

Team Project Planning

Submission Date/Time:

- Presentation Due In-Class: **Tue 10/10**
- Project Documents Due in Blackboard: **EOD 11:59PM, Fri 10/13**

Objective: To perform Project Planning of the information technology team project that mirrors the real-world

Product Guidelines: The final product should include (but not limited to) the following components:

- GUI, Web, or System interface
- Create Read Update Delete (CRUD) Database functions
- Data Analytics feature (Ex. Report, or Dashboard)
- Security feature (Ex. Login, Data Masking, or Encryption)

Written Deliverable Guidelines:

- Complete all project documents (**Appendices A - E**) in Microsoft Word
- Name the MS Word file: **Team Name_Planning**
- Attach all Meeting Minutes
- Submit all written deliverables in Blackboard Assignment section by the Due Date/Time

Presentation Guidelines:

- In- class presentation
- Length: 10 minutes including Q&A
- Audience: Key stakeholders
- Delivery: Live presentation, narrated slides, or pre-recorded video
- Format: High-level summary, with built points, tables, diagrams, figures
- Participation: All team members are to present their role and responsible area
- Submission: Submit presentation materials in Blackboard Assignment section
- Peer Review: Complete **Appendix C Peer Review** with constructive review of all other projects

Grading:

- **70 Maximum Points**
- Team and Individual grading based on the Grading Rubric
- Individual grades also based on Additional Individual Grading Considerations and Self-Peer Evaluation

- Quality Standards: Deliverables should be correct, complete, relevant, consistent, organized, meet guidelines
- Write N/A, Not Applicable, or None for any required section that does not apply to your project. Any section omitted or left blank will be graded as missing.
- Each Missing Guideline Item: Less 5 Points
- Each day late: Less 10 Points
- Grade of Zero after 5 days late

Grading Rubric

Analytic Rubric: Assess students' work and their strengths and weaknesses in each area of the BBA Program Learning Goals.

