

## 1 Title Page



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Assignment 2 of Subject Software Process and Management

<b>Assignment Title</b>	<b>SWEN90016 Software Process and Management Assignment 2</b>
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## **2 Executive Summary**

This project management plan is made for JJFresh, a fruit and vegetable store. In order to make JJFresh more competitive, the business owners, Jess and James, create this project to develop an online ordering website which helps them to sell their products. They hope to bring more customers to JJFresh by providing online purchase and home delivery service to customers. For details of these business values, please refer to Section 5.4.

After comprehensive consideration, Jess and James decide to choose a student team enrolled in Software Process and Project Management subject to implement this project. The Software Development Lifecycle (SDLC) of this project is formal type, waterfall.

The cost of this project is zero as they assign the task to students and the time limit is around one month. The information about requirement analysis is in the scope section and project constraints of time, scope, cost, and other aspects are in section 5.5. In the project team, there are some roles, business owners, project manager, develop team, senior users, technical experts, and testers. Risk Impact table and Risk Register manage 4 key risks in section 6.3. The Development team uses Wix, a simple web development framework, to implement the online JJFresh store. This project management plan displays all the activities that we need to develop the software.

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## 4 Introduction

### 4.1 Purpose of document

This document will help to plan, execute and control project to build a website JJfresh which meet the requirements of Jess&Jame. It shows how to achieve this approved project goals and provides the details on how to execute and manage the project.

### 4.2 Audience of document

Business Owner: Jess&Jame

Development team: Yiqing Ding, Shiyang Chen, Yizi Han, Tianyi Zheng

Business Owner can make sure if their requirements are meet through the product. And, moreover, they will classify and enhance the requirements.

Development team can use this PMP to check the progress of the project completion and improve the existing work content.

### 4.3 Evolution of document

Version	Created by	Date created	Comments
1.0	Yiqing Ding, Shiyang Chen, Yizi Han, Tianyi Zheng	01/05/2020	This is the first basic and original version to help the team integrate their analysis results and project goals. This PMP has prepared for the project's future work.
2.0	Yiqing Ding, Shiyang Chen, Yizi Han, Tianyi Zheng	23/05/2020	This is the second version of our project management plan. This version adds Section 7 Project Execution, Monitoring and Control without modification of Section 1-6. It helps team to track the project progress.
2.1	Yiqing Ding, Shiyang Chen, Yizi Han, Tianyi Zheng	25/05/2020	This is the third version of project management plan. This version adds the modification of Section 2, 4.3, 5.1, 5.3, 5.4, 5.5, 6.3, and two overviews about section 6.4 and 6.5 with PERT chart. The additional information helps PMP become

			more accurate and detailed.
3.0	Yiqing Ding, Shiyang Chen, Yizi Han, Tianyi Zheng	30/05/2020	This is the fourth version of project management plan. This version adds the information of Section 7.2 which describes the project current status in week 10(or week 11).Additionally, the team provides newly product and process artifacts.
4.0	Yiqing Ding, Shiyang Chen, Yizi Han, Tianyi Zheng	05/06/2020	This is the fifth version of project management plan. This version adds the information of Section 7.3 which describes the project current status in week 11(or week 12).Additionally, the team provides newly product and process artifacts.

## 5 Project Information

### 5.1 Key Stakeholder

Key stakeholder	Type
Jess&James (Business owner)	Internal
Project Manager	Internal
Development team	Internal
Users	External
Competitors	External

J & J brothers are not only the sponsors of the project, but also the designer of the entire project requirements and initial cases. As the initiator of the project, Jess and James must be the business owners, key stakeholders.

The analysis and start of the entire project, including the determination of the follow-up content of the project, require the participation of the project manager. As a project manager, the abilities and characters of knowledge, performance and personal are very crucial.

However, to complete a project, a strong team is required to practice. For IT projects like J & Jfresh, a development team with professional skills is also necessary. They transform requirements into products, which is an important part of the product iteration process.

If there are only internal stakeholders, the opinions of each version of product or projects are not objective. Therefore, the opinions of users participating in the experience and testing are very important, which can help the team adjust the requirements and the product content.

Competitors, as the external stakeholders such like Wools or Coles, their products can be used as a horizontal comparison of our products. At the same time, the team can experience their products to get inspiration for their own product improvements

## **5.2 Scope**

### **5.2.1 What is in-scope**

In order to make the project have a higher degree of differentiation and more detailed functions, we set the scope according to requirements.

- 1) Authentication System (sign up system, and each user logs in with email & password)
- 2) User profile (information including name, address and upto three multiple contact phone numbers)
- 3) Ordering System

The ordering system makes the rules of:

- a) Type, size of the produce box
- b) Available delivering time within 7days
- c) One certain hour could only accept 2 orders
- 4) Confirmation email (Order ID, date, time, price, type & size of the box)
- 5) Cancellation (the customers could cancel the order by email)
- 6) Modify (the customers who wants to modify their orders should cancel their last order first and then re-create one new order)
- 7) Administrator Management (to let the owners log in and check the list of booking)
- 8) Access the website by a single URL with different roles (For example, 127.0.0.1/customer is for customer, 127.0.0.1/vendor is for admin)

### **5.2.2 What is out-of-scope?**

Although JJfresh meets many of the customer's online order requirements in the early versions, there are still many requirements that are out-of-scope. The following functions are still unavailable.

- 1) Paying the bill of order online.

- 2) Multiple booking in the same time slot.
- 3) Compute an optimal delivering route by estimating delivering time by AI system.
- 4) Order system will automatically cancel the order with a delivery distance of more than ten kilometers.
- 5) Customized box which can make customer to pick their favorite products in their DIY box.
- 6) Users browse their own historical orders.
- 7) Users can evaluate and comment on past orders which could help to improve the quality of service to attract more users.

### 5.3 SDLC

Compared with Agile and Hybrid SDLC, our team selected the Formal SDLC (waterfall).

- 1) Due to the limited time and budget of this project, and because the project staff is the first cooperation and the mutual understanding is not enough, Formal SDLC is best way which can make project management simple and easy.
- 2) Moreover, Formal (waterfall) SDLC is rigid and sequential. And due to that, after the project team has done case analysis and project design, the entire project will proceed and complete more smoothly and quickly.
- 3) After the team analyzing of the case, we found that the project's requirements were stable, precise and basically there would be few requirement changes. Formal SDLC can make work more efficient and reduce the duplication and redundancy in communication.
- 4) The waterfall model also has many advantages:  
The waterfall model provides a project divided by stages, which match the milestones set by the team members perfectly. The iteration period of the model is highly coincident with the time planning of the project management plan, which is conducive to the work efficiency of the team and avoids redundant and repeated communication.  
And, with the waterfall model, after the current phase is completed, the team only needs to focus on the subsequent phases. This makes the work content of each stage become specific and refined.

Due to the submission cycle of the assignment, the team has invested a lot of time for early planning and requirement investigation, which also makes the stages of development clearer and the stages of product development relatively stable. The project is more suitable for waterfall model.

## **5.4 Business Value**

### **Financial:**

After the JJfresh platform is opened, customers in need can have more ways to choose their own fruits and vegetables. This diversified way of purchase can help merchants(owners) get more customers and more orders, and produce greater economic benefits.

Through the online platform, JJfresh can attract more customers who previously purchased the vegetables and fruits from big supermarkets (Woolworths & Coles). When these customers are affected by the epidemic, they may choose a new way of buying vegetables and fruits online.

### **Non-Financial:**

The use of the JJfresh platform greatly facilitates nearby customers and increases their purchasing ways.

Affected by the epidemic, many people are inconvenient to purchase daily necessities including vegetables and fruits. Online platform can help JJfresh to promote the brand more effectively and win a good reputation for the brand.

Project managers can learn some abilities, such as how to determine the scope of the project and make plans, how to arrange human resources, how to arrange plans and track progress, how to identify and track risks, etc. At the same time, a good project manager not only manages the project and project members, but also develops the ability of the members.

Of course, participating in design and development projects allows team members to gain valuable practical experience and build a foundation for their future careers. For example, in this project, the main practice is the preparation of the web framework and the operation of the front-end language.



## 5.5 Constraints

Although the well-planned project has been completed, the project still has various constraints from various aspects:

Time:

The owner, Jess & James still have to run their entity store business at the same time, so they have limited time to invest in the online project, and communication time with developing team is restricted too.

At the same time, the time of the project process conflicts with the academic time of the development team, and the team members are under pressure from assignments or exams.

Scope:

The J&Jfresh project is mainly a network order processing project. Due to the time limit of the project and the development of human resources, many subsequent requirements may be out of the scope which could be the constraints. Compared with the online order system of large supermarkets, the scope of our project is still relatively small. For example, the product cannot receive user comments and feedback, and therefore cannot better meet user further needs. The interaction of the web page is not good enough due to the lack of functions, etc.

Cost:

The project uses Formal SDLC, so subsequent requirements changes will affect the project plan and project progress. However, an online project will inevitably face this constant requirement update. And the continuous updating of requirements will also make the project cost higher.

Other aspects:

Affected by COVID-19, it was impossible for the team members to meet offline. And online communication and discussion will become difficult and reduce the efficiency due to the network delay and time difference.

In addition, the plan also needs experienced personnel to implement it. The lack of previous practical experience may cause the team members to fall into the bottleneck in the early stage of development.

