Inventory Management System — Scope of Work

📄 Project Overview

The **Inventory Management System** project is a 45-day initiative aimed at delivering a custom-built, responsive web application to streamline inventory-related operations for businesses. The system will support critical features such as **product and stock tracking**, **order and supplier management**, **role-based dashboards** for Admin, Manager, and Sales teams, along with **reporting and analytics** capabilities.

The project is being executed with a **modular sprint-based approach** and a **dedicated cross-functional team** comprising:

- **UI/UX Designer** – responsible for wireframes and interface design
- **Frontend Developers** (React.js) – for building the user interface
- **Full-Stack Developers** (Node.js + MongoDB) – for backend, database, and integration

The system will be planned, tracked, and reviewed using a **one-tool-per-function** strategy to ensure clarity and efficiency across all project workflows. Key project management functions such as task tracking, communication, documentation, design collaboration, bug tracking, and client reporting are each mapped to industry-standard tools like ClickUp, Notion, Figma, GitHub, Jira, and Google Workspace.

Upon completion, the system will offer:

- A responsive interface usable across devices
- Secure user access based on roles
- Real-time inventory and order data visibility
- Comprehensive reporting for decision-making

This project will also demonstrate the ability to scale team capacity mid-way through development and accommodate client feedback through structured review and revision cycles.

🎯 Goals and Features

- To develop a fully functional and responsive **Inventory Management System** that simplifies and automates inventory tracking, ordering, and reporting.
- To deliver a **role-based user experience** for Admins, Managers, and Sales representatives.
- To ensure seamless communication between teams through proper handoffs and collaboration tools.
- To complete the project within a strict **45-day timeline**, using structured planning, feedback loops, and quality assurance.

🔹 Core Features

1. **Product & Stock Tracking**
    - Add, edit, and delete products
    - Real-time stock level monitoring
    - Low-stock alerts
2. **Order & Supplier Management**
    - Track incoming and outgoing orders
    - Supplier database with contact info and order history
    - Order status tracking and notifications
3. **Role-Based Dashboards**
    - **Admin**: Full system access, analytics, and user management
    - **Manager**: Inventory status, supplier activity, team overview
    - **Sales**: Product availability, order placement, sales tracking
4. **Reporting & Analytics**
    - Visual dashboard with stock trends, order summaries, and supplier efficiency
    - Exportable reports (CSV, PDF)
    - Weekly performance snapshots
5. **Responsive UI**
    - Accessible across desktop, tablet, and mobile
    - Modern and clean interface with intuitive navigation

👥 Team Roles

Role	Responsibilities
Associate Project Manager (You)	Overall planning, tool coordination, stakeholder communication, status tracking, client reporting
UI/UX Designer	Creating wireframes, mock-ups, and handling design iterations based on feedback
Frontend Developers (React.js)	Implementing responsive user interfaces, integrating frontend with APIs, handling dashboard views
Full-Stack Developers (Node.js + MongoDB)	Backend architecture, API development, database design, order and stock logic
QA/Testers (optional)	Manual/automated testing, regression checks, bug verification
Client/Stakeholders	Providing brief, reviewing deliverables, and giving feedback throughout the process

🗓️ Timeline Summary

The Inventory Management System project is structured over a **45-day period**, segmented into distinct phases to ensure systematic development and timely delivery. Below is an overview of the planned timeline:

Week 1–2: Planning & Design

- Finalize project scope and requirements.
- Develop wireframes and UI designs using Figma.
- Set up project management tools (Click Up, Notion, GitHub, Jira).

Week 3–4: Backend & API Development

- Establish MongoDB database structures.
- Develop backend services with Node.js.
- Begin API testing and documentation.

Week 4–6: Frontend Development

- Build responsive UI components using React.js.
- Integrate frontend with backend APIs.
- Implement role-based dashboards for Admin, Manager, and Sales roles.

Week 6: QA Testing & Bug Fixes

- Conduct comprehensive QA and regression testing.
- Log and resolve bugs using Jira.
- Prepare for client review sessions.

Week 7: Client Feedback & Final Deployment

- Present system walkthrough to the client.
- Incorporate feedback and make necessary revisions.
- Finalize deployment and handover.

For a detailed view of the project timeline, please refer to the Notion link: Inventory System Timeline

🔁 Change Request Log

Track all client-driven changes or scope adjustments using this simple table

Change ID	Date	Requested By	Description of Change	Status	Assigned To	Comments
CR-001	May 20, 2025	Client	Add "Export to CSV" feature in Product Management module	Approved	Frontend Developer	To be included in Sprint 2
CR-002	May 25, 2025	Client	Change dashboard card colour scheme to match brand colours	Under Review	UI/UX Designer	Pending design review

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📝 Meeting Notes

Maintain notes for sprint planning, client check-ins, and internal standups. Here's a format and a sample entry:

📝 Meeting Notes — Internal Team Sync

Date: May 18, 2025
Attendees: Project Manager, UI/UX Designer, Dev Team

🔹 Key Discussion Points:

- Confirmed completion of login and dashboard UI designs.
- Backend APIs for product and order modules in development.
- Client feedback on initial wireframes received.

🔹 Decisions:

- Move to Sprint 2 starting May 20.
- UI/UX to apply branding feedback in next version.

🔹 Action Items:

- Dev: Complete API integration by May 23
- Design: Update colour theme based on feedback by May 22
- PM: Schedule client walkthrough on May 25