Criteria (Weight = x1)	Fail 1	Below Average 2	Average 3	Above Average 4	Outstanding 5
Analytical Skills: Perform Strategic and Feasibility Analyses (Max Points = 20)	<ul style="list-style-type: none"> ▪ Poorly: <ul style="list-style-type: none"> ○ Identifies, explains, analyzes, and shows the relationships between less than half of the strategic and feasibility factors relevant to the organization and the project. ○ Analyzes 1 information/method(s) needed to choose among solutions. ○ Analyzes 1 alternative solution. ○ Determines and justifies that the proposed solution is feasible and addresses all aspects of the problem. ▪ Strategic and Feasibility Analysis had 20 or more quality issues. 	<ul style="list-style-type: none"> ▪ Inadequately: <ul style="list-style-type: none"> ○ Identifies, explains, analyzes, and shows the relationships between less than half of the strategic and feasibility factors relevant to the organization and the project. ○ Analyzes 1 information/method(s) needed to choose among solutions. ○ Analyzes 1 alternative solution. ○ Determines and justifies that the proposed solution is feasible and addresses all aspects of the problem. ▪ Strategic and Feasibility Analysis had 15 - 19 quality issues. 	<ul style="list-style-type: none"> ▪ Adequately: <ul style="list-style-type: none"> ○ Identifies, explains, analyzes, and shows the relationships between half of the strategic and feasibility factors relevant to the organization and the project. ○ Analyzes 2 information/method(s) needed to choose among solutions. ○ Analyzes 2 alternative solutions. ○ Determines and justifies that the proposed solution is feasible and addresses all aspects of the problem. ▪ Strategic and Feasibility Analysis had 10 - 14 quality issues. 	<ul style="list-style-type: none"> ▪ More than adequately: <ul style="list-style-type: none"> ○ Identifies, explains, analyzes, and shows the relationships between most of the strategic and feasibility factors relevant to the organization and the project. ○ Analyzes 2 information/method(s) needed to choose among solutions. ○ Analyzes 2 alternative solutions. ○ Determines and justifies that the proposed solution is feasible and addresses all aspects of the problem. ▪ Strategic and Feasibility Analysis had 5 - 6 quality issues. 	<ul style="list-style-type: none"> ▪ Fully, clearly, consistently, and correctly: <ul style="list-style-type: none"> ○ Identifies, explains, analyzes, and shows the relationships of all the strategic and feasibility factors relevant to the organization and the project. ○ Analyzes 3 or more information/method(s) needed to choose among solutions. ○ Analyzes 3 or more alternative solutions. ○ Determines and justifies that the proposed solution is feasible and addresses all aspects of the problem. ▪ Strategic and Feasibility Analysis had 4 or less quality issues.
Technological Skills (Max Points = 5)	<ul style="list-style-type: none"> ▪ Far below average technological skills. ▪ Applies appropriate technology correctly in far less than half the instances. ▪ 0 technology approaches identified 	<ul style="list-style-type: none"> ▪ Shows below average technological skills. ▪ Applies appropriate technology correctly in less than half the instances. ▪ 1 technology approaches identified 	<ul style="list-style-type: none"> ▪ Shows average technological skills. ▪ Applies appropriate technology correctly in half the instances. ▪ 2 technology approaches identified 	<ul style="list-style-type: none"> ▪ Shows above average technological skills. ▪ Applies appropriate technology correctly in most instances. ▪ 3 technology approaches identified 	<ul style="list-style-type: none"> ▪ Shows advanced technological skills. ▪ Correct and consistent use of appropriate technology ▪ 4 or more technology approaches identified
Civic Awareness and Ethical Decision-Making (Max Points = 5)	<ul style="list-style-type: none"> ▪ Displays Little or no knowledge and analytical skills to guide ethical decision-making, and the awareness and responsibilities affecting business. ▪ 1 or 0 factor identified, analyzed, or action recommended. 	<ul style="list-style-type: none"> ▪ Displays insufficient knowledge and analytical skill to guide ethical decision-making, and the awareness and responsibilities affecting business. ▪ 2 factors identified, analyzed, and action recommended. 	<ul style="list-style-type: none"> ▪ Displays average knowledge and analytical skill to guide ethical decision-making, and the awareness and responsibilities affecting business. ▪ 3 factors identified, with 2 or less analyzed, and action recommended. 	<ul style="list-style-type: none"> ▪ Displays very good knowledge and analytical skill to guide ethical decision-making, and the awareness and responsibilities affecting business. ▪ 3 factors identified, analyzed, and action recommended. 	<ul style="list-style-type: none"> ▪ Displays great knowledge and analytical skill to guide ethical decision-making, and the awareness and responsibilities affecting business. ▪ 4 or more factors identified, analyzed, and action recommended.