## 6 Project Governance

### 6.1 Roles and Responsibilities

Role	Name	Responsibility	Contact Email
Business Owner	Jess & James (Shiyang Chen, Tianyi Zheng)	Business owner needs to care about the project, maximize the product interests, and provide support to team if necessary.	<a href="mailto:shiyangc1@student.unimelb.edu.au">shiyangc1@student.unimelb.edu.au</a> <a href="mailto:zhetz@student.unimelb.edu.au">zhetz@student.unimelb.edu.au</a>
Senior User	Yiqing Ding, Yizi Han	To use the artifact and give specific feedback timely.	<a href="mailto:yiqingd@student.unimelb.edu.au">yiqingd@student.unimelb.edu.au</a> <a href="mailto:yizih@student.unimelb.edu.au">yizih@student.unimelb.edu.au</a>
Technical subject matter expert	Yiqing Ding, Tianyi Zheng	To solve specific problems or help meet particular technical challenges. At the same time, the feasibility of communicating the project requirements with the manager from a technical perspective are improved.	<a href="mailto:zhetz@student.unimelb.edu.au">zhetz@student.unimelb.edu.au</a> <a href="mailto:yiqingd@student.unimelb.edu.au">yiqingd@student.unimelb.edu.au</a>
Project Manager	Yiqing Ding	Project manager needs to organize the project tasks, assemble the team, engage stakeholders, lead the team and manage the handover.	<a href="mailto:yiqingd@student.unimelb.edu.au">yiqingd@student.unimelb.edu.au</a>
Developer	Yiqing Ding, Shiyang Chen, Yizi Han, Tianyi Zheng	Developers should design and code functional programs and ensure user needs are met through the deployment.	<a href="mailto:shiyangc1@student.unimelb.edu.au">shiyangc1@student.unimelb.edu.au</a> <a href="mailto:zhetz@student.unimelb.edu.au">zhetz@student.unimelb.edu.au</a> <a href="mailto:yiqingd@student.unimelb.edu.au">yiqingd@student.unimelb.edu.au</a>

			<a href="mailto:yizih@student.unimelb.edu.au">yizih@student.unimelb.edu.au</a>
Tester	Yiqing Ding, Shiyang Chen, Yizi Han, Tianyi Zheng	Testers should analyze, review and assess requirements and give feedback.	<a href="mailto:shiyangc1@student.unimelb.edu.au">shiyangc1@student.unimelb.edu.au</a> <a href="mailto:zhetz@student.unimelb.edu.au">zhetz@student.unimelb.edu.au</a> <a href="mailto:yiqingd@student.unimelb.edu.au">yiqingd@student.unimelb.edu.au</a> <a href="mailto:yizih@student.unimelb.edu.au">yizih@student.unimelb.edu.au</a>

## 6.2 Communication Plan

Stakeholder	Communication objective	Format	Frequency	Owner	Importance
Business Owner	To inform the project progress, key issues, success and ask support if necessary.	Online meeting Formal Report	Weekly Monthly	Project Manager	High
Senior User	To get the market assessment based on their experience	Online meeting Formal Report	Monthly Monthly	Project Manager	High
Developer	Identify the progress of the project, ensure developing plan and requirements gathering.	Online meeting Formal Report	Weekly Monthly	Project Manager	High
Tester	Receive the response through the test results	Online meeting Formal Report	Monthly Monthly	Project Manager	Medium

Expert	To seek out the solution when encounter technical challenges	Formal Report	Fortnightly	Project Manager	Medium
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Business Owner: As an important investor, their multiple contact methods should be known by the project manager. In addition, there must be a dedicated person to connect them to prevent contact broken at critical times. Sometimes, If it is really impossible to get in touch with business owners immediately, a follow-up visit should be made later to fully understand the opinions and views of the owners, so that they can understand and control the progress of the project.

Senior User: users can be divided into multiple groups, and each group has a person in charge for ensuring that each member can be contacted in case of an accident. At the same time, the decentralization of responsibilities helps each member to express his opinions and views more effectively.

Developer & tester & expert: the alternate contact information should be known. Due to the epidemic situation, people may not be able to meet each other. So they should check the email daily to ensure the project progress.

### 6.3 Risk Management

Probability Scale	Probability	Criteria
High	>70%	High likelihood of the risk happens
Medium	30%-70%	Moderate likelihood of the risk happens
Low	<30%	Low likelihood of the risk happens

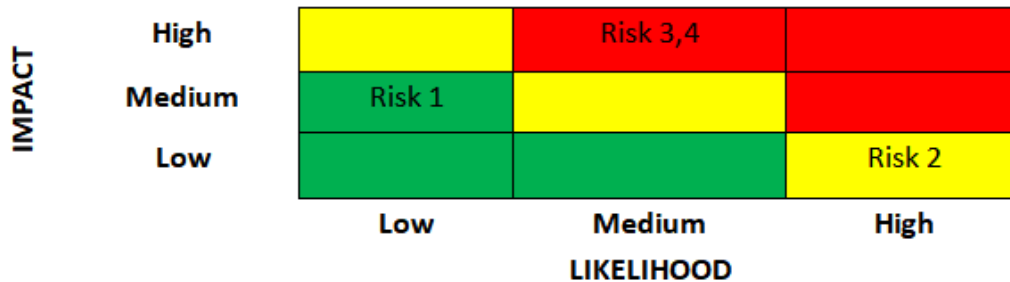
Impact Scale	Description
High	Critical event, potential for major costs or delays
Medium	Impact can be managed with effort using standard procedure
Low	Impact minor with routine management procedures

<b>Risk ID</b>	<b>Risk Type (Business /Project/ Product)</b>	<b>Description</b>	<b>Probability</b>	<b>Impact</b>	<b>Justification</b>
01	Business	Business running out of budget	Low	High	The budget is likely to happen. As the development progresses, some technical issue may occur and needs more money to handle the issue.
02	Product	The server capacity initially defined may be inadequate.	High	Low	Since the website needs to update the various products and users information quickly, the exponentially increasing amount of information will have a huge pressure on the storage capacity of the server. Crashes may occur due to the overload.
03	Project	Requirements from customers are misunderstood, and the time cost may not recover through product.	Medium	High	Due to the inability to communicate face to face, many requirements and project demo may not be well presented between the owner and the developer which would cause the over cost.
04	Project	Due to COVID-19, the communication of team members and stakeholders may be inadequate.	Medium	High	Faced with COVID-19, we cannot use body language and may not communicate so well by online conferences.

<b>Risk ID</b>	<b>Trigger</b>	<b>Owner</b>	<b>Response</b>	<b>Response Strategy type</b>	<b>Resources Required</b>

01	The hours that each team member spends on this project and the attitudes team members own.	Yiqing Ding	Keep close communication between team members.	Avoid	Human  More time needs to be poured into projects.
02	The number of possible accesses to the server at the same time	Shiyang Chen	Capacity analysis will be done during the design stage.	Avoid	Wix server  Laptops
03	Customer's comments, emotions and attitudes	Yizi Han	Frequent discussion with customers. And the analysis of requirements should be more careful.	Mitigate	Human
04	The usual frequency of communication between members as well as the atmosphere	Tianyi Zheng	Frequent discussion with team members through other ways. If there are problems, group members could speak it	Mitigate	Human

	of team meetings.		out immediately.		



**Figure 1** - Risk Matrix

## 6.4 Technology

Wix:

Wix[7] is a cloud-based web development platform providing a lot of customizable website templates. Users can simply edit the elements by a drag-and-drop interface inside Wix. 200+ plugins would help to build a website with various functionalities. It's easy and friendly to use even for beginners to start since there is no need to deal with code to implement a website.

Meanwhile, users can only build limited features due to the limitations of the given website templates and building tools. Code-free website builder would sacrifice the flexibility and certain high-level functionality of a website.

WordPress:

WordPress[8] is an open-source platform for users to create websites with the help of third-party themes and more than 55,000+ plugins. To use Wordpress, users need to at least install PHP and Mysql. It has far more flexibility and ease of customization to build a website with self-designed layout and database. Tons of functionalities can be implemented into the website by using various third-party tools and plugins in Wordpress.

Nevertheless, there is a certain learning curve for users to use Wordpress. It requires a few basic programming knowledge such as HTML, CSS and PHP. Users might avoid the coding part by installing some third-party tools. For instance, a visual editor called Divi can help to avoid HTML and CSS coding, a drag-and-drop tool called Gutenberg can make content management easier. But the compatibility among these tools can further be uncertain issues.

#### Conclusion:

Compared to Wordpress, developing a website using Wix is better in terms of churning out a basic e-commerce website quickly and easily. First of all, the requirements and functionalities that Jess & James need are quite basic. The template provided by Wix can fundamentally fulfil those requirements. Secondly, there is almost no learning curve for using Wix. To develop a basic e-commerce website, using Wordpress still needs to learn certain programming knowledge such as PHP, HTML, CSS and Mysql, while by using Wix, a drag-and-drop can easily get things done. Wix saves a lot of time for learning and it can still meet the customer needs. In addition, since we are on-going IT students, our technical skills are limited, Wix is way more easier for us to building a website in a very short time. Last but not least, for using Wordpress, you might need to deal with the bugs appearing in the coding part and the compatibility issues among third-party tools. It consumes a lot of uncertain time and might cause the potential delay of the project. Above all, Wix is chosen to use in this project.

## 6.5 Project Planning

This section introduces Work Breakdown Structure which will breaks the project into smaller, more manageable components, as well as an dependency chart to show the relationship of those components. In addition, the resource table will explains the resources that the team will use. Moreover, in order to plan the project more carefully and clearly, this part will also provide Gantt chart, Pert chart to show how does the team use project time to complete tasks.

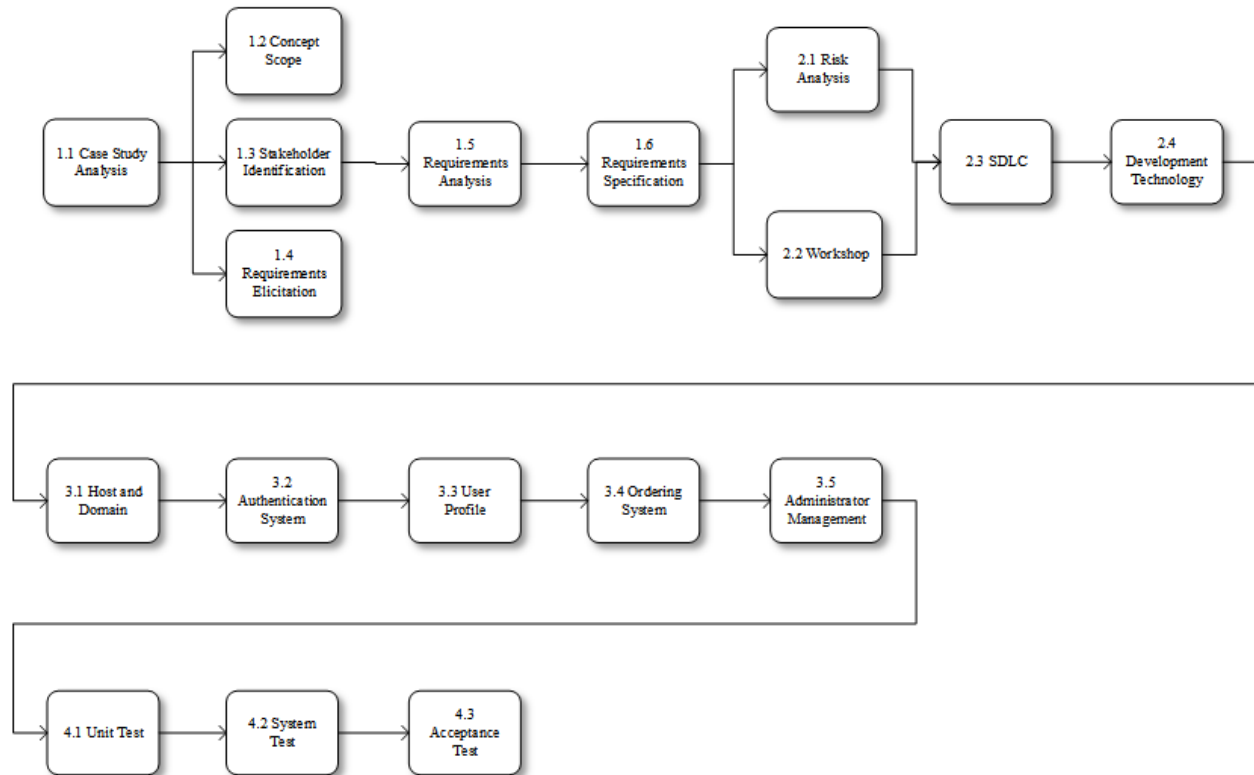
The Work Breakdown Structure below breaks the project into smaller, more manageable components and demonstrates them .

