TechLauncher Delivery Plan

Project Title: 24-S2 Interactive
Team Members::

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Tutor: Zara Hassan
Stakeholders: Henry Zhu and Dale Newbery

1.Delivery Objectives

The final delivery goal is the CBE Education Website, accessible at: https://cbe-teaching-support.weblogs.anu.edu.au/
Specifically, we aim to:

- Deliver a fully functional and deployed CBE Education Website to stakeholders
- Provide comprehensive documentation, including a WordPress Guide Book and an AI Chatbot Training Guide Book
- Handover all project materials, including source code, documentation, and data, via GitHub repository
- Present the final outcome to both the tutor and stakeholders using a well-prepared presentation slide deck

2.Deliverables Checklist

Deliverable	Description	Format	Responsible	Due Date (Week)
GitHub Repository	All final code, data, documentation, and files, organized and archived	GitHub / ZIP	All members (cross-checked)	Week 12
WordPress Website	Final deployed website with domain, admin account credentials	Website link + TXT	All members (cross-checked)	Week 12
Chatbase Access Info	Login credentials, guide for viewing monthly usage and billing	TXT / PDF	All members (cross-checked)	Week 12
WordPress Guide Book	Documentation for editing, maintaining, and expanding the WordPress site	PDF	All members (cross-checked)	Week 12
AI Chatbot Guide Book	Guide for maintaining, training, and updating the chatbot	PDF	All members (cross-checked)	Week 12
Final Slides	Slides for final Pitch	PDF / PPTX	All members (cross-checked)	Week 12
Final Demo Video(pitch)	Screencast showing main features and usage of the system	MP4	All members (cross-checked)	Week 12
Project Archive	Consolidated ZIP file of all deliverables	ZIP	All members (cross-checked)	Week 12

3.Timeline

Week	Task / Milestone	Responsible	Notes
10	Discuss delivery plan with tutor and stakeholders	All members	Complete and submit this plan
10	Collect feedback from stakeholders	All members	Update website based on received feedback
10	Finalize and submit poster and pitch	All members	Due Friday Week 10, 5:00 PM
11	Prepare documentation, guide book, and testing report	All members	
11	Conduct delivery demo with tutor/stakeholders	All members	
12	Final delivery: code, documentation, presentation	All members	Submit via agreed platforms (GitHub, etc.)
12	Final presentation	All members	

4.Roles and Responsibilities

Team Member	Role	Responsibilities
Jinsong Xin	WordPress Lead	Overall WordPress implementation, timely updates based on stakeholder feedback, documentation, and pitch presentation
Bei Jin	Presentation Coordinator	Organize pitch presentation, contribute to documentation, support chatbot and GitHub handover
Bingkun Li	Stakeholder Liaison	Communicate with stakeholders, coordinate planning, assist with WordPress, contribute to documentation and pitch

Team Member	Role	Responsibilities
Jinghan Gao	AI Chatbot Lead	Oversee chatbot development, update based on stakeholder feedback, contribute to documentation, complete poster
Yujing Zhang	Poster Lead and AI Chatbot Contributor	Lead poster creation, support chatbot development, contribute to documentation and chatbot technical support
Yiou Liu	Poster and Wordpress Contributor	Assist in poster development, support WordPress tasks, contribute to documentation
Yunru Chen	Poster and AI Chatbot Contributor	Assist in poster development, support chatbot development, contribute to documentation

5.Risks and Mitigation

Risk	Likelihood	Impact	Mitigation Strategy
Delayed stakeholder feedback may prevent full chatbot training	Medium	High	Set clear feedback deadlines; maintain frequent communication via Teams/email
Delayed stakeholder feedback may leave some WordPress features incomplete	Medium	Medium	Regular progress updates and early feature demos to prompt timely responses
Team members' workload conflicts may affect delivery preparation	High	High	Distribute tasks early and evenly; allow buffer time for unexpected delays
Final presentation materials may be underprepared	Low	High	Schedule a full rehearsal at least one week before Presentation Day

Risk	Likelihood	Impact	Mitigation Strategy
Miscommunication within team may cause gaps in final delivery items	Medium	Medium	Maintain a shared task checklist and hold regular check-ins during Weeks 11–12

6.Handover Method

The final project deliverables will be handed over to the tutor and stakeholders as follows:

- All source code, datasets, and project documentation will be provided via our GitHub repository: https://github.com/Bei-Jin-lab/24-S2-2-C-Interactive
- The deployed website will be accessible at: https://cbe-teaching-support.weblogs.anu.edu.au/
- Guidebooks (WordPress and AI chatbot) will be shared with both the tutor and stakeholder via Microsoft Teams and Emile.
- The final project presentation will be delivered during Week 12 in hive