Global Awareness (Max Points = 5)	<ul style="list-style-type: none"> Specifies 0 relevant differences in perspectives and cultures affect business practices globally 	<ul style="list-style-type: none"> Specifies 1 relevant differences in perspectives and cultures affect business practices globally 	<ul style="list-style-type: none"> Specifies 2 relevant differences in perspectives and cultures affect business practices globally 	<ul style="list-style-type: none"> Specifies 3 relevant differences in perspectives and cultures affect business practices globally 	<ul style="list-style-type: none"> Specifies 4 or more relevant differences in perspectives and cultures affect business practices globally
Project Management Discipline (Max Points = 20)	<ul style="list-style-type: none"> Shows little or no Project Management (PM) knowledge and understanding PM knowledge, skills, tools, and techniques applied far below expectation 	<ul style="list-style-type: none"> Below average Project Management (PM) knowledge and understanding PM knowledge, skills, tools, and techniques applied below expectation 	<ul style="list-style-type: none"> Shows average Project Management (PM) knowledge and understanding Adequate PM knowledge, skills, tools, and techniques applied meet expectation 	<ul style="list-style-type: none"> Shows above average Project Management (PM) knowledge and understanding PM knowledge, skills, tools, and techniques applied above expectation 	<ul style="list-style-type: none"> Shows advanced Project Management (PM) knowledge and understanding PM knowledge, skills, tools, and techniques applied far above expectation
Written Communication Skills (Max Points = 5)	<ul style="list-style-type: none"> 20 or more writing errors Written communication, Citation, and/or Integrity Statement far below expectation 	<ul style="list-style-type: none"> 15-19 writing errors Written communication, Citation, and/or Integrity Statement is unsatisfactory 	<ul style="list-style-type: none"> 10-14 writing errors Written communication, Citation, and Integrity Statement is satisfactory 	<ul style="list-style-type: none"> 5-9 writing errors Written communication, Citation, and Integrity Statement meets expectation 	<ul style="list-style-type: none"> 4 or less writing errors Written communication, Citation, and Integrity Statement exceeds expectation
Oral Communication Skills: (Max Points = 10 Points)	<ul style="list-style-type: none"> Little or no oral communication skills Little or no Presentation Guidelines met Content is far below expectations Very poor organization and delivery Presentation 10+ minutes over time Peer Review poorly completed 	<ul style="list-style-type: none"> Below average oral communication skills Presentation Guidelines inadequately met Content is below expectations Inadequate organization and delivery Presentation 5 to 9 minutes overtime Peer Review inadequately completed 	<ul style="list-style-type: none"> Shows average oral communication skills Presentation Guidelines adequately Content is average Average organization and deliver Presentation less than 5 minutes overtime Peer Review is average 	<ul style="list-style-type: none"> Shows very good oral communication skills Presentation Guidelines met as expected Content is very good Very good organization and delivery Length meets expectations Peer Review is above average 	<ul style="list-style-type: none"> Shows high-level oral communication skills & ability responses to questions Presentation Guidelines greatly met Great Content with legible slides Great organization and delivery Length is well within allotted time Great Peer Review

Additional Individual Grading Considerations: Individual team member scores will be based on the rubric below

0 No Work Grade	1 Poor Grade 4 or more below Team Score	2 Fair Grade 1 - 3 points below Team Score	3 Average Grade = Team Score	4 Very Good Grade = 1 - 3 Points above Team score	5 Excellent Grade 4 or more points above Team Score
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= 0					
<ul style="list-style-type: none"> ▪ Performs no work 	<ul style="list-style-type: none"> ▪ Performance far below expectations ▪ Delivered far below average quality work. ▪ Attended little or no team meetings. ▪ Completed little or no assigned tasks. ▪ Self-Peer Evaluation is 9 Points or less. ▪ OR Workload is 9% or less. 	<ul style="list-style-type: none"> ▪ Performance below expectation ▪ Delivered below average quality work. ▪ Attended less than half the team meetings. ▪ Completed less than half assigned tasks. ▪ Self-Peer Evaluation is between 10-14 Points ▪ OR Workload between 10-14% 	<ul style="list-style-type: none"> ▪ Performance meets expectation. ▪ Delivered average quality work. ▪ Attended about half the team meetings. ▪ Completed half the assigned tasks. ▪ Self-Peer Evaluation is between 15-20 Points ▪ OR Workload between 15-20% 	<ul style="list-style-type: none"> ▪ Performance meets expectation. ▪ Delivered very good quality work. ▪ Attended most team meetings. ▪ Completed most assigned tasks. ▪ Self-Peer Evaluation is between 21-30 Points ▪ AND Workload between 21-30% 	<ul style="list-style-type: none"> ▪ Performance is above expectations ▪ Delivered excellent quality work. ▪ Attended all group meetings. ▪ Completed all assigned tasks. ▪ Self-Peer Evaluation is 30 Points ▪ AND Workload is above 31% or more.

