Project Plan

Project Name: Foodies

Project Manager: Aya Hamdy

Synopsis: Initial plan

Version: V1.1

Issue Date: 04-30-2019

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Authorized by:

**Amendment History**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Issue Date | Changes | Reviewed By |
| Version 1.0 | 04-28-2019 | Initial version |  |
| Version 1.1 | 04-30-2019 | Final First Draft |  |
|  |  |  |  |
|  |  |  |  |

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# Introduction

## Document Purpose

This document describes the initial planning for the project “Foodies”, it will outlines the basic work flows, breakdown structures and the communications plan.

## Associated Documents

|  |  |  |
| --- | --- | --- |
| Document Name | Version | Issue Date |
| Test Plan | 1.1 | 4/30/2019 |
| Risk Sheet | 1.2 | 4/29/2019 |
| Project Schedule | 1.0 | 4/30/2019 |

## Project Plan Maintenance

The project plan is subject to change and can be updated only with the approval of both the customer –once informed– and the project manager.

Minor updates will be recorded in status reports, major changes will require a reissue and full re-approval of the Project Plan document itself.

# Project Scope

## Outline of Client’s Objectives

### Webpages

|  |  |
| --- | --- |
| **In Scope** | **Out of Scope** |
| Header/Footer | Contact info |
| Homepage | Contact form |
| Item order page | Social media icons and links |
| Login page | Company info |
| Registration page | Google maps |
|  | Chatbots/Messaging |

### Services

|  |  |
| --- | --- |
| **In Scope** | **Out of Scope** |
| English version | Arabic version |
| Content generation | After-launch services |
| Training admins | Search engine optimization |
|  | Mobile application |
|  | Dine-out options |
|  | Online payment |

## Outline of Organization Objectives

### Technological objectives

Getting hands-on experience on the following technologies and tools

* HTML/CSS
* Java
* SQL Server
* Bootstrap
* Jira for project management
* Microsoft project professional

## Definitive scope statement

Refer to the SRS document.

# Deliverables

## To client

External Deliverables:

* Project wireframes
* Website mockup demonstrations
* Final prototype

Internal Deliverables:

* Project plan
* Test plan

## From client

* Audits
* Document reviews

# Project Approach

## Project Lifecycle Processes

The project shall follow the Agile Development which is an iterative approach where the project will be completed in small iterations (1-week iteration)

Requirements will be broken into smaller pieces (user stories), each user story should have the following:

* User story description
* Estimate (size and effort)
* Acceptance criteria
* Priority in terms of importance

This is done collaboratively with the team members (Scrum master, Product owner, Development team).

User stories are then selected for each iteration and broken down into specific tasks with assigned roles, tasks are tracked using visual aids and burn-up charts.

## Project Management Processes

### Task Management

Project daily activities and tasks are managed using “Jira”, user stories are recorded, tracked, broken down to tasks and assigned roles.

Burn-up charts and schedule are updated weekly.

## Project Support Processes

### Configuration Management

All project activities and work products including documents, risk sheets, issue sheets, plans and code are source controlled using the tool “GitHub Desktop”.

Some sources are reviewed with peer review sheets.

## Organization

### Project Team

# Communications Plan

The following table describes who needs what information, when they will need it, and how they will get it.

|  |  |  |  |
| --- | --- | --- | --- |
| **Stakeholder** | **Needs** | **When to deliver** | **How it’s delivered** |
| Client | Detailed project plan with finances | When first draft of planning phase is completed | Project Plan documents for review and approval |
| Details of acceptance test process and test cases | During test preparation phase | Test plan documents |
| Work progress | weekly | Status reports, Gantt charts or demos |
| Project team | Work progress | daily | Dashboards |
| Users (Admins) | Training materials | Training phase (after-launching) | 1 day training |

# Milestones

|  |  |  |
| --- | --- | --- |
| **Milestone number** | **Title** | **Forecast date** |
| 1 | Planning phase | 04-May-2019 |
| 2 | Design, Implementation and Testing | 11-May-2019 |
| 3 | Deployment and closing | 18-May-2019 |