

Project Plan, Team Charter

Stay

Industry Partner	
Primary Instructor	Anjana Shah
Team Member	Thien Phuoc Dang
Team Member	Quang Minh Tran
Team Member	Chi Anh Bui
Team Member	Richard Sunasi

Document Revision History

Revision #	Date

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1. Executive Summary

The following describes the project to be executed.

Objective	This project will target at international students who are finding rentals through an Android app. The app will stand out from other competitors by providing real-time communication between landlord and tenants. New and modern interface which enhance the UX/UI design to improve user experience. To meet the huge demand from the international students, the database will be focused heavily to get more housing information including price, locations, etc.
Corporate Goals Addressed	<p>Increase the number of student's and landlord's registration</p> <p>Keep pace with our competitor who already provide a student rental app</p> <p>Meet student expectations of international students, particularly who are struggling finding rental abroad</p> <p>Provide real-time communication through chatbot</p>
Planned Start Date	October 10, 2019
Planned End Date	March 27, 2019

2. Project Approvers, Reviews and Distribution List

Approvers, reviewers and distribution list

Project Role	Name	E-mail	Date
Project manager	Quang Minh Tran	Quangminhtran135@gmail.com ca	September 07, 2019
Frontend developer	Thien Phuoc Dang	Thienphuoc.dang@georgebrown.	September 07, 2019
Backend developer	Chi Anh Bui	Chianh.bui@georgebrown.ca	September 07, 2019
Frontend Developer	Richard Sanusi	Richard.Sanusi@gmail.com	September 07, 2019

3. Scope

Define the sum total of all of its products and their requirements or features.

In Scope	Out of Scope
Delivery of a house rental app with a focus on international students. Initially the app will deliver room listings (pictures, descriptions), maps, reviews, price, availability, policies established by landlords. App will be available for android users	Other platforms such as iOS, Web App may not be available for the first release. However, the web app will be available for all devices
All University and college's international students from different countries will be able to choose their rentals from different landlords based on background, locations, students' budgets	High-school student will not be our customers in our project for the reason that they cannot rent without custodians
Chatbot will be applied using Firebase, Dialogflow	Chatbot will be limited to texting only, any features such as messaging payment, video calling, translating will not available
Suggestion feature based on customer's previous search, filter	Suggestion will be limited due to the lack of data, but will be improved if more customers register. However, we will try to use some available database provided by Airbnb to test our app
Google map will be provided	Direction line on the app will not available
Notifications	Government ID or School ID checking will not be available since we are not authorized to do so. We just assume all users are students and database of users will be make-up

4. Deliverables

This project will deliver the following.

Deliverable	Description
New and modern interface	To improve user experience

Chatbot	To improve communication between landlords and tenants
Email	Will be sent as an agreement after tenants or landlord confirm the contract
Database	Database of housing, customer information

5. Assumptions

This project makes the following assumptions:

- This will be a native mobile application
- This project will be completed on estimated schedule
- Quality of the project will be based on the percentage completion of the project
- The project deadline is 8 months including planning and execution
- All features of the application work well

6. Dependencies

The following are the internal and external dependencies that will have to be acknowledged and addressed;

Internal Dependencies	External Dependencies
<ul style="list-style-type: none"> • Content Development and design • Develop system and test system. • The ability and availability of team members to take on project roles 	Demands in the market, government approval, license.

7. Risk Management

Potential Risk	Severity (H/M/L)	Likelihood (H/M/L)	Management Strategy
Customer related Risks	H	H	Proper analysis of the customer requirements, needs
Communication related Risks	M	M	Invest adequate time in explaining the vision of the

			application, leading to greater enthusiasm and greater team coordination
Market Risks	H	H	A in-depth research of the market needs to be carried out
Resource risks(Resource dependency, Platform dependency)	M	M	To avoid this we should focus on developing the application in which the GUI is separate from the core logic
Financial Risks	M	M	Budget and cost should be made clear with the clients before taking over the project about the estimated expenses and other costs that can be incurred in the manufacturing of the software
Technical Risks(Algorithm, Platform, GUI)	H	H	Testing Strategies: There are various testing strategies that are available to test the proper functioning of mobile software. To be on safe side and as a precaution, different testing strategies should be done.
Maintenance Risks	H	H	The features of the software need to be updated regularly.

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8. Communication

Reporting

The following reports will be produced;

Report	Audience	Frequency
Status reports	Sponsors, Project Manager, Supervisor, Project team	Weekly
Tasks Progress updates	Project team members, Project Manager	Daily
Developing Team Meeting schedule	Project team members, Project Manager, Designers, Developers	Weekly
Risk Updates	Project team members, Project Manager, Designers, Developers	Weekly

Meetings

The following meetings/communication will be established;

Meeting	Purpose	Attendees	Frequency

9. Task Listing (WBS- Work Breakdown Structure)

The following resource proposal template summarizes the resource hours committed to this project, upon final approval of this document.

Reference	Tasks	Duration	Dependency
A	Create a prototype of the mobile app using Adobe XD	1 month	
B	Create a mock-up of the mobile app	2 weeks	
C	Create the UI of the app on Android Studio	1.5 months	
D	Create the backend of the app on Android Studio using Java and database	2 months	
E	Fix bugs/test for errors	1 week	

10. Gantt Chart

Create a detailed Gantt Chart from your Task Listing(Use any software tool and paste the image or upload as a separate file that can be opened as pdf/doc/xls) – Below is an example:

Task	Period										Completed
	Dates	Dates	Dates	Dates	Dates	Dates	Dates	Dates	Dates	Dates	
A	10/10	17/10	24/10	31/10							
B	12/11										
C	18/11	25/11	12/02	12/09	12/16	12/23					
D	01/06	01/13	01/20	01/27	02/03	02/10	02/17	02/17	02/24		
E	03/02										

11. Milestones

Major Activity or Milestone	Estimated Milestone Target date	Owner/Reviewer Team Members
Project Plan	October 07, 2019	All
Project Vision	September 30, 2019	All

12. RAM – Responsibility Assignment Matrix

Create a RAM from your Task Listing. A sample is shown below:

TASK	Quang Minh Tran	Chi Anh Bui	Thien Phuoc Dang	Nishtha Ramani
Create a prototype of the mobile app				

Create a mock-up of the mobile app				
Create the UI of the app on Android Studio				
Create the backend of the app on Android Studio using Java and database				
Fix bugs/test for errors				

13. Approval

The signatures below indicate their approval of the contents of this document.