APPENDIX A

PROJECT DOCUMENT

Cuts & Slices: Project Planning

CIS 5800 EMWA

10/13/23

Group 3

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Executive Summary: *Summarize the content of the written deliverable (1 to 2 paragraph)*

This deliverable is a comprehensive project planning document for our online ordering system for the restaurant Cuts & Slices. It explains our project management plan, which defines how the project will be executed, monitored and controlled. In addition, it addresses updates to the awareness plan and technological approach. This document also includes peer reviews for the other groups' presentations, status reports to track project progress, progress reports to keep stakeholders informed, a change control log to manage project alterations, an issues log to record

and address challenges, and a lesson learned log to foster continuous improvement and knowledge sharing throughout the project's life cycle.

Project Overview: *Brief background of the project including overview and current status of the organization*

Cuts & Slices NYC's current website lacks the ability to take online orders. Without that feature, the lines at their Queens and Brooklyn locations are super long, making customers wait over an hour to receive their orders. Also, with the customer wait times being so long that may discourage new customers from wanting to place an order. This project's focus is on implementing an online order management system so that each location can become more efficient and retain more customers.

APPENDIX B

PROJECT MANAGEMENT PLAN

Project Life Cycle

[Describe the type of System Development Life Cycle (Agile/Scrum or Waterfall) the project will use to develop the product.]

This project will be using the Agile/Scrum System Development Life Cycle methodology to develop the product. Agile is a well-suited methodology for this project due to a number of reasons. First, Agile allows for flexibility and adaptability. Since this is a small-scale project with a timeframe of about 2 months, Agile allows for quick adjustments in response to changing requirements or new insights. Second, with Agile we can develop and release a basic version of the online ordering system within a short time, enabling us to gather user feedback and improve on the product. Lastly, Agile encourages regular feedback through user testing and is well-suited for small-scale projects where efficiency and collaboration are crucial.

Quality Management Plan

[Describe 2 or more tools or techniques the project will use to manage quality. Identify three or more types of testing the project will perform.]

One tool the project will use to manage quality is project management software to create and manage user stories / product backlog items. This tool will allow us to refine product requirements into specific and actionable steps to incrementally build and develop the product.

A technique the project will use to manage quality is frequent code reviews. On a consistent basis, the project team will meet to review new code or discuss any ongoing challenges. These collaborative sessions improve overall code quality, code consistency, error detection and increased overall team knowledge.

The project will perform unit tests, integration testing, and continuous integration / continuous delivery.

Communications Management Plan

[Describe 2 or more tools or techniques the project will use to manage communications. Indicate two or more methods of communication the team will perform.]

One technique the team will use to manage communications is group calling on Zoom. The team can discuss milestones, goals, or any issues the entire team must be aware of.

Another technique the team will use to manage communications is to utilize our team group chat. When the entire team cannot meet at the same time on Zoom, we could simply share to the groupchat and the other team members can view it on their own time.

The team will use video conferencing platforms like Zoom, and group chat platforms like WhatsApp.

Escalation Plan

[Describe 1 process that the project will use to escalate issues to a higher authority.]

The team is very small, and no one team member is the de-facto leader. Therefore, we all have equal authority to suggest and make changes to the project. If any member needs to raise issues or suggestions, the team member can simply write it in the groupchat, where the entire team can discuss it. To decide on action to take, we will use a majority rules voting system.

Risk Management Plan

[Update and prioritize the list of risks the project is tracking in the Risk Register. Describe 2 or more tools or techniques the project will use to manage risks.]

One technique we will use to manage risk is to provide proper training and educational support for team members who are not as skilled as others in coding. Some team members have more experience in certain programming languages or technologies, so it's important to provide training for other team members to catch up. We can also decrease our scope to better match the team's overall skill level.

Another technique we will use to manage risk is to hold sprint retrospectives. These discussions can help identify bottlenecks or issues with project scope, so we can alter our approach for the next sprint to improve work efficiency.