### 1. Requirement Analysis



- 1.1 Case Study Analysis
- 1.2 Concept Scope
- 1.3 Stakeholder Identification
- 1.4 Requirements Elicitation
- 1.5 Requirements Analysis
- 1.6 Requirements Specification
- 2. Design
  - 2.1 Risk Analysis
  - 2.2 Workshop
  - 2.3 SDLC
  - 2.4 Development Technology
- 3. Implementation
  - 3.1 Host and Domain
  - 3.2 Authentication System
  - 3.3 User Profile
  - 3.4 Ordering System
  - 3.5 Administrator Management
- 4. Testing
  - 4.1 Unit Test
  - 4.2 System Test
  - 4.3 Acceptance Test

The dependency chart (see figure 2) demonstrates the relationship of those components.



**Figure 2 - Dependency**

The table below shows the resources team member will use.

Task	Resources
Requirement Analysis	Laptops Internet 4 people Tutor's support
Design	Laptops Internet 4 people Tutor's support
Implementation	Laptops Wix platform Server Internet 4 people
Testing	Laptops Wix platform Server Internet 4 people

Gantt chart shows the relationship between task, progress, and time. Gantt chart can provide a reference for the progress of the project. In addition, it clearly shows the start and end time of each small task. At last, Gantt chart will provide milestone which is an important goal.

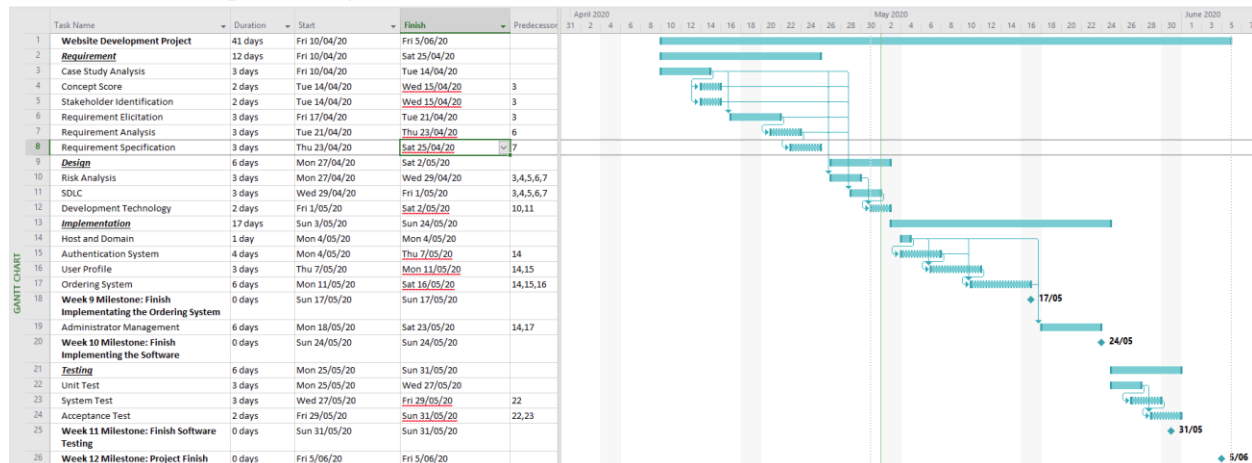


Figure 3 - Gantt Chart

The Pert chart graphically shows the time range of every tasks and whole project, as well as the sequences and dependencies of every tasks.

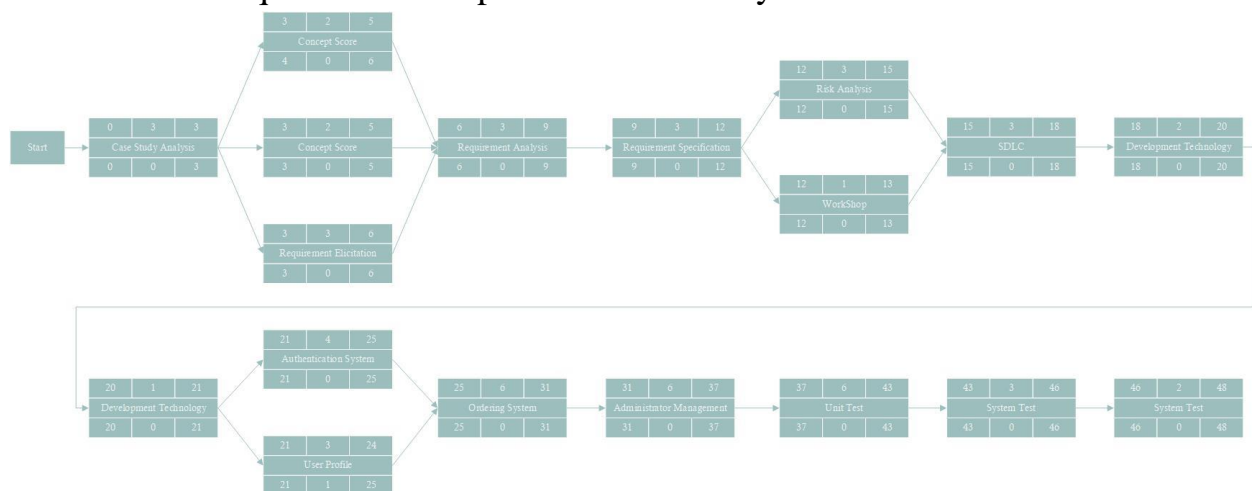


Figure 4 - PERT Chart

## 7 Project Execution, Monitoring and Control

### 7.1 Project Status: Friday Week 9

The project has completed the Authentication System and User profile, which means that users can now use Facebook and Google accounts to log in. In addition,

users can browse the products on the website, select products and add them into the shopping cart. When they checkout, they will receive a confirmation email which indicates when they take orders, what they take, and the money they paid.

In conclusion, the planning function of this project has been completed by two thirds.

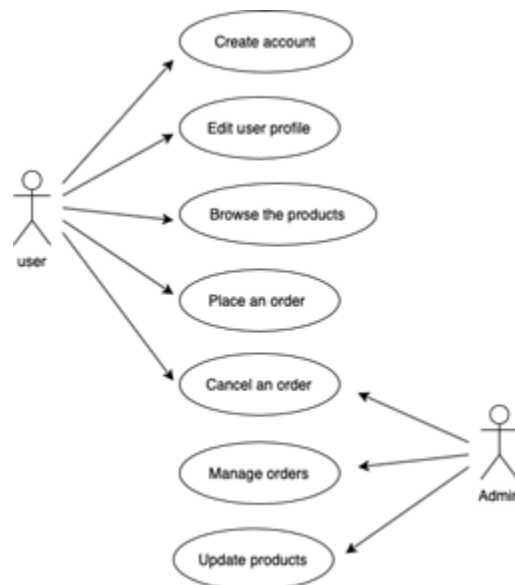
The entire project is currently in an orderly manner, and the team will implement administrator management in the next week. At that time, the entire project will enter the final stage which means JJfresh website could be put into use.

### 7.1.1 Process Related Artefacts

From April to May, develop team, business owners, senior users and experts exchanged opinions in the stakeholders meeting around once a week. We recorded the meeting with meeting agendas and meeting minutes. Also, the screenshot of emails and wechat displays the daily communication in our team.

So far, our group finish the user profile, authentication system and the main part of ordering system as the progress Gantt chart shown and the individual contribution is in the timetables. (Appendix 1)

### 7.1.2 Product Related Artefacts



### Figure 5 - Use cases of J&J Fresh





The use cases are displayed in Figure 5. The first thing the user needs to do is to sign up and login. After login, the user can edit their profile and their shipping address(es). Then, the user can browse the products and place an order. A confirmation email will be sent to the user once an order is placed. On the other side, the administrator (business owners) of this website can manage the orders and update the products.

No.	Features	Details	Current Progress
1	Access the website by a single URL	None	Completed
2	Authentication System	Users sign up with email & password	Completed
3	User Profile	Name, address and up to three phone numbers	Almost completed except we are supporting up to two phone numbers for now.
4	Ordering System	a) Type, size of the produce box b) Available delivering time within 7days c) One certain hour could only accept 2 orders	a), b) is completed. c) are still in progress.
5	Confirmation Email	Provides order ID, date, time, price, type & size of the box	Completed
6	Cancellation	Cancel the order by email	Work in progress
7	Modify	Modify the order by canceling the last order and recreate one new order	Work in progress
8	Administrator Management	a) Business owners login b) check the list of booking	Work in progress

**Table 1** – Completed feature list with current status

Table 1 shows the current status of the project. More details will be provided in the following paragraph.

The website can be accessed by <https://jjfreshmelbourne.wixsite.com/shop>, where ‘jjfreshmelbourne’ indicates that the shop’s name and location.

<h1>Sign Up</h1> <p>Already a member? <a href="#">Log In</a></p> <p>Email</p> <hr/> <p>Password</p> <hr/> <div>Sign Up</div> <p>or sign up with</p> <div> </div>	<h1>Log In</h1> <p>New to this site? <a href="#">Sign Up</a></p> <p>Email</p> <hr/> <p>Password</p> <hr/> <p><a href="#">Forgot password?</a></p> <div>Log In</div> <p>or log in with</p> <div> </div>
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**Figure 6** – Screenshots of sign up & log in page

As shown in Figure 6, the sign up/log in page of authentication system consists of an user input email and password. Users can also sign up/log in via Gmail or Facebook since our website has already connected to the API of Gmail and Facebook. The users can switch between sign up and log in easily by clicking the hyperlink.

