Project Plan
Project Title: MediaBazaarSolution

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1. Client

We are working for Media Bazaar, a tech giant company by Jupiter.
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2. Team

LogiK representative is:

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Other LogiK members are:

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3. Situation

At present, the newly founded Media Bazaar company for consumer electronics is trying to establish its reputation in the city of Eindhoven. As a consequence of their short presence in the market they lack the financial resources that are needed to get themselves up and running.

Therefore, the funds are provided by their parent company Jupiter which will ensure that they thrive in the competitive environment of electronics retailers. In order to achieve this goal the company wants to take advantage of the digital revolution and have their own internal management system. Consequently, they have started a competition for software companies to come up with a design and as a reward the company will give them a contract for the job.

Our company LogiK will strive to make a reliable, robust and user-friendly software for Media Bazaar in order to stand out from the crowd. Our goal is to develop a full-fledged application for the administration and an online employee dashboard for the employees. In addition, currently the company utilizes online calendars and excel sheets to manage all their resources which is quite laborious and time-consuming. Therefore, an automated and stable system is required to keep up with the ever-increasing pace of business. Also, it provides us with the opportunity to develop everything from scratch while following the highest standards.

4. Problem Description

Currently, the Jupiter administration is having a lot of trouble coordinating employees and keeping track of what products are in stock. This is the biggest challenge that the company will be able to overcome by means of our software. Expanding on those two points our team has broken the problem into different components that we plan to deliver one by one. This way we ensure the successful completion of the program in the agreed upon timeframe.

First of all, as the company states they value employee administration more than stock coordination, so our primary focus will be on perfecting that first. Therefore, we will utilize a database to reliably and securely store all the necessary information about the depot workers such as their name, hourly wage, id etc. For instance, once a new person is hired the management will have the ability to add his/her record to the database with just a few clicks. That ease of use is bound to increase efficiency and productivity in the company.
Similarly, when an employee is laid off, has quit or has retired his information will be deleted from the database just as easily. Also, a core responsibility of the managers is the daily monitoring of which products are in stock. Our system will provide a real-time stock tracking service that will increase the efficiency of the store and will reduce the time taken for a product to be refilled again.

Another functionality that our system will provide is to display aggregated data and generate statistics about employees which is going to facilitate the decision-making processes regarding the future of the company. Examples include hours worked by employees, tenure, hourly wages etc.

Secondly, the issue of scheduling will be the most challenging part of the administration application, because our team has to come up with a solution to the problem of too many employees working simultaneously on the same shift. This feature will be accessible by the administration and management layers of Media Bazaar in order to achieve coherence and smooth operation. Moreover, in the first iteration of the program the users will have to do the scheduling manually. However, if we have enough resources left our team will try to automate it to the best of our ability. Since the days are split into three shifts: Morning, Afternoon, Evening there should be at least two employees working on each shift.

Lastly, for the depot workers there will be a separate interface(e.g. website) that will inform them about the data of different products' stock and incoming shelf restock requests. In addition, they will be able to edit their personal data if it is no longer valid. Also, employees will constantly be keeping track of the number of products that they have in stock by looking at an user-friendly dashboard. They will be able to check in and check out the system when they start or finish their corresponding shifts.

In addition to the primary functionality mentioned above, our client Media Bazaar wants to have some extra features to be part of the final product. During an interview they mentioned to our team representative that as their workforce grows and expansion in range of products is in place a department integration service would be of great help. For instance, some departments will be added in advance such as the Storage department and Cashier department. Moreover, in the future there is a plan to add supplementary divisions that will encompass more and more products and services (Repairs and Servicing, Home Media, Domestic Appliances to name a few).

Overall, given the budget, technological constraints and human resources we at LogiK anticipate that the final product will be delivered in the time interval of five to six months. Our results-oriented, self-awareness, organisational and innovative environment will provide us with the necessary prerequisites in order to ensure that Media Bazaar achieves full success and thrives in the competitive industry of electronics retailers.

5. Goals

After the interviews with the Media Bazaar representatives, we have totally understood the visions and the goals of the company. Hereby, we have listed some of the goals that we assume to be critical to how the company can thrive in the future.

From the technical perspective, Media Bazaar wants to have controls over their employee information to improve the internal performance of the company. We also need to take into account the privacy right to make sure the communication program is smoothly operated.