Another technique we will use to manage risk is load testing. Our system must handle a large amount of customer orders within a small time frame, so we can ensure our system is scalable through load testing. We can also upgrade our hardware to improve overall performance.

Procurement Management Plan

[Indicate whether the project will need to procure any item(s). List the item(s) if any.]

In order to create, integrate, and implement an online ordering system for Cuts & Slices, we will need a very thorough and detailed procurement management plan. Some items we will need to procure in order to get started and implement the system are Visual Studio which is the Integrated development environment, or IDE we will be utilizing to write our code. Github will be used to store, share, organize, and merge our projects throughout the entire coding process. In addition, database and cloud services will be needed to store customer and order data along with many other use cases they can provide. We would also need to procure a payment processing service which will allow online payments from various brands when making and paying for orders. Additionally, POS integration is crucial as it is necessary for both local and online orders to have the same systems, menus, and pricing. We would also require integration with the inventory management software to allow our client to be able to keep track of their inventory as orders both locally and online deplete their stock. I also included Mobile app development since most people prefer mobile ordering and it offers a lot of accessibility and flexibility for customers as well.

Stakeholder Management Plan

[Update and prioritize the Stakeholder Register. Describe 2 or more tools or techniques the project will use to manage stakeholders. The new plan should align with the plans in the other knowledge areas.]

The techniques we will be using to manage stakeholders for this project are identifying stakeholders, planning stakeholder engagement, and managing stakeholder engagement. Identifying stakeholders involves determining all of the people who are involved in or affected by the project itself. Once the stakeholders have been identified, this technique includes finding out the best ways to manage our relationship with our stakeholders. As a result, we have a stakeholder register which is what you see right now. Another tool we will use for managing our stakeholders is planning stakeholder engagement. This involves determining strategies that will effectively engage stakeholders in project decisions and activities based on their needs, interests, and potential impact. Lastly, we will also be managing stakeholder engagement which involves communicating and working directly with the project stakeholders to satisfy their needs and expectations by resolving issues. This technique also includes encouraging engagement in decision making and other related activities. This results in change requests, project management plan updates, and document updates as well.

Work Plan

[Using any tool, create a Work Plan For the construction phase of the project, Agile projects should show Sprints, Waterfall projects should show the SDLC phases. The work plan should include:

- WBS (Scope Baseline)
- Schedule with Duration, Start and Finish Dates (Schedule Baseline)
- Resources
- Cost with funding limit of \$200,000 (Scope Baseline)
- Reserves to address Identified Risks]

Cuts & Slices Work Plan						
Task	Duration	Start	Finish	Predecessors	Cost	Resources
1 Project Name	86 days	9/13/2023	12/8/2023		\$200,000	
1.1 Initiating	5 days	9/13/2023	9/17/2023		\$10,000	PM, BA
1.2 Planning	10 days	9/17/2023	9/27/2023	1	\$15,000	PM, BA,HR
1.3 Executing	71 days	9/28/2023	9/28/2023		\$175,000	
Sprint 1						
1.3.1 Analysis	5 days	9/29/2023	10/3/2023	2	\$4,000	BA
1.3.2 Design	5 days	10/3/2023	10/7/2023	3	\$4,500	SA
1.3.3 Coding	4 days	10/7/2023	10/10/2023	4	\$5,000	PA
1.3.4 Testing	4 days	10/10/2023	10/13/2023	5	\$6,500	QA
1.3.5 Documentaion Tasks	2 days	10/13/2023	10/14/2023	6	\$10,000	PM
1.4 Phase 1	20 days	10/15/203	10/15/2023		\$30,000	
Sprint 2						
1.4.1 Analysis	5 days	10/16/2023	10/20/2023	8	\$4,000	BA
1.4.2 Design	5 days	10/20/2023	10/24/2023	9	\$4,500	SA
1.4.3 Coding	4 days	10/24/2023	10/27/2023	10	\$5,000	PA
1.4.4 Testing	4 days	10/27/2023	10/30/2023	11	\$6,500	QA
1.4.5 Documentaion Tasks	2 days	10/30/2023	10/31/2023	12	\$10,000	PM