**JJ Fresh** Home Shop About Contact 1 0

**Tini Zheng**

My Orders My Addresses My Wallet My Account

### My Account

View and edit your personal info below.

Login Email:  
cheangtini@gmail.com ⓘ

First Name Last Name

Tini Zheng

Contact Email ⓘ Phone 1

cheangtini@gmail.com 0412345678

This is the email we'll use to contact you.

Phone 2 ⓘ

e.g., +1 415-639-9034

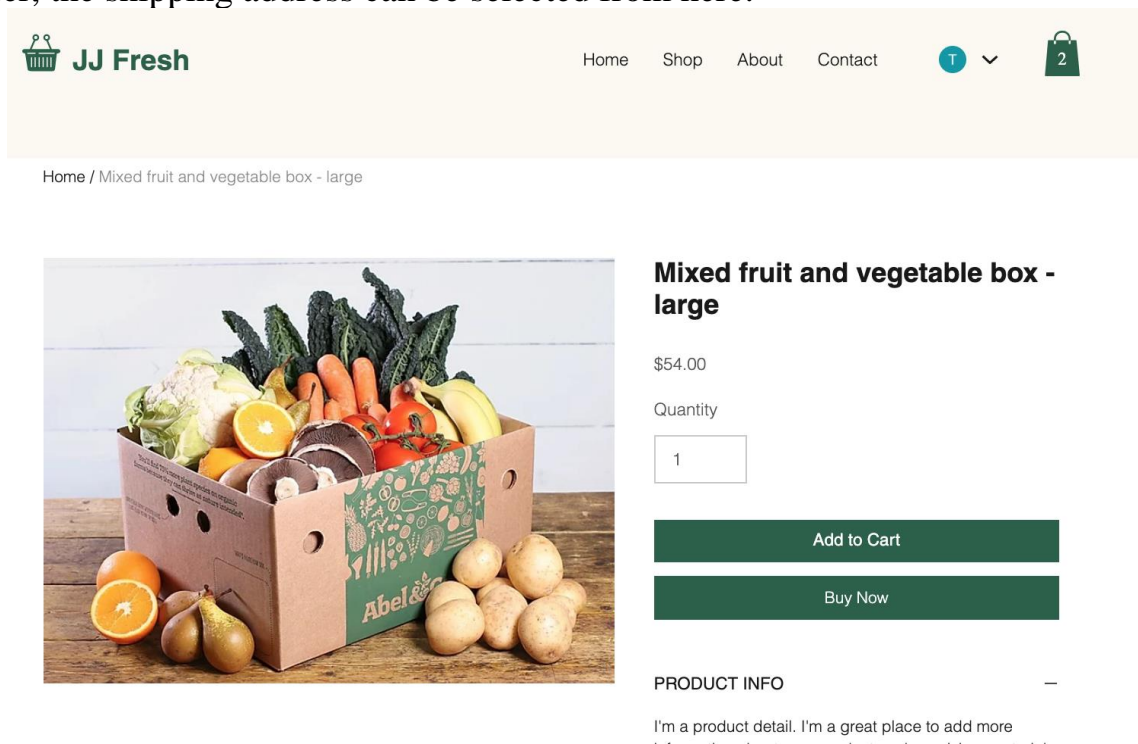
[Update Info](#) [Cancel](#)

**Figure 7** – Screenshot of user profile page

Figure 7 shows the details of user profile page. Users can edit their name (including first name and last name) and phone numbers. For now, the website only supports two contact phone numbers due to some technical issues.

**Figure 8** – Screenshots of shipping address page.

Figure 8 displays the shipping address management page inside the user profile. The website supports multiple shipping addresses. When the user is placing an order, the shipping address can be selected from here.



**Figure 9** – Screenshot of product



Figure 9 shows the product information page. The user can select the quantity of the product and add it to shopping cart or checkout directly.

### Shipping Details


[Change](#)

Tianyi Zheng  
youraddress, Melbourne, Victoria 3000, Australia  
0412345678

### Delivery Method


Free Shipping (Within 7 days) Free

### Payment

 Your payment and personal details are encrypted and secure.


We'll call you in the next 24 hours to settle the payment, until then you can decide if you prefer a bank transaction or a check!

Talk to you soon, have a great day!



**SSL SECURE SHOPPING**  
Your data is safe and secure.


Order Summary (2)[Edit Cart](#)



Vegetable box - large

Qty: 2

\$90.00

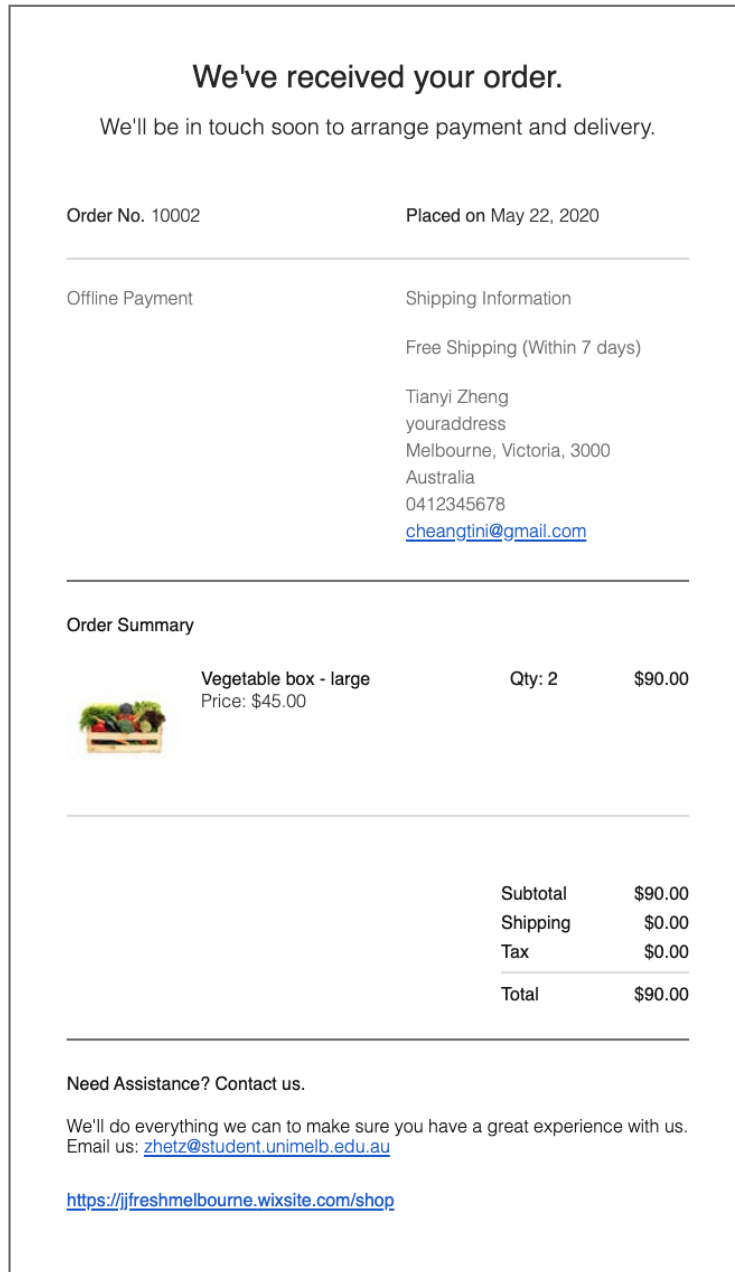
 [Enter a promo code](#)

Subtotal	\$90.00
Shipping	Free
Tax	\$0.00
<b>Total</b>	<b>\$90.00</b>

Place Order

**Figure 10** – Screenshot of checkout page

As shown in Figure 10, the checkout page consists of editable shipping address, delivery method and a short order summary with details of products and price. Meanwhile, delivery options in hour blocks between 4pm and 7pm are still working in progress.



**Figure 11** – Screenshot of confirmation email

After placing the order, a confirmation email is sent to the user as shown in Figure 11. The confirmation email contains order ID, order summary, shipping address, date and type & size of the box.

As a result, the key functionalities of features 1 to 5 have been completed and there are still some requirements that need to be developed in the future. Above all, the project basically achieves the milestone as planned.

### **7.1.3 Risk Monitoring and Control**

There is a project risk originally identified occurred. Requirements from customers are misunderstood.

In this cycle to develop the product, the entire team is committed to completing the layout of the order system and the front-end pages of the website before the ninth week. Due to the heavy study workload of the team, plus the selection of waterfall SDLC, there is limited communication of requirements' details between project manager and business owner. About the details of the product, such as the storage format of user files and the upper limit of user data entries, the project manager did not reach a consensus with the business owner.

Yizi Han took responsibility to mitigate the risk as planned. When misunderstanding of product requirements occurred in the process, she communicated with business owners more frequently and understood their requirements for content in products in more detail. Even under the waterfall model, the development team constantly demos the website to them, making the product order system generally meet the requirements of customers.

As the project deepens, new risks also arise. For example, based on the server address of the website, the product cannot temporarily modify the currency of the website transaction currency. In addition, due to the lack of designers, the beautification of the page layout has not been completed. Affected by copyright, and J&Jfresh has no professional photographer for the time being, some products still lack display pictures.

### **7.2 Project Status: Friday week 10**

Our current work is progressing smoothly, and the part of administrator management has been completed.

In other words, the whole project has come to the last stage now. Besides, almost all the predetermined functions have been realized.

Only part of the details of the order system is not perfect, which involves the Wix infrastructure code. The team need time to learn it. This part will be carried out at the same time as the test .

In the final stage, we will provide the products to some customers for testing and make modifications based on their suggestions.

### 7.2.1 Process Related Artefacts

In week 10, develop team finished the administrator management system which used for business owners to login and this system was checked by business owners in the 30<sup>th</sup> stakeholders meeting. We recorded two new meetings with updated meeting agendas and meeting minutes. Also, the new screenshots of emails and wechat display the daily communication in our team.

