**PROJECT PLAN**

1. **Purpose**

The purpose of the project plan is to provide guideline in the development of e-Donation Application. This project plan covers all the required information regarding the system which is project overview, project schedule, project resources, project team organization, communication plan and quality assurance plan.

1. **Project Overview**
   1. **Goal and objective**
2. Goal:

To develop a computerized system for donation request and donation management for Koperasi KPM Beranang to become more systematic and efficient.

1. Objective:
2. To develop the system 100% meet the user requirement.
3. To produce the system 80% user friendly and proper interface design.
4. To develop the system 100% manage the donation request efficiently.
5. To develop the system 100% ease the donation request process.
   1. **Constraint**

The constraints for this project are time and budget. The project must be finish by the due date. If the project does not be completed by the deadlines of the development, this will effect and increase the budget for the project as there will be the additional cost in each of the extended day or months.

* 1. **Significant**

1. System development improve efficiency of information. It can generate report of donation request by Organization/Department which can provide all the information of the donation request in a proper table.
2. System development improve resource control. Since the current system use manual filing which use a lot of papers, so the proposed system can help in reducing it and improve the resource control.
3. System development improve the service of the Koperasi KPM Beranang. Any organization/department that want to request for the donation can be applied and manage through the system.
4. **Project Schedule**
   1. **Deliverables and Milestones (Gantt Chart)4.0 Project Resources**

**4.1 Staff**

The project team members of the system development consist:

* + 1. Project Manager
    2. System Analyst
    3. System Designer
    4. Programmer
    5. System Tester

**4.2 Hardware and Software Requirement**

|  |  |
| --- | --- |
| Specification | Adobe Dreamweaver CS6 |
| Processor | Intel® Pentium® 4 or AMD Athlon® 64 processor |
| Memory | 512 MB of RAM |
| Hard disk | 1 GB of available hard-disk space for installation; additional free space required during installation |
| Graphic Display | 1280 x 800 display with 16-bit graphics adapter |

**Table of hardware and software requirement**

**4.3 Budget**

|  |  |
| --- | --- |
| Details | Cost |
| Hardware cost | RM1,900 |
| New software cost | RM1,500 |
| Development cost | RM8000 |
| Utilities bill | RM400 |
| Staff salary | RM2,000 |
| System Maintenance (Monthly) | RM1,500 |
| Total | RM15,300 |

Overall Cost = RM11,400 + RM3,900 = RM15,300

**5.0 Project Team Organizational**

**5.1 Organizational Structure**

**Marketing Department**

* + 1. Functional Organizational Structure

Functional Organizational Structure is a hierarchical structure of organisation in which individuals are grouped based on their specialization area. Based on the chart above, all the employees are grouped in one department which is Marketing department. These people are supervised by a functional manager with expertise in the same field. Based on the chart above, Liyana is functional manager who will supervise and lead the activity in their area of marketing. Then, employees within the functional divisions of an organization tend to undertake a specific set of duties. For example, Syazwani will be responsible in advertising and promotion while Mastura will be responsible for market research.

* + 1. Project Organizational Structure

**Project: e-Donation Application**

Project Organizational Structure is designed specifically for carry out the projects by separating specialize work. Based on the figure above, Syamimi and Pavitra has different specialization of duties. Syamimi is a system design which specialized to design the system flow and interface. While Pavitra is a Programmer which specialized to develop the system by write coding. This structure is for temporary only, once the project is completed, this structure will be disbanded and the resources will be dedicated throughout its life.

* + 1. Matrix Organizational Structure

Matrix Organizational Structure is a combination of the projectized and the functional organization structures. By using this chart, multiple project will be conducted at once. For example, from the chart above, there are 3 project that will be done at once which is Project A, Project B and Project C. In this structure, staff can be allocated to more than one project at one time. For example, Anis Balqis who is the Sales Executive will work in more than 1 project which is in Project A and B. This structure has a very complex reporting relationship. It is because Anis Balqis has to produce two report as to be submitted to two project manager which is Anas Farhan (Project A) and Shukna (Project B).

The most suitable organizational chart is Project Organizational Structure. This structure will divide and delegate each task according to the skills of each member in the development team. It facilitates the coordination. This structure has been chosen because **it develops an environment that encourage interaction among the team members** with minimum amount of conflict or disruptions. So, it suitable in order to develop e-Donation Application as the development team will may not have any conflict because they will have good interaction and communication during the development. Project Organizational Structure is chosen because the **task divided can be manage well**. This structure separates each developing task to each of the members to make sure that the task can be managed well as one member will only focus on his own task without having other member to interrupt him.

**Project: e-Donation Application**

**Project Organizational Structure for e-Donation Application Development**

Based on the organizational chart above there are 5 persons who will involve in the development of e-Donation Application. The project manager for this development is Athirah. The system analyst is Izzati Husna. While the system designer is Syamimi and programmer is Pavitra. The last is Iqbal Juhaimi which will be the system tester for the e-Donation Application.

**5.2 Role and Responsibility**

|  |  |
| --- | --- |
| Roles | Responsibility |
| 1. Project Manager | * Planning and monitoring the project’s development of e-Donation Application * develop the development team and assign task to the team in order to develop e-Donation Application * manage and control the project’s time and budget * manage project risks including the development of contingency plans |
| 1. System Analyst | * Conduct fact finding through interview and observation * Analyse all the data gathering * Produce documentation such as System Requirement Specification, Feasibility Report and Quality Assurance Plan. |
| 1. System Designer | * Produce modelling to illustrate process by using Use Case Diagram, Class Diagram and Sequence Diagram. * Produce design of interface for e-Donation Application. * Prepare System Design Specification. |
| 1. Programmer | * Write coding based on the design of the system * Make sure all the features meet with all the user requirement. * Prepare user manual. * Eliminate error in the system. |
| 1. System Tester | * Conduct testing for the system to detect error and defect of the system. * Prepare User Acceptance Test and Test Plan. |

**6.0 Communication Plan**

**6.1 Method**

|  |  |  |  |
| --- | --- | --- | --- |
| **Person Involved** | **Method** | **Frequent** | **Purpose** |
| Client and Project Team | Meeting | Throughout the development process | Interview to gather information and user requirement for the system |
| Email | Set appointment, sending document and inform the development progress |
| Skype | Having discussion if the meeting cannot be done in the same time and same place. |
| Project Development Team | Meeting | End of each phase of the development process. | Having discussion on the task and to monitor the progress to the team |
| Email | Through the development process | To send document and inform the development progress |
| WhatsApp | To inform the development progress and to have discussion on the task if the meeting cannot be done in the same time and same place. |
| Skype |