work from home easier and how they feel they could be more efficient when using the tool.
- Create a basic prototype, wireframe model, with barebone functionality to get an understanding on how it can work and the areas of improvement for efficiency.
- To start building the front end of the application, e.g., overall design, feel and functionality of the application.
- Start developing the back end of the application, where data will be stored and the general functionality development for the features required.
- To adjust front-end issues based off user feedback.
- Finalise the prototype and trial it with a focus group with employees at Cardiff Youth Service
- Research if there could be more ways to use or implement the application e.g., an app or website.
- Review the final product and discuss what could be further done to the application if it was to be accepted by Cardiff Youth Service.

Work Plan:

In the duration of this project, I will be joining my supervisor in meetings once a week on a specific date and time which is still yet to be decided on, along side with this, I will also be in contact with Cardiff Youth Service where I will be attempting to gather data from them. These meetings with Cardiff Youth Service will all be conducted online, and I will be giving them surveys or other data collection method to receive feedback from them to help aid the direction of my prototype. The aim of the meetings with my supervisor will be to check weekly progress, ask questions and ensure I am on track with meeting the final deadline.

Below you can see a table that details my work plan for the duration of this project. The table includes what weeks and dates I will be doing specific work on, the deliverables for that week and the documentation that will be shown as evidence of my progression. It also contains the milestones I hope to achieve each week as I progress through the development of the prototype and final report.

Weeks / dates	Deliverables	Documentation	Milestones
Week 1/ 31 st Jan- 7 th Feb	Background research on Cardiff Youth Service for the initial project.	Initial plan / report	Initial Plan submitted
Week 2 / 8 th Feb – 14 th Feb	Create the basic look and feel of the application with quick sketches Research what environment and languages would be best. Have a meeting with supervisor to sort out any unclear areas of the project	Draw up lightning and quick sketches of the look and feel for the prototype. Also have a storyboard in place for how it should ideally operate.	General look and feel of project covered and completed. Cleared up any uncertain aspects of the project so I can get on.

Week 3 / 15 th Feb – 19 th Feb	Get in touch with Cardiff Youth Service to brief them on the project. Finish independent research for what language and environment to use Gather data from Cardiff Youth Service for quantitative / qualitative models.	Write down what language and environment I will be using and why. Data from Cardiff Youth Service in either a qualitative model or quantitative model.	Language and environment decided on and sufficient data collected to work on.
Week 4 / 22 nd Feb – 26 th Feb	Start creating the wireframe model of the application and start a basic prototype to get a good sense of how it can work.	Wireframe model along with any brainstorming or notes made for it. Start of a basic prototype model.	Decision of wireframe model I think works best for the project.
Week 5 / 28 th Feb – 5 th March	Begin work on front end design by using the wireframe I decided on in the previous week Look into other examples for inspiration for my application	Write the beginning front end code for the application.	Beginning initial look for the prototype completed.
Week 6 / 8 th March – 15 th March	Start initial back-end coding for the prototype. Get reviews on the overall design so far from a focus group at Cardiff Youth Service	Begin writing the back-end coding for the prototype and review answers on initial design.	Start of the back-end coding and feedback given for the design
Week 7 / 16 th March – 21 st March	Fix any design issues stated from the focus group and carry on working on back-end coding Get feedback on the changes made to front-end design	Further back-end coding and redesigned front-end (if changes are required)	Progression with the back-end of the prototype and a more finalised design for the prototype with feedback
Week 8 / 23 rd March – 1 st April	Finalise the front-end of the prototype based on the feedback received.	Finalised front-end of the prototype.	Finished the overall design / front-end code of the prototype.
Week 9 – 11 / 2 nd April – 24 th April (Easter Period)	Progress with the back-end coding for the report, making sure I have plenty of time to fix any issues that come up. Start working on the final report. Have a meeting with supervisor to make sure I	Back-end coding continued and nearing finalising over the Easter Period. Start of the write up for the final report. Notes on any bugs and issues I have during Easter	Back-end coding almost completed and start of the write up on the final report

	am still on track and in line with the final deadline.	so it can be included in the final report.	
Week 10 / 11 th April – 16 th April	Progressing with back-end coding and fixing issue that come up. Taking notes on what issues I had.	Back-end coding progression and notes on bugs and debugging done.	Back-end progressing closer to final goal.
Week 11 / 18 th April – 23 rd April	Start of write up for final report and fixing any last issues / bugs with the back-end coding.	Any last bugs noted and fixed Start of documentation for the final report.	Back-end being bug free and final report started.
Week 12 / 25 th April – 30 th April	Finalise back-end coding for the prototype Gather any images or references needed for the final report	Finished back-end coding and finalised the prototype ready for Cardiff Youth Service. Results from the prototype written down for the final report Images and references added to the final report	Finished prototype with results ready. Results ready to be used in the final report. All figures and references added to the final report.
Week 13 / 2 nd May – 6 th May	Continue final report as another draft, making sure its structured properly.	Final report almost finished; most sections fully written.	New draft of the final report completed.
Week 14 / 9 th May – 13 th May	Finish the final report, proof-read all of it and make sure nothing needs to be added or nothing is missing.	Finished final report and ready to be submitted on the 13 th of May 2022.	Final report finished and submitted.

Risk Plan:

Below you will find a risk plan I have listed out. This risk plan shows each of the potential risks I face when completing this project and how I intend on ensuring they do not affect my work, it also highlights the impact each issue could have on the project along with the probability of these risks happening.

Risk	Impact on project (1 – 5, low – high)	Probability (1 – 5, low – high)	Mitigation Response
Illness/personal circumstances/Covid-19	2	2	With Covid-19 there is always an uncertainty if I will get ill and during Covid-19 my asthma and hay-fever have never been worse. But in case I get ill or there is a unforeseen personal issue, I will ensure that I reschedule my work and replan as best I can, to ensure I am still able to get the project

			finished efficiently and within the deadline.
Work Loss / Corruption of files	5	1	I have already put in plan back-ups for all my work for this project and that will be using Microsoft Teams and a physical storage location, being a USB stick or external hard drive.
Insufficient data received from Cardiff Youth Service	3	2	In my project I have planned to get in touch with Cardiff Youth Service to get some initial data from them on what they would like out of the application. So, to mitigate this I will be communicating with my supervisor to gather what she expects they will be looking for. But the data from them would be particularly useful in progressing faster in the project.
Insufficient participation from Cardiff Youth Service	2	3	As said above, I will be aiming to contact Cardiff Youth Service on what they would like out of the application, I am uncertain how many employees I could get to participate but will gather as much data as possible.
Online communication	2	1	Online communication is not necessarily much of an issue as there are plenty of ways to communicate between me and Cardiff Youth Service. The issue lies within how many people would be willing to communicate. As stated above, I will be aiming to get as much data as possible from any participants.
Ethical issues.	2	1	I will be gathering data from Cardiff Youth Service there could be issues with ethics if I was asking them for confidential or personal information but as I will be making feedback anonymous and will not be asking for any sort of personal information,

			ethical issues should be avoided.
Insufficient time to learn new languages	4	1	For this project I will be using languages and methods I am already familiar with as learning a new language or using a language I am unfamiliar with risks inefficiency and wasting my time.

References:

1. Cardiffyouthservices.wales. 2022. *Cardiff Youth Services*. [online] Available at: <<https://www.cardiffyouthservices.wales/>> [Accessed 3 February 2022].