So far, the user profile, authentication system, ordering system and administrator management system are done by our develop team and the updated Gantt chart recorded the progress. The individual contribution is also in the individual timetables. (Appendix 1)

### 7.2.2 Product Related Artefacts

No.	Features	Details	Current Progress
1	Access the website by a single URL	None	Completed
2	Authentication System	Users sign up with email & password	Completed
3	User Profile	Name, address and up to three phone numbers	Almost completed except we are support up to two phone numbers for now.
4	Ordering System	a) Type, size of the produce box b) Available delivering time within 7days c) One certain hour could only accept 2 orders	a), b) is completed. c) are still in progress.
5	Confirmation Email	Provides order ID, date, time, price, type & size of the box	Completed
6	Cancellation	Cancel the order by email	Work in progress

7	Modify	Modify the order by canceling the last order and recreate one new order	Work in progress
8	Administrator Management	a) Business owners login b) check the list of booking c) product management	Completed

**Table 2** – Completed feature list with current status

Table 2 shows the current status of the project. The key functionalities of features 1 to 5 have completed in Section 7, feature 8 is completed in this update and there are still some requirements need to be developed in the future. 1 More details will be provided in the following paragraph.

# Orders 3

Fulfillment Status

All

More Filters

Search

<input type="checkbox"/>	Order	Date	Customer	Payment	Fulfillment	Total
<input type="checkbox"/>	#10003 <span>New</span>	May 23, 2020, 12:03 AM	hhh hhh	Unpaid	Unfulfilled	AU\$45.00
<input type="checkbox"/>	#10002 <span>New</span>	May 22, 2020, 9:41 PM	Tianyi Zheng	Unpaid	Unfulfilled	AU\$90.00
<input type="checkbox"/>	#10001 <span>New</span>	May 22, 2020, 8:07 PM	Tianyi Zheng	Unpaid	Unfulfilled	AU\$19.98

**Figure 12** – Order list from admin page

The administrator of the website can view the order list which contains in-progress and previous orders as shown in Figure 12. The order list displays each order's order ID, customer name, payment status, fulfillment status which means whether the order is shipped, order total, order date and time.

Products 9

☐ Select all
 

Collection All Products

Filter by: All

	NAME	TYPE	SKU	PRICE	INVENTORY	
<input type="checkbox"/>	Mixed fruit and vegetable box - large	Physical		AU\$54.00	In stock	...
<input type="checkbox"/>	Mixed fruit and vegetable box - medium	Physical		AU\$36.00	In stock	...
<input type="checkbox"/>	Vegetable box - large	Physical		AU\$45.00	In stock	...
<input type="checkbox"/>	Vegetable box - medium	Physical		AU\$30.00	In stock	...
<input type="checkbox"/>	Vegetable box - small	Physical		AU\$15.00	In stock	...

**Figure 13** – Product list from admin page

As shown in Figure 13, the administrator of the website can manage the products sold in this website. The product list contains product's name, price and inventory. Besides, the owner can search, add, delete and edit products.

Products > Mixed fruit and vegetable ...

## Mixed fruit and vegetable box - la...

Images & Videos

Product Info

**BASIC INFO**

Name: Mixed fruit and vegetable box - large

Ribbon: e.g., New Arrival

Price: AU\$ 54 ☒ On Sale

Description: I'm a product description. I'm a great place to add more details about your product such as sizing, material, care instructions and cleaning instructions.

**Figure 14 – Product editing page**

Figure 14 displays the product editing page. The administrator can edit product's name, price, ribbon, description and whether on sale.

Above all, the project basically achieves the week 10 milestone as planned.

### 7.2.3 Risk Monitoring and Control

In the current cycle, there was not a project risk originally identified occurred. Yet some new risks had emerged and our team tried our best to mitigate the risk after the discussing.

In week ten, the milestone of project is to finish the administrator management system of the website. However, one product risk occurred that the administrator management system cannot take advantage of the basic modules that Wix comes with to do all its functions. If the team want to complete all the functions of the administrator management system according to the requirements of the case, for

example, business owners can view all the order information, Wix's own language is needed to learn to complete these functions.

Tianyi Zheng took responsibility to mitigate the risk. As a member of developing team, he used his previous experience in building web platforms, and through intense learning, he successfully deployed the functionality of the administrator management system by using the Wix language.

And as the project deepens, one new risk also arises. As a course project, there are dozens of identical groups, also the competitors, doing the same J&Jfresh online ordering platform as our group. Our team can view the product demos and design pages of other competitors' groups through group messages on discussion boards or other chat software. It's not hard to see that, since most teams use the Wix platform to develop their products, the overall structure of most products is similar, and our team's initial demo is no exception.

In order to produce more unique product, each member of the team was involved in the design, actively optimizing the interface and structure, doing their best to make the current version of the product eye-catching.

### **7.3 Project Status: Friday week 11**

This week we completed the testing part, especially the previously completed authentication system and administrator system. One user participated in our testing work. And the team also makes a summary. In addition, we reviewed all the previously completed functions.

In summary, most of the scheduled functions are realized, and only some details need to be further improved. The cancellation and modification part lack coherence. However, the entire JJ Fresh website could be put into use.

#### **7.3.1 Process Related Artefacts**

In week 11, testers and senior users help develop team to finish testing with website. Develop team improve the system with these testing feedbacks reported in the June 3<sup>rd</sup> stakeholders meeting. We recorded two new meetings with updated meeting agendas and meeting minutes. Also, the new screenshots of emails and wechat display the daily communication in our team.



So far, all the basic functions are tested and done by our develop team and the updated Gantt chart recorded the progress. The individual contribution is also in the individual timetables. (Appendix 1)

### 7.3.2 Product Related Artefacts

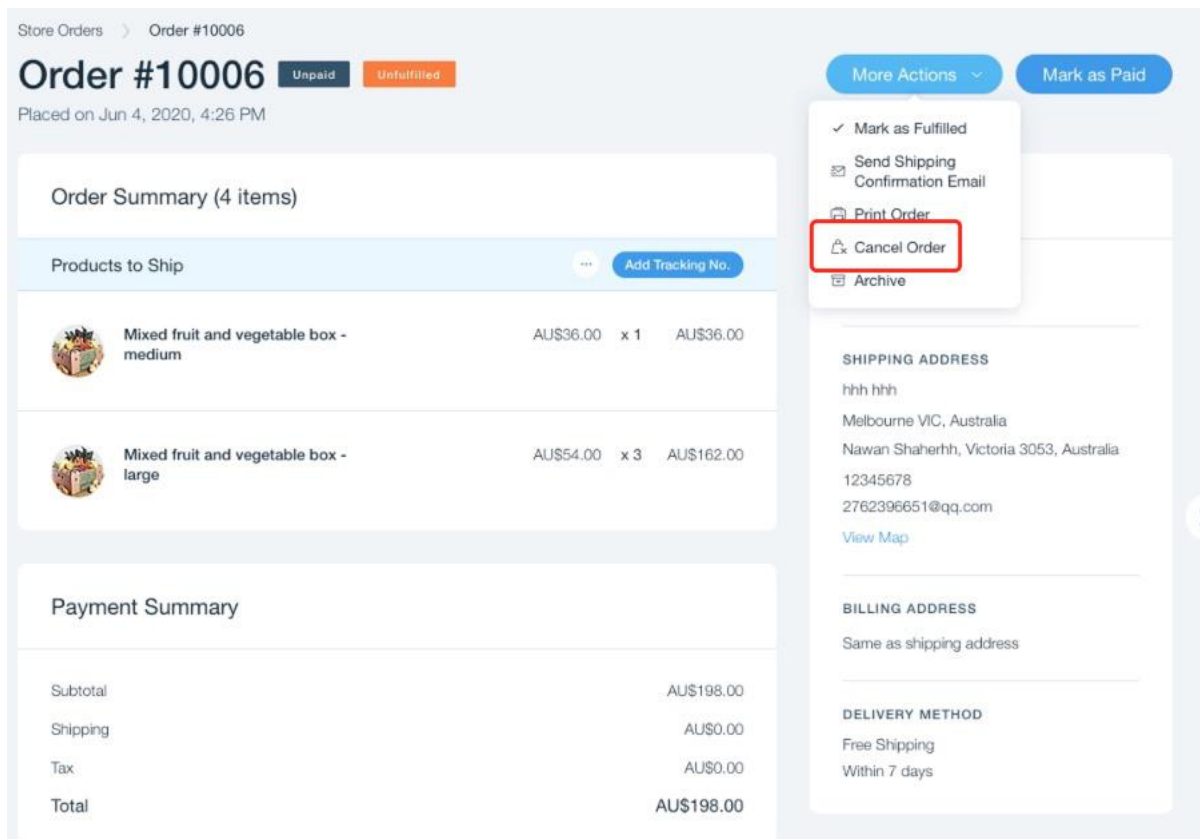
No.	Features	Details	Current Progress
1	Access the website by a single URL	None	Completed
2	Authentication System	Users sign up with email & password	Completed
3	User Profile	Name, address and up to three phone numbers	Almost completed except we are supporting up to two phone numbers for now.
4	Ordering System	a) Type, size of the produce box b) Available delivering time within 7days c) One certain hour could only accept 2 orders	a), b) is completed. c) are still in progress.
5	Confirmation Email	Provides order ID, date, time, price, type & size of the box	Completed
6	Cancellation	Cancel the order by email	Orders can be cancelled by admin
7	Modify	Modify the order by canceling the last order and recreate one new order	Customer can re-create an order after cancellation
8	Administrator Management	a) Business owners login b) check the list of booking	Completed

**Table 3** – Current feature list

Table 3 shows the current status of the project. The key functionalities of features 1 to 5 and 8 have completed and discussed in Section 7.1.2 and 7.2.2.

For features 6 and 7, due to the technical issues, which Wix doesn't provide the customer side cancellation function, the function needs to be implemented by coding. Since the project is reaching the last stage, implementing the function by coding might lead to the project delay.

As a result, if the customer wants to cancel an order, the customer needs to contact the JJFresh via email, phone or online chat.



**Figure 15** – Cancellation from admin page

After the administrator received the cancellation request, the administrator can cancel the order manually as shown in Figure 15 and the customer will receive a cancellation email.

For the order modifying, the customer can re-create an order after they cancelled an order.

### 7.3.3 Risk Monitoring and Control

In the week ten, the goal of the project is to complete the final modification and testing portion of the product. Some of the testing team members have already done contemporaneous testing during the development process, and again this week after the functional integration.

However, there was still a project risk originally identified occurred. The requirements for order cancellations and modifications in the case could not be completed due to the lack of development experience of team members using Wix.

The business owners, Shiyang Chen and Tianyi Zheng took responsibility to mitigate the risk. Through communication with other stakeholders, they, as owners, decided to make certain changes to the original requirements. At the same time, team members optimize the platform so that the downer can modify or cancel the order in the background. Somehow the original requirements were met.