1.5 Phase 2	20 days	11/1/2023	11/1/2023		\$30,000	
Sprint 3						
1.5.1 Analysis	5 days	11/3/2023	11/7/2023	14	\$4,000	BA
1.5.2 Design	5 days	11/7/2023	11/11/2023	15	\$4,500	SA
1.5.3 Coding	4 days	11/11/2023	11/14/2023	16	\$5,000	PA
1.5.4 Testing	4 days	11/14/2023	11/17/2023	17	\$6,500	QA
1.5.5 Documentaion Tasks	2 days	11/17/2023	11/18/2206	18	\$10,000	PM
1.6 Phase 3	20 days	11/19/2023	11/19/2023		\$30,000	
1.7 Final Phase Total	60 days	11/22/2023	11/22/2023		\$85,000	
1.8 Release	5 days	11/24/2023	11/28/2023	20	\$15,000	QA
1.9 Maintenance	3 days	12/01/2023 ⁴	12/3/2023	21	\$25,000	PM, PA
1.10 Controlling	2 days	12/5/2023	12/6/2023	22	\$30,000	PM, BA,SA
1.11 Closing	1 days	12/8/2023	12/8/2023	23	\$15,000	PM
1.12 Final Result	0 days				\$0.00	

APPENDIX C

AWARENESS PLANNING

[Describe one or more updates to the plan of action or indicate a plan to address the issue(s) identified in the Project Charter for the areas below. The new plan should align with the various plans within the Project Management Plan and be included in the Work Plan above:

- *Civic/Ethical/Legal Decision-Making*

- **Civil-**

- Issue:**

- Some customers may not have access to the internet
 - Some people may not understand how to use the online platforms

- Plan of Action:**

- Allow website to be available across multiple device types
 - Have a frequently asked questions page to answer customer queries

- **Ethical-**

- Issue:**

- Keeping the customer data information safe and making sure the data is secured

- Plan of Action:**

- Have a double authentication method for users
 - Encrypt User Data

- **Legal-**

- Issue:**

- Reviewing the rules and regulation of Delivery food and depending on the state laws

- Plan of Action:**

- Ensure fair pay and legal regulations are followed by all members and listed on website

- *Global Considerations*

- **Geo-Political/ Legal Issues**

- Issue:**

- Local government regulates restaurants to ensure it meets sanitary standards/requirements

- Plan of Action:**

- Maintain an excellent health standard and follow food best practices

- **Economic/ Financial**

- Issue:**

- Having a delivery system would require hiring new delivery personnel

- Plan of Action:**

- The delivery system can create local jobs for NY residents or we can outsource to delivery services such as UberEats, DoorDash, etc.

- **Social/ Cultural**

- Issue:**

- Customers need a convenient and accessible method of delivery

- Plan of Action:**

- Our system of being able to set a pick up time fits into the NY lifestyle of convenience

TECHNOLOGICAL APPROACH

[Update the technologies planned for the project to include and align with the various plans above.]

- We'll be making use of HTML, CSS, and Javascript to develop a functioning website for Cuts and Slices Inc., displaying all relevant information on the company as well as menu and location details
- Databases will be used to create and retain customer information relevant to account information and shopping services
- APIs will be used to integrate microservices involved with performing cart operations to order ahead on the website
- Integrate captcha to ensure user login and avoid bot activity
- Implement two factor authentication to enhance security measures

APPENDIX C

PROJECT/PRODUCT/PRESENTATION PEER REVIEW

Review and rate all other team's project, product, presentations, project, product using the scale & criteria below.