Project Role	Name	E-mail	Date
Project manager	Quang Minh Tran	Quangminhtran135@gmail.com ca	September 07, 2019
Frontend developer	Thien Phuoc Dang	Thienphuoc.dang@georgebrown.	September 07, 2019
Backend developer	Chi Anh Bui	Chianh.bui@georgebrown.ca	September 07, 2019
Frontend Developer	Richard Sanusi	Richard.Sanusi@gmail.com	September 07, 2019

TEAM CHARTER

Multiple reasons exist for preparing a team charter. One is to document the team's purpose and clearly define individual roles, responsibilities, and operating rules. Next, it establishes procedures for both the team and management/industry partner on communicating, reporting, and decision-making procedures. It lays out a blueprint for conducting business for the acquisition and defines how the team works in an empowered manner, including setting out responsibility and authority. Finally it facilitates stakeholder buy in by including key members in the decision making process and obtaining their concurrence along the way.

The charter includes the following sections:

1. Purpose

(Describe the purpose for forming the team and the anticipated outcomes.)

The Capstone Project is an important course in our last semesters as we will apply all knowledge we have been learning for last 2 years to our project. We were discussing about the difficulties and challenges of international students when searching for a decent accommodation. Hence, we took a step in to provide an mobile application to help them out (including us). The app will be simply called **Stay**. We hope our work will be a main platform for any international students finding accommodation in Canada. We believe our product will student expectations of international students, particularly who are struggling finding rental abroad

2. Background

(Summarize the program or project the team is supporting, state how the team fits within the organizational structure, identify who are the users/customers of the program/project including external customers and stakeholders, and describe special circumstances surrounding the project.)

Brief summary: The name of our project is Stay. This project will target at international students who are finding rentals through an Android app.

Member roles:

Quang Minh Tran (Team lead, backend developer)

Chi Anh Bui (Backend developer)

Thien Phuoc Dang (Front-end developer)

Richard Sunasi (Front-end developer)

Users: Students in college and universities in Toronto

Special circumstances: The app will stand out from other competitors by providing real-time communication between landlord and tenants. New and modern interface which enhance the UX/UI design to improve user experience. To meet the huge demand from the international students, the database will be focused to get more housing information

3. Scope

(State the scope, mission, and objectives for the project and the team's role in achieving it. This is similar to preparing a mission need statement. Define the high level goals the team must accomplish.)

1. Delivery of a house rental app with a focus on international students. Initially the app will deliver room listings (pictures, descriptions), maps, reviews, price, availability, policies established by landlords. *This project will be an Android app: all members are required to be able to code in Android Studio and understand all phases of Android development.*

2. All University and college's international students from different countries will be able to choose their rentals from different landlords based on background, locations, students' budgets: *It is hard to find sufficient database for our project so we are thinking of using Airbnb database as a temporary database.*
3. Chatbot will be applied using Firebase, Dialogflow: *Team members are required to understand how they work*
4. Suggestion feature based on customer's previous search, filter. We are thinking of using algorithms and machine learning to help with suggestion and searching
5. UI/UX of the app will be designed with Adobe XD: Thien Phuoc Dang will be in charge of this phase

4. Team composition

(Identify the functional areas represented, the number of members from each, state who are core [essential] members versus support or advisory members and full or part time designation, and the anticipated time/resources commitments involved over the anticipated duration of the team.)

Front-end development: Thien Phuoc Dang will be mainly in charge of designing, front-end coding. Richard Sunasi will be a great support with the coding part. Chi Anh Bui will help out with technology support

Backend development: Quang Minh Tran, with a great understanding of Python, AI, Machine learning, will be in charge of database coding. Chi Anh Bui will be in charge of backend development

5. Team empowerment

(Define existing authority the team, by virtue of its individual membership, already possesses, additional authority needed to fully perform as envisioned by the team objectives, and level of empowerment requested.)

Front-end development: Thien Phuoc Dang and Richard Saunasi

Backend development: Chi Anh Bui and Quang Minh Tran (Team lead)

Project advisor: Anjana Shah

6. Team operations

(Describe team operational plans. This includes, for example, such activities as the team's decision-making processes, how changes in membership occur should the need arise, plans to establish "ground" or operating rules, handling absence or non-performance, code repository, communication amongst team members, relationships with other organizational entities or teams, logistical support, etc.)

Front-end development: Thien Phuoc Dang will be mainly in charge of designing, front-end coding. Richard Sunasi will be a great support with the coding part. Chi Anh Bui will help out with technology support

Backend development: Quang Minh Tran, with a great understanding of Python, AI, Machine learning, will be in charge of database coding. Chi Anh Bui will be in charge of backend development

7. Team Performance Assessment

(Document key areas of performance needed for team success along with means of measuring progress.)

Team Performance Assessment will be held every Thursday a week wo review each team members work and assign members for next phases

8. Signature Page

Quang Minh Tran, Thien Phuoc Dang, Chi Anh Bui, Richard Sunasi