## References

- [1] Akao, Y., Quality Function Deployment, Productivity Press, 2004.
- [2] Sridhar, M., and N. Mandyam, “Effective Use of Data Models in Building Web Applications,” [www2002.org/CDROM/alternate/698/](http://www2002.org/CDROM/alternate/698/), 2001.
- [3] M. Zalk, "Assignment 1: Case Study - YFootball", p. 4, unpublished.
- [4] M. Zalk, “SDLC Process, Language Research Case Study, Assignment 1”, pp. 4-8, unpublished.
- [5] Statz, J., D. Oxley, and P. O’Toole, “Identifying and Managing Risks for Software Process Improvement,” CrossTalk, April 1997, available at [www.stsc.hill.af.mil/crosstalk/1997/04/identifying.asp](http://www.stsc.hill.af.mil/crosstalk/1997/04/identifying.asp).
- [6] R. Simons, “The advantages and disadvantages of agile development,” [bbs.csdn.net/topics/390701149](http://bbs.csdn.net/topics/390701149), 2014.
- [7] M. Fordham, “WIX REVIEW (2020) — ALL THE PROS AND CONS OF A LEADING WEBSITE BUILDER”, April 2020, available at <https://www.stylefactoryproductions.com/blog/wix-review>.

[8] Kinsta, “What Is WordPress? Explained for Beginners”, May 2020, available at <https://kinsta.com/knowledgebase/what-is-wordpress/>.

## Appendix 1

### Meeting Agendas

#### J&JFresh

#### Meeting No 1

##### MEETING DETAILS

DATE:	April 10 <sup>th</sup>
TIME:	14pm-15pm
VENUE:	Home
ATTENDEES:	Yiqing DING, Shiyang Chen, Tianyi Zheng, Yizi Han
APOLOGIES:	None
COPY TO:	- sramasubram@student.unimelb.edu.au

### AGENDA

1. REVIEW OF PREVIOUS MINUTES  
-NONE
2. DISCUSS OUR WEAKNESS AND STRENGTH TO BE THE ROLE THAT WE WANT TO BE
3. READ AND ANALYSIS THE CASE STUDY WITH REQUIREMENTS

## J&JFresh

### Meeting No 2

#### MEETING DETAILS

DATE:	April 25 <sup>th</sup>
TIME:	14pm-15pm
VENUE:	Home
ATTENDEES:	Yiqing DING, Shiyang Chen, Tianyi Zheng, Yizi Han
APOLOGIES:	None
COPY TO:	- sramasubram@student.unimelb.edu.au

## AGENDA

1. REVIEW OF PREVIOUS MINUTES
  - FORM GROUP
  - CASE STUDY ANALYSIS
2. CHECK OUR REQUIREMENT SECTION AND MODIFY THE UNSATISFIED PART
3. DETERMINE OUR PROJECT SDLC (WATERFALL)

## J&JFresh

### Meeting No 3

#### MEETING DETAILS

DATE:	May 1 <sup>st</sup>
TIME:	14pm-15pm
VENUE:	Home
ATTENDEES:	Yiqing DING, Shiyang Chen, Tianyi Zheng, Yizi Han
APOLOGIES:	None
COPY TO:	- sramasubram@student.unimelb.edu.au

## AGENDA

1. REVIEW OF PREVIOUS MINUTES
  - CHECK & COMPLETE REQUIREMENT SECTION
  - CHOOSE WATERFALL SDLC
2. COMPARE EACH PLATFORM AND TEMPLATE, CHOOSE WIX.COM
3. COMPLETE THE RISK MANAGEMENT

## J&JFresh

### Meeting No 4

#### MEETING DETAILS

DATE:	May 4 <sup>th</sup>
TIME:	14pm-15pm
VENUE:	Home
ATTENDEES:	Yiqing DING, Shiyang Chen, Tianyi Zheng, Yizi Han
APOLOGIES:	None
COPY TO:	- sramasubram@student.unimelb.edu.au

## AGENDA

1. REVIEW OF PREVIOUS MINUTES
  - CHOOSE WIX.COM AS OUR WEBSITE PLATFORM
  - COMPLETE RISK MANAGEMENT
2. INITIAL PROJECT WEBSITE
3. DETERMINE THE HOST AND DOMAIN NAME



## J&JFresh

### Meeting No 5

#### MEETING DETAILS

DATE:	May 11 <sup>th</sup>
TIME:	14pm-15pm
VENUE:	Home
ATTENDEES:	Yiqing DING, Shiyang Chen, Tianyi Zheng, Yizi Han
APOLOGIES:	None
COPY TO:	- sramasubram@student.unimelb.edu.au

## AGENDA

1. REVIEW OF PREVIOUS MINUTES
  - INITIAL PROJECT WEBSITE
  - DETERMINE THE HOST AND DOMAIN NAME
2. CHECK AUTHENTICATION SYSTEM
3. CHECK USER PROFILE

## J&JFresh

### Meeting No 6

#### MEETING DETAILS

DATE:	May 20 <sup>th</sup>
TIME:	14pm-15pm
VENUE:	Home
ATTENDEES:	Yiqing DING, Shiyang Chen, Tianyi Zheng, Yizi Han
APOLOGIES:	None
COPY TO:	- sramasubram@student.unimelb.edu.au

## AGENDA

1. REVIEW OF PREVIOUS MINUTES
  - CHECK AUTHENTICATION SYSTEM & CHECK USER PROFILE
2. CHECK ORDERING SYSTEM

## J&JFresh

### Meeting No 7

#### MEETING DETAILS

DATE:	May 28 <sup>th</sup>
TIME:	21pm-22pm
VENUE:	Home
ATTENDEES:	Yiqing DING, Shiyang Chen, Tianyi Zheng, Yizi Han
APOLOGIES:	None
COPY TO:	- sramasubram@student.unimelb.edu.au

## AGENDA

1. REVIEW OF PREVIOUS MINUTES  
- CHECK ORDERING SYSTEM
2. Fix PMP

# J&JFresh

## Meeting No 8

### MEETING DETAILS

DATE:	May 30 <sup>th</sup>
TIME:	15pm-16pm
VENUE:	Home
ATTENDEES:	Yiqing DING, Shiyang Chen, Tianyi Zheng, Yizi Han
APOLOGIES:	None
COPY TO:	- sramasubram@student.unimelb.edu.au

## AGENDA

1. REVIEW OF PREVIOUS MINUTES  
- Fix PMP
2. CHECK ADMINISTRATOR MANAGEMENT SYSTEM

# J&JFresh

## Meeting No 9

### MEETING DETAILS

DATE:	June 3 <sup>rd</sup>
TIME:	18pm-19pm
VENUE:	Home
ATTENDEES:	Yiqing DING, Shiyang Chen, Tianyi Zheng, Yizi Han
APOLOGIES:	None
COPY TO:	- sramasubram@student.unimelb.edu.au

## AGENDA

1. REVIEW OF PREVIOUS MINUTES  
- CHECK ADMINISTRATOR MANAGEMENT SYSTEM
2. TESTING FEEDBACK|

# J&JFresh

## Meeting No 10

### MEETING DETAILS

DATE:	June 4 <sup>th</sup>
TIME:	16pm-17pm
VENUE:	Home
ATTENDEES:	Yiqing DING, Shiyang Chen, Tianyi Zheng, Yizi Han
APOLOGIES:	None
COPY TO:	- sramasubram@student.unimelb.edu.au

## AGENDA

1. REVIEW OF PREVIOUS MINUTES  
- TESTING FEEDBACK
2. DEMO PREPARATION

## Meeting Minutes

### J&JFresh Meeting Minutes

#### Meeting Minutes Meeting No: 1

<b>Date:</b>	April 10 <sup>th</sup>
<b>Venue:</b>	Home
<b>Attendees:</b>	Yiqing DING, Shiyang Chen, Tianyi Zheng, Yizi Han
<b>Apologies:</b>	None
<b>absences:</b>	None
<b>Copy To:</b>	- sramasubram@student.unimelb.edu.au

No.	Issue	Discussion	Action	Member
1	Weakness & Strength	What is the weakness and strength of us	Take a communication and decide to form a group	Everyone
2	Case Study Analysis	Read and analysis the case study with requirements	Take a communication and discuss how to deal with this project	Everyone
3				
4				

**J&JFresh**  
**Meeting Minutes**

**Meeting Minutes**  
**Meeting No: 2**

<b>Date:</b>	April 25 <sup>th</sup>
<b>Venue:</b>	Home
<b>Attendees:</b>	Yiqing DING, Shiyang Chen, Tianyi Zheng, Yizi Han
<b>Apologies:</b>	None
<b>absences:</b>	None
<b>Copy To:</b>	- sramasubram@student.unimelb.edu.au

No.	Issue	Discussion	Action	Member
1	Requirement Session Check	Check our requirement session analysis (Concept Score, Stakeholder, requirement elicitation, requirement specification, etc.)	Discuss the analysis that we done individually and check for errors	Everyone
2	SDLC	Determine which kind of SDLC we want to use	Discuss the SDLC for our project and choose the formal Waterfall	Everyone
3				
4				



**J&JFresh**  
**Meeting Minutes**

**Meeting Minutes**  
**Meeting No: 3**

<b>Date:</b>	May 1 <sup>st</sup>
<b>Venue:</b>	Home
<b>Attendees:</b>	Yiqing DING, Shiyang Chen, Tianyi Zheng, Yizi Han
<b>Apologies:</b>	None
<b>absences:</b>	None
<b>Copy To:</b>	- sramasubram@student.unimelb.edu.au

No.	Issue	Discussion	Action	Member
1	Development Technology	Determine the platform and website template	Analysis the difference between each website platform and choose the suitable one (Wix)	Everyone
2	Risk Analysis	Analysis the risks that may happen in our project	Complete the risk impact analysis and risk register	Everyone
3				
4				

## J&JFresh Meeting Minutes

### Meeting Minutes Meeting No: 4

<b>Date:</b>	May 4 <sup>th</sup>
<b>Venue:</b>	Home
<b>Attendees:</b>	Yiqing DING, Shiyang Chen, Tianyi Zheng, Yizi Han
<b>Apologies:</b>	None
<b>absences:</b>	None
<b>Copy To:</b>	- sramasubram@student.unimelb.edu.au

No.	Issue	Discussion	Action	Member
1	Implementation initialization	Get familiar with Wix feature and determine the suitable website templates	Create our site with the suitable template	Everyone
2	Host & Domain	Discuss our website domain name and check with the business owner and senior user	Take a communication with develop team, business owners and senior users. Then, choose <a href="https://jifreshmelbourne.wixsite.com/shop">https://jifreshmelbourne.wixsite.com/shop</a>	Everyone
3				
4				