- Review: Each team is required to provide a constructive review that justifies each rating.
- Rating Scale: 1 = Poor, 2 = Unsatisfactory, 3 = Average, 4 = Good, 5 = Excellent
- Rating Criteria:
 - Project Quality: Project meets project management quality standards and requirements
 - Product Quality: Product meets quality standards and requirements
 - Presentation Quality:
 - ✓ Content: Accurate, relevant, consistent, complete, serves purpose and audience.
 - ✓ Organization: Content is arranged in a logical order, and flowed smoothly
 - ✓ Delivery: Speakers and sound are audible, images, text, video, clear, visible, and understandable
 - ✓ Length: Presentation completed within allotted time
 - ✓ Subject Matter Proficiency: Presenters show level of understanding and knowledge of subject matter based on correct, appropriate, and timely response to questions

Team	Feedback	Project Rating	Product Rating	Present ation Rating	Total
1.	Baruch's Alert App -Did well at going through the project plan timeline and explaining the deliverables for each sprint - I liked that they included the UI designs for the app - Presentation was framed by each team members role, which made it clear who was going to be responsible for what and also made it clear what the entire project will be about -Project and product quality met quality standard and requirements	5	5	5	15
2.	Tonal: a smart gym offering workouts at home - Did well at explaining the goals and objectives for the project - Explained how they'll be using Agile for their project, including	5	5	5	15

	<p>the different testings they'll be doing</p> <ul style="list-style-type: none"> -Content is presented in a logical order and flows smoothly -Can hear everyone's voice clearly -Project and product quality met quality standard and requirements 				
3.	N/A	N/A	N/A	N/A	N/A
4.	<p>Walmart's Employee Self-Service System</p> <ul style="list-style-type: none"> -Did well at explaining why they chose to use Waterfall for their project -Presentation explained every aspect of the project planning document - Product and project meets the requirements 	5	5	5	15
5.	<p>Patient Portal for Canal Dental</p> <ul style="list-style-type: none"> -Did a great job at breaking down each aspect of the project and how they'll approach building the application -The presentation followed a clear logical order and the content presented meets the project and product requirements 	5	5	5	15
6.	<p>Online Pizza Ordering Site</p> <ul style="list-style-type: none"> -Did well at explaining their project management plan - Explained the different types of testing they'll be doing -Presentation was easy to follow and contained relevant content -Thoroughly explained their expected deliverables for each sprint 	5	5	5	15
7.	<p>Develop an Inventory Management System for Strand Bookstore</p> <ul style="list-style-type: none"> - Presented information that was relevant to the project - Meets product and project quality standard and requirements 	5	5	5	15

APPENDIX D

PROJECT REPORTING

Project Team: Group 3

Project Title: Cuts and Slices Website

Date Prepared: 12/08/2023

Reporting Period Start Date: 09/13/2023

Reporting Period End Date: 12/08/2023

Status Report

Project Status Summary: *Provide brief overview of how the project is progressing as of the reporting date.*

The project is currently on track to be completed on predicted date. We have planned and assigned roles to each team members. We have discussed how the order management system will be implemented into our current website. Our current plan matches with company scope and views. We recently presented our plan to stakeholders in order to show them how the new order management system will be implemented in their business.

Status: *Based on variance between the planned and actual performance metrics, or other EVM formulae.*

Green (On-track), Yellow (At risk), Red (Off-track)

Performance Metrics	Status	Notes
Scope	On track	We are committed to take the restaurant online
Schedule	On track	We are on track to complete the project on time
Budget	At risk	As we expand our we had to increase the budget

Progress Report

Tasks completed this reporting period

Assigned Team Member	Tasks Completed	Work Plan ID	Baseline Completion Date	Actual Completion Date	No. of Tasks	Workload % Total Tasks = [(No. of Tasks ÷ Total Tasks)] x 100
Shaneil Webley-Roberts	<ul style="list-style-type: none">Planned workload for team membersOverview and project life cyclePresent	1	10/10	10/9	3	16.6%
Andy Leon	<ul style="list-style-type: none">Assess quality and risk managementPresent	2	10/10	10/10	2	16.6%
Tiffany Tran	<ul style="list-style-type: none">Procurement management plan and stakeholder management plan.present	3	10/10	10/8	2	16.6%
Christian Sierra Perez	<ul style="list-style-type: none">Change control and issues logPresent	4	10/10	10/10	2	16.6%

