# Aromy

IMPLEMENTATION PLAN

## **Team OneTen**

Version 2.0

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# 1.0 Introduction

## 1.1 Purpose

This document’s purpose is to framework and plan the implementation of Aromy’s inventory and order management system. It includes detailed information of the implementation steps required after iteration 1 and 2 and also lists the people involved and any planned dates.

This implementation plan has been split into four main sections, listed below with their intended purposes.

### **Introduction** -

Outline the content and structure of this implementation.

### **Description and Schedule** -

Describe each step of the plan, including date of implementation.

### **Risks, Impact, and Contingencies** -

Discuss the impact of the plan, including any risks, and outline contingencies.

### **Sign off** -

Client’s signature is required to confirm agreement of availability on required dates listed in the plan.

## 1.2 System Implementation Description

Below, you will find an overview of the processes this system is intended to support and the implementation steps identified.

* Prepare the site
* Installation
* Data conversion
* User training
* Acceptance Testing
* Go Live (unhide the system)
* Post Implementation review

### **Final Handover**

* Handover of all Documentation
* Handover to Support
* Performance Testing
* System sign off by Client/PO

# 2.0 Description and Schedule

## 2.1 Implementation Tasks

While we, as the development team, have the entire system built and ready to implement, the fact that we need to implement the system on-site, on the client’s local device/s, can lead to a level of risk regarding the system’s compatibility with the local hardware or software.

| Implementation Plan | | | | |
| --- | --- | --- | --- | --- |
| **Tasks** | **Description** | **Resources** | **Beginning-End Date** | **Time Required** |
| Prepare the  site | Hardware: Networks, Computer  Software: Database | Client’s  representative,  ISP provider, USP, Project Team | 11/10 | 3 hours |
| Installation | The client does not have a pre-existing system required back up. Therefore the tech team can instruct and guide the customer through the installation process and onboard them to both the back end and front end systems. | Aromy,  Project Team | 11-12/10 | Multilple days |
| Data  conversion | While the client does not have a previous computer system, they do have hardcopy, physical notes and records. It is likely the team will need to port the existing data into the new system manually. Some training will also be required at this point to ensure the client can independently input manual data in the future, should the need arise. | Project Team | 12/10-13-10 | Multiple Days |
| User training | During implementation, the tech team will need to teach current Aromy staff how to operate the new system to manage inventory and orders. In addition, the team will need to train staff on subsystems, including but not limited to receiving stock and modifying orders. This training would involve taking a sample order from placement to dispatch, excluding any payment processes.  All of the training can be done online via modules or video call with screen sharing or offline and onsite with the client on their local devices. | Aromy and Project Team | 14/10 | 1 day |
| Acceptance  Testing | This will be completed with the aid of the client’s representative and the acceptance testing document. | Aromy | 14/10-17/10 | 4 days |
| Go Live  (unhide the  system) | Once approved by the client’s representative, the website will be put live for public access and both front end and back end systems will be put in real-life use. | Project Team | 17/10 | 2 hours |
| Post  Implementation review | The client or their representative will provide a review of the system in use and the project team will use this feedback to improve existing functionalities and further develop any subsequent iterations. | Aromy and Project Team | 17/10-23/10 | 7 days |
| Final Handover | | | | |
| **Tasks** | **Description** | **Resources** | **Start Date** | **Time Required** |
| Handover of all Documentation | The user details and operational documents of the system will be handed over to the client, including but not limited to Cakephp and plugins. | Project Team | 17/10 | 1 day |
| Handover to  Support | The client will be informed of any known issues and provided with workaround documents and usage instructions. Minimising issues that might emerge post implementation. | Project Team | 17/10 | 1 day |
| Performance  Testing | The system will be rigorously tested to ensure it will perform well under Aromy’s expected workload. Through this testing, any areas for improvement will be uncovered and noted. | Project Team | 17-19/10 | Multiple days |
| System  sign off by  Client/PO | Once the system is reviewed and approved, the client will need to sign off to indicate and mark the completion of the project team’s work. | Aromy | 21/10 | 2 hours |

# 3 Risks, Impact, and Contingencies

## Risks

As the entire system has been designed specifically for Aromy, past frameworks will not need to be covered. The information type has also been realigned with the client’s specifications, so this also does not present any issues.

To address potential security and protection risks, first and foremost, the administrator account’s password should be reset as soon as implementation is complete. In addition, any staff accounts that also access the system should have their permissions and access limited so that only relevant data is accessible. However, as customer data, including addresses and payment details, is available to most, if not all users, we recommend that all passwords are changed every three months to maintain security and any accounts that become inactive (ie: due to staff changes) are removed as soon as possible.

## Impacts The data structure and storage will also need to be checked and tested, ideally before the system is opened for public access. We will need to ensure that data is pulled into and stored inside the system correctly and that orders are received and stock is allocated properly.

When the client has any customer details, current inventory and order history to be , this data will need to be inputted manually into the system. Post implementation, the client is recommended to test the entire system for errors that are specific to their typical device or usage, such errors can then be quickly remidied.

## Contingencies

Finally, as we understand that future problems may emerge that cannot be perceived at the time of implementation, should any unforeseen circumstance arise, the client will be welcomed to contact the tech team for assistance, a plethora of user and technical documentation will ensure minimal issues will arise outside implementation.

# Project Implementation Plan Sign-off

The undersigned acknowledge that they have reviewed the above Implementation Plan and agree with the information presented within this document. Changes to this Project Implementation Plan will be coordinated with, and approved by, the undersigned, or their designated representatives.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**