**J&JFresh**  
**Meeting Minutes**

**Meeting Minutes**  
**Meeting No: 5**

<b>Date:</b>	May 11 <sup>th</sup>
<b>Venue:</b>	Home
<b>Attendees:</b>	Yiqing DING, Shiyang Chen, Tianyi Zheng, Yizi Han
<b>Apologies:</b>	None
<b>absences:</b>	None
<b>Copy To:</b>	- sramasubram@student.unimelb.edu.au

No.	Issue	Discussion	Action	Member
1	Authentication System	Check the authentication system with business owner and senior user	Take a communication with develop team, business owners and senior users. Modify the website based on the feedbacks.	Everyone
2	User Profile	Check the user profile with business owner and senior user, and discuss the technical difficulties encountered with experts	Take a communication with develop team, business owners and senior users. Fix the errors with expert help.	Everyone
3				
4				

**J&JFresh**  
**Meeting Minutes**

**Meeting Minutes**  
**Meeting No: 6**

<b>Date:</b>	May 20 <sup>th</sup>
<b>Venue:</b>	Home
<b>Attendees:</b>	Yiqing DING, Shiyang Chen, Tianyi Zheng, Yizi Han
<b>Apologies:</b>	None
<b>absences:</b>	None
<b>Copy To:</b>	- <a href="mailto:sramasubram@student.unimelb.edu.au">sramasubram@student.unimelb.edu.au</a>

No.	Issue	Discussion	Action	Member
1	Ordering System	Check the ordering system with business owner and senior user	Take a communication with develop team, business owners and senior users. Modify the website based on the feedbacks.	Everyone
2				
3				
4				

## J&J Fresh Meeting Minutes

### Meeting Minutes Meeting No: 7

Date:	May 28 <sup>th</sup>
Venue:	Home
Attendees:	Yiqing DING, Shiyang Chen, Tianyi Zheng, Yizi Han
Apologies:	None
absences:	None
Copy To:	- <a href="mailto:sramasubram@student.unimelb.edu.au">sramasubram@student.unimelb.edu.au</a>

No.	Issue	Discussion	Action	Member
1	Fix PMP	Analysis the PMP1.0 based on the tutor feedback	Discuss the PMP1.0 feedback and assign the section to fix by team members	Everyone
2				
3				
4				

**J&J Fresh**  
**Meeting Minutes**

**Meeting Minutes**  
**Meeting No: 8**

<b>Date:</b>	May 30 <sup>th</sup>
<b>Venue:</b>	Home
<b>Attendees:</b>	Yiqing DING, <del>Shiyang Chen</del> , <del>Tianyi Zheng</del> , <del>Yizi Han</del>
<b>Apologies:</b>	None
<b>absences:</b>	None
<b>Copy To:</b>	- <a href="mailto:sramasubram@student.unimelb.edu.au">sramasubram@student.unimelb.edu.au</a>

No.	Issue	Discussion	Action	Member
1	Administrator management system	Check the Administrator management system with business owner and senior user, and discuss the technical difficulties encountered with experts	Take a communication with develop team, business owners and senior users. Fix the errors with expert help.	Everyone
2				
3				
4				

**J&JFresh**  
**Meeting Minutes**

**Meeting Minutes**  
**Meeting No: 9**

Date:	June 3 <sup>rd</sup>
Venue:	Home
Attendees:	Yiqing DING, <del>Shiyang Chen</del> , <del>Tianyi Zheng</del> , <del>Yizi Han</del>
Apologies:	None
absences:	None
Copy To:	- <a href="mailto:sramasubram@student.unimelb.edu.au">sramasubram@student.unimelb.edu.au</a>

No.	Issue	Discussion	Action	Member
1	Testing feedback	Test whole website with business owner, <del>tester</del> and senior user, and discuss the feedback with team members	Take a communication with develop team, business owners, <del>tester</del> and senior users. Fix the errors with testing feedback.	Everyone
2				
3				
4				

---

**J&JFresh**  
**Meeting Minutes**

**Meeting Minutes**  
**Meeting No: 10**

Date:	June 4 <sup>th</sup>
Venue:	Home
Attendees:	Yiqing DING, <del>Shivang</del> Chen, <del>Tianyi</del> Zheng, <del>Yizi</del> Han
Apologies:	None
absences:	None
Copy To:	- <a href="mailto:sramasubram@student.unimelb.edu.au">sramasubram@student.unimelb.edu.au</a>

No.	Issue	Discussion	Action	Member
1	Demo preparation	Prepare the demonstration with team members	Take an internal demo with our team members and discuss how to improve that	Everyone
2				
3				
4				

---



## Timesheet

Student Name: Yiqing DING

Project Name: J&JFresh

Group Number: #6

Role: project manager, develop team, expert, senior user

Date	Start Time	End Time	Task	Status	Total Hours
10-April	14:00	15:00	Meeting with stakeholders	done	1
13-April	13:30	15:30	Case Study analysis	done	2
17-April	16:30	17:30	Scope identify	done	1
20-April	14:30	15:30	Role assignment	done	1
23-April	12:30	17:30	Requirement analysis	done	3
25-April	14:00	15:00	Meeting with stakeholders	done	1
27-April	13:30	15:30	Website platform Learning	done	2

28-April	14:30	16:30	Risk analysis	done	2
30-April	14:00	15:00	Individual submission	done	1
1-May	14:00	15:00	Meeting with stakeholders	done	1
2-May	13:00	14:00	Group submission	done	1
3-May	11:00	14:00	Wix feature learning	done	3
4-May	14:00	15:00	Meeting with stakeholders	done	1
8-May	14:00	15:00	Design User Profile	done	1
9-May	14:00	16:00	Site coding-user profile	done	2
11-May	14:00	15:00	Meeting with stakeholders	done	1
12-May	12:00	14:00	Ordering system learning	done	2
14-May	13:00	16:00	Site coding-ordering system1.0	done -----	3

18-May	15:00	17:00	Site coding-ordering system2.0	done	2
20-May	14:00	15:00	Meeting with stakeholders	done	1
22-May	15:00	17:00	Individual submission	done	2
24-May	14:00	17:00	Previous fix	Done	3
26-May	15:00	16:00	Individual submission	Done	1
28-May	21:00	22:00	Meeting with stakeholders	done	1
30-May	15:00	16:00	Meeting with stakeholders	done	1
2-June	14:00	17:30	Testing website	done	2
3-June	18:00	19:00	Meeting with stakeholders	done	1
4-June	16:00	17:00	Demo preparation with members	done	1
4-June	18:00	19:00	Individual submission	Done	1
5-June	15:15	16:15	Presentation	done	1

Student Name: Tianyi Zheng

Project Name: J&JFresh

Group Number: #6

Role: business owner, developer, technical subject matter expert, senior user, tester

Date	Start Time	End Time	Task	Status	Total Hours
10-April	14:00	15:00	Meeting with stakeholders	done	1
13-April	13:30	15:30	Case Study analysis	done	2
17-April	16:30	17:30	Scope identify	done	1
20-April	14:30	15:30	Assigning Roles	done	1
23-April	12:30	17:30	Requirement analysis	done	3
25-April	14:00	15:00	Meeting with stakeholders	done	1

27-April	13:30	15:30	Website platforms Learning	done	2
29-April	13:00	14:00	Initial Wix project	done	1
30-April	16:00	18:00	Gantt Chart	done	2
1-May	14:00	15:00	Meeting with stakeholders	done	1
1-May	15:00	16:00	Individual submission	done	1
2-May	13:00	14:00	Group submission	done	1
3-May	11:00	13:00	Wix feature learning	done	2
4-May	14:00	15:00	Meeting with stakeholders	done	1
5-May	16:00	17:00	Define Use cases	done	1
6-May	17:00	18:00	Setting domain and host	done	1

8-May	14:00	15:00	Design User Profile	done	1
9-May	14:00	16:00	Site coding-user profile	done	2
11-May	14:00	15:00	Meeting with stakeholders	done	1
12-May	12:00	14:00	Ordering system learning	done	2
14-May	13:00	16:00	Site coding-ordering system1.0	done	3
18-May	15:00	17:00	Site coding-ordering system2.0	done	2
19-May	17:00	18:00	Test ordering system with confirmation email	done	1
20-May	14:00	15:00	Meeting with stakeholders	done	1
22-May	16:00	17:00	Individual Submission	done	1

25-May	12:30	15:30	Implement Administration Management System	done	3
28-May	21:00	22:00	Meeting wit stakeholders	done	1
30-May	15:00	16:00	Meeting wit stakeholders	done	1
30-May	17:00	18:30	Individual submission	done	2
2-June	15:30	17:30	Website testing	done	2
3-June	18:00	19:00	Meeting with stakeholders	done	1
4-June	16:30	17:30	Prepare for the demo	done	1
5-June	15:15	16:15	Demonstration	done	1

Student Name: Yizi Han

Project Name: J&JFresh

Group Number: #6

Role: develop team, senior user, tester

Date	Start Time	End Time	Task	Status	Total Hours
10-April	14:00	15:00	Firstly meet with members	done	1
13-April	13:30	15:30	Analyse Case Study	done	2
17-April	16:30	17:30	Scope identifying	done	1
20-April	14:30	15:30	Role assignment	done	1
23-April	12:30	17:30	Analyse requirement	done	3
24-April	17:00	18:00	Look at tutorial	done	1
25-April	14:00	15:00	Meeting with all stakeholders	done	1
27-April	13:30	15:30	Learning website tool	done	2
28-April	14:30	16:30	Analyse risk	done	2



30-April	14:00	15:00	Individual submission	done	1
1-May	14:00	15:00	Meeting with all stakeholders	done	1
1-May	15:00	16:00	Look at tutorial	done	1
2-May	13:00	14:00	Group submission	done	1
3-May	11:00	14:00	Learning wix	done	3
4-May	14:00	15:00	Meeting with all stakeholders	done	1
8-May	14:00	15:00	Design User Profile	done	1
8-May	15:00	16:00	Look at tutorial	done	1
9-May	14:00	16:00	Site coding-user profile	done	2
11-May	14:00	15:00	Meeting with all stakeholders	done	1

12-May	12:00	14:00	Ordering system designing	done	2
14-May	17:00	18:00	Ordering system testing	done	1
15-May	15:00	16:00	Look at tutorial	done	1
18-May	17:00	18:00	Ordering system 2.0 testing	done	1
20-May	14:00	15:00	Meeting with all stakeholders	done	1
22-May	15:00	16:00	Look at tutorial	done	1
23-May	12:00	15:30	Individual Submission	done	3
25-May	12:30	15:30	Learn basic code of Wix	done	3
28-May	21:00	22:00	Meeting wit stakeholders	done	1
29-May	15:00	16:00	Look at tutorial	done	1