Nabil Fayak	<ul style="list-style-type: none"> Awareness planning and technical approach Present 	5	10/10	10/10	2	16.6%
Arif Ahmed	<ul style="list-style-type: none"> Progress report and status report Present 	6	10/10	10/10	2	16.6%
				Total Tasks		100%

Tasks planned for next reporting period

No.	Tasks to be Completed	Work Plan ID	Assigned Team Member	Planned Start Date	Planned Finish Date
1	Set up a meeting to discuss workload for next steps.	7A	All	10/16	N/A
2	Create a plan for website UI	7B	All	10/17	N/A
3	Begin creating UI for order management system	7C	All	10/18	N/A
4	Discuss UX of the new ordering system	7D	All	10/22	N/A

Change Control Log: *Indicate any major change planned and/or completed during the reporting period.*

Change Description/Impact	Responsible Person	Status	Due Date	Completion Date
While doing the Work Plan there were some changes because of the Budget we had.	Christian	Resolved	10/10/2023	10/09/2023
While doing the Work Plan there were some changes because of the date make sure to keep the date on time	Christian	Resolved	10/10/2023	10/09/2023

Issues Log: *List any issue or defect impacting the project during the reporting period.*

Status: Use one of the following:

- Open
- Work in Progress
- Resolved
- No Action Needed

No.	Description	Status	Assigned to	Date Resolved
1	Some team members only know the basic skills in coding	Work In Progress	N/A	N/A
2	Had issues trying to figure out times to record presentations.	Resolved	All	10/7

Lessons Learned Report: *Complete the Lesson Learned with the most appropriate responses for the Project Phase.*

1.	<p>What things the team did well?</p> <p>In the project presentation we did an excellent job on presenting our project on the background of the company of Cut and Slices, explaining the Project Overview , explaining the Project schedule, and Risk Management. Therefore, we have the good technical tools we are going to use like HTML, Javascript, CSS , database and using the API for performing the Shopping cart.</p>
2.	<p>What things the team did not do well and why?</p> <p>We did our tasks, but if we need help then we communicate with each other for help and share feedback with each other, which is good to understand the tasks better. Most important thing we did was ask for help and communicate with each other to have a better understanding.</p>
3.	<p>What areas of the project does the team plan to improve for the next deliverable, and how?</p> <p>Since there is a risk on the project due to some student knowing the basic coding we going to practice on that and work to improve that skills.</p>

Reference/Integrity/Signatures

Citation/Reference: Cite all sources using a standard format (e.g., APA or MLA)

- Reproduced content should follow the related copyright policy
- Indicate N/A, Not Applicable, or None in the reference section if no source used

N/A

Integrity Statement

We, the members of Group 3, hereby affirm that the work submitted by our team is our own original work, was not outsourced, provided by a third party, or written using artificial intelligence, and the team complied with the college's "Academic Honesty" policies. We also affirm that our work is ethical and truthful and does not contain any intentionally false information.

Project Team Members Names and Signature:

#	Team Member Name	Signature	Date
1	<u>Shaneil Webley-Roberts</u>	<u>Shaneil Webley-Roberts</u>	<u>10/13/23</u>
2	<u>Andy Leon</u>	<u>Andy Leon</u>	<u>10/13/23</u>
3	<u>Tiffany Tran</u>	<u>Tiffany Tran</u>	<u>10/13/23</u>
4	<u>Christian Sierra Perez</u>	<u>Christian Sierra Perez</u>	<u>10/13/23</u>
5	<u>Nabil Fayak</u>	<u>Nabil Fayak</u>	<u>10/13/23</u>
6	<u>Arif Ahmed</u>	<u>Arif Ahmed</u>	<u>10/13/23</u>