30-May	14:00	15:00	Administrator management completion.	done	1
30-May	15:00	16:00	Discussing admin part with stakeholders	done	1
2-June	15:30	17:30	Testing of the website	done	2
3-June	18:00	19:00	Meeting with stakeholders	done	1
4-June	16:00	17:00	Preparation of the DEMO with members	done	1
5-June	15:15	16:15	Presentation	done	1

Student Name: Shiyang Chen

Project Name: J&JFresh

Group Number: #6

Role: business owner, develop team, senior user

Date	Start Time	End Time	Task	Status	Total Hours
10-April	14:00	15:15	Meeting to discuss the requirements	done	1

13-April	13:30	15:30	Case Study analysis	done	2
17-April	16:30	17:30	Scope identify	done	1
20-April	14:30	15:30	Getting the roles of different stakeholders	done	1
23-April	12:30	17:30	Requirement analysis	done	3
25-April	14:00	15:00	Meeting with stakeholders	done	1
27-April	13:30	15:30	Website Wix platform Learning	done	2
28-April	14:30	16:30	Risk analysis	done	2
30-April	14:00	15:00	Finishing of the 1 <sup>st</sup> submission	done	1
1-May	14:00	15:00	Meeting with stakeholders	done	1
2-May	13:00	14:00	The first version of group submission	done	1

3-May	11:00	14:00	Wix feature learning	done	3
4-May	14:00	15:00	Meeting with stakeholders	done	1
8-May	14:00	15:00	Design User Profile	done	1
9-May	14:00	16:00	Site coding-user profile	done	2
11-May	14:00	15:00	Meeting with stakeholders	done	1
11-May	11:00	14:00	Ordering system learning	done	3
14-May	13:00	16:00	Site coding-ordering system1.0	done	3
18-May	15:00	17:00	Site coding-ordering system2.0	done	2
20-May	14:00	15:00	Meeting with stakeholders	done	1
23-May	12:00	14:00	Individual submission	done	2
25-May	12:30	15:30	Language learning of Wix	done	3

28-May	21:00	22:00	Meeting wit stakeholders	done	1
30-May	15:00	16:00	Meeting wit stakeholders	done	1
30-May	17:00	18:30	Individual submission	done	2
2-June	15:30	17:30	Testing of the website	done	2
3-June	18:00	19:00	Meeting with stakeholders	done	1
4-June	16:00	17:00	Preparation of the presentation	done	1
5-June	15:15	16:15	Presentation	done	1

22:38

昨天 凌晨12:01



@Tyi Could you add some screenshots about the ordering system into the tomorrow email?

昨天 凌晨12:18



In order to have screenshots on WeChat hiahiahia

昨天 凌晨12:24



@YOSEMITE Sure, I will make the url valid tmr and includes some screenshots about the odering system.

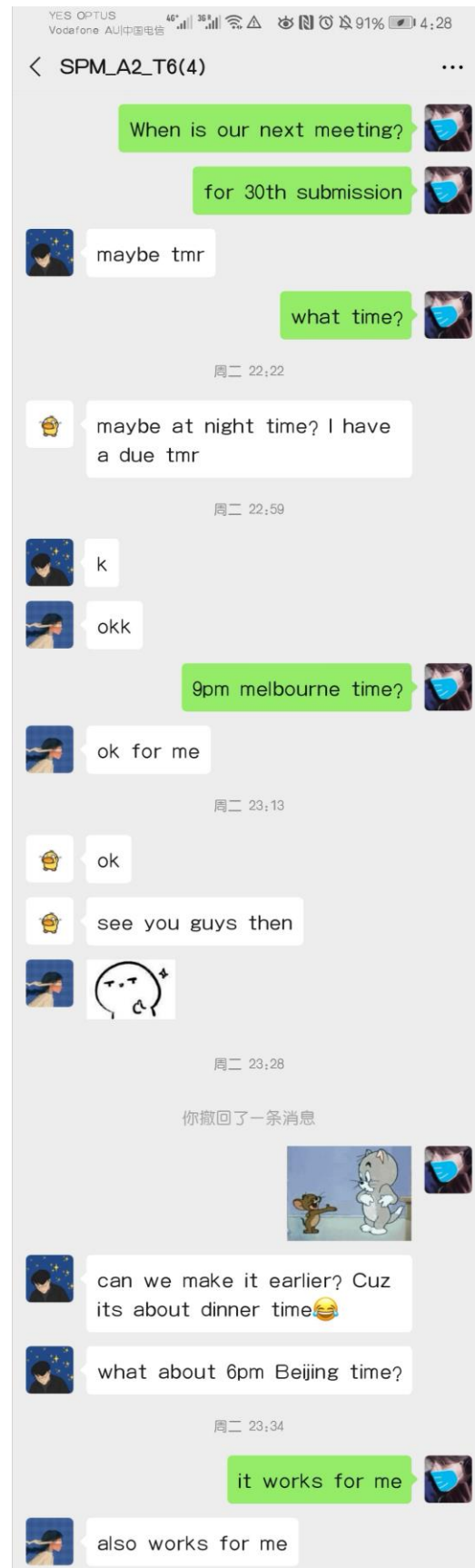
昨天 凌晨12:28



ok



And I think we should have a







**Tianyi Zheng**

to me, YiZi, Shiyang ▾

Dear Developers,

I have initialised a site in Wix with a default host and domain and simply implemented some basic design for demo.

Take a quick look and let me know what you think.

Also, I have provided a host and domain template to the project manager, the feedback would be received soon.

Regards,

Tianyi Zheng

From

J&J Fresh Development Team



**Yiqing Ding** <yiqingd@student.unimelb.edu.au>

to YiZi, Shiyang, Tianyi ▾

Hi Zheng,

Great! I saw the Wix site.

Thank you so much

Yiqing Ding

## Host and Domain Inbox ✕



**Yiqing Ding**

Hi development team, Which host and domain name did you choose? Regards Yiqing Ding Project Manager



**YiZi Han**

Hi! Manager! Which do you mean? If we want to connect our domain to wix server, we need pay money to wix. Do you mean this? Yiqing Ding <yiqingd@student.unimelb.edu.au>



**Yiqing Ding**

Hi han, I mean the address name of our website. Regards



**Shiyang Chen**

Project manager, The domain name has been chosen by the expert, Zheng. Shiyang Chen Development team member Yiqing Ding <yiqingd@student.unimelb.edu.au>



**Yiqing Ding**

Hi chen, Ok, got it. Regards



**Tianyi Zheng**

Dear Project Manager, The host and domain can be set in the following format: <https://YourChoice.wixsite.com/YourChoice>. Regards, Tianyi Zheng From J&J Fresh Development Team



**Tianyi Zheng**

to me, Shiyang, YiZi ✕

Dear Project Manager,

The host and domain can be set in the following format:  
<https://YourChoice.wixsite.com/YourChoice>, where YourChoice should be  
a hostname that doesn't currently exist in Wix.com.

Let me know if you have an idea or issues about it.

Regards,  
Tianyi Zheng  
From J&J Fresh Development Team

## Communication between business owners and project manager Inbox X



**Shiyang Chen**

Hi, project manager As the one of the sponsors, I want to know if every process is done well. Whether each requirement can be actually solved, if there are unme



**Yiqing Ding**

Hi business owner, Our project is running smoothly. Our domain and hostname will be <https://YourChoice.wixsite.com/YourChoice> How do you feel for this name? Ple



**Shiyang Chen**

Project manager, I think the host name should include some J&J labels. So could your team change the name to "J&Jfresh"?



**Yiqing Ding**

Hi Tianyi, The business owner thinks this name does not match our store very much. He wants more specific one. Could you check the new name 'J&Jfresh'? 收件人: Sh



**Tianyi Zheng**

Dear Project Manager, The domain name could only contain 6-20 characters of numbers and lowercase letters. The host should be 4-20 characters of numbers and low



**Shiyang Chen**

Hi Yiqing (project manager), I want to know if everything is fine in your group. And whether the tenth week's milestone can be completed on time or any problems



**Yiqing Ding** <yiqingd@student.unimelb.edu.au>  
to Shiyang

Hi business owner,

Week 10 task was done. The administrator management system is checked. You can log in with business owner information.

Regards

Yiqing Ding

## Ordering system and Confirmation email Inbox X



Tianyi Zheng

to me, YIZI, Shiyang ▾

Dear development team,

The first version which implemented Ordering System and Confirmation Email is released in <https://jifreshmelbourne.wixsite.com/shop> with the following features:

- a) you may select the type and size of produce box.
- b) an order placing page (as shown in the attachment) with order summary, order id, customer name, date and shipping address
- c) the available delivering time is within 7 days
- d) a confirmation email (as shown in the attachment) with order summary, order id, customer name, date and shipping address.

Meanwhile, I can't find a solution in Wix to implement the feature:

select a certain hour block for delivering between 4 pm to 7 pm

AND

accept up to 2 orders with one hour block

Can you guys figure something helpful to the above issue? Will appreciate it if so.

Also, feel free to ask if there is an issue.

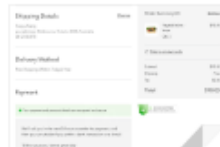
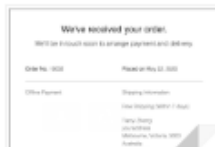
Regards

Tianyi

From the Development Team

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### 2 Attachments



## Communication between business owners and project manager Inbox X



**Shiyang Chen**

Hi, project manager As the one of the sponsors, I want to know if every process is done well. Whether each requirement can be actually solved, if there are unme



**Yiqing Ding**

Hi business owner, Our project is running smoothly. Our domain and hostname will be <https://YourChoice.wixsite.com/YourChoice> How do you feel for this name? Ple



**Shiyang Chen**

to me

Project manager,

I think the host name should include some J&J labels.

So could your team change the name to "J&Jfresh"?

\*\*\*



**Yiqing Ding**

Hi Tianyi, The business owner thinks this name does not match our store very much. He wants more specific one. Could you check the new name 'J&Jfresh'? 发件人: Sh



**Tianyi Zheng**

to me

Dear Project Manager,

The domain name could only contain 6-20 characters of numbers and lowercase letters.

The host should be 4-20 characters of numbers and lowercase letters.

I have updated the domain and host.

Try this: <https://jfreshmelbourne.wixsite.com/shop>, where the domain name is 'jfreshmelbourne', the hostname is 'shop'

## Progress Gantt