Additionally, stocks should be checked regularly and put on the shelf when they are run out. This timely action will prevent the company from profit loss and improve the customer experience. Scheduling should also be sensible and efficient so that the employee can be notified on time and shift overlaps can be restricted. Different roles in the company should have different program interfaces which are customized for them. This will help the company run without occurring any inconsistency in the workflow. The final product should be maintainable so that future functions can be added without interfering with the whole performance of the program.

In the business point of view, the company should be able to increase the brand awareness and gain more customers. Nevertheless, the company internal performance should always be given a high priority before trying to expand their business activities. The company should capture an achievable market share after a period of operating. Finally, the company profit should be increased or at least, the KPI (Key Performance Indicator) should be improved to make sure that the company is on track and runs effectively.

6. Deliverables

6.1 Documentation

- Planning document
- URS
- Test plan
- Test Report
- Final Report
- List of technologies used
- Wireframes

6.2 Technical

- Application
- Website (Employee Portal)
- Database

7. Non-Deliverables

- Employee training sessions
- Instruction manual
- Online shop
- Continued support

- Cross-platform functionality
- Penetration testing

8. Risk assessment

In this section our team makes a comprehensive analysis on potential issues that might occur throughout the development of the project and how to resolve them as optimally as possible. The following list includes various pertinent risks and their evaluation based on the likelihood, severity and alleviation.

1. **Developing team misunderstands the requirements** - as the project grows more complex there could be miscommunication about what is important and what is not.
2. **Scheduling** - every software project is unique so it is hard for developers and managers to estimate the timeframes for various phases.
3. **Users having inaccurate expectations** - misalignment between clients and our team regarding the product might occur which leads to low customer satisfaction.
4. **Clients do not understand the technology** - often the customers have infeasible requests that could impede the project progress.
5. **Lack of clarity in responsibilities** - overlapping tasks are time-consuming, resource-intensive and potentially detrimental for the product.
6. **Sudden growth in requirements** - last minute difficulties can be stressful so team members have to anticipate worst-case scenarios well in advance.
7. **Incomplete decision-making processes** - it is inevitable that decisions would continuously be made in order to further improve the functionality.
8. **Delays in deliverables** - it could be that the deadline is too tight or there are unexpected technical challenges that slow down the progress.
9. **Failure to follow methodology** - team members can struggle with the adoption of different software development models such as Agile, Waterfall etc.
10. **Individuals not having up-to-date information** - when communication between the impacted parties is lost, participants do not know the current state of the project and can not take action accordingly.
11. **Gold plating** - developers might add unnecessary features that waste programming hours and might produce additional bugs.
12. **Non optimal task division** - frequently there is one team member that is loaded with responsibilities meanwhile others are having more time off work.
13. **Skill gap** - our team is comprised of people with different technical backgrounds which could lead to small delays as every member acquires the necessary knowledge in order to deliver on time.

Risk Assessment Table

Risk	Probability	Impact	Mitigation
1	26-50%	Major	Sufficient clarification and elaborate explanations are essential.
2	0-25%	Critical	Members should strive to meet the deadlines to the best of their ability.
3	51-75%	Major	Developers should tell the clients when they have unrealistic expectations.
4	26-50%	Moderate	Team members have to clarify to customers what is possible and what is not.
5	0-25%	Major	Detailed description on every developer's task is necessary.
6	0-25%	Moderate	Careful planning and consideration of the worst-case scenario is required.
7	26-50%	Major	Team members should conduct daily meetings to revise the decisions.
8	26-50%	Moderate	If a developer runs into problems and is unable to deliver he should contact the manager.
9	0-25%	Moderate	Everyone should adhere to the methodology paradigms, otherwise have a discussion about it.
10	0-25%	Moderate	Day-to-day reports will assist the involved parties to keep track of the current state of the project.
11	0-25%	Minor	Developers must follow the project plan and if they have an idea for a feature it is a subject for a peer review.
12	26-50%	Moderate	The responsibility of the

			management is to ensure that developers have reasonable workload.
13	51-75%	Major	Team members should aspire to acquire new skills in order to keep productivity levels high.

9. Constraints

As it is essential that to solve the problems Media Bazaar might come across, we need to identify all the constraints involved in the project. These constraints are interrelated and all contribute to the success of the program.

The first constraint is the project scope, which defines the goals or what needs to be completed. In this case, an administration system to keep track of the employees and stocks are the first priorities. The other requirements of the program will be implemented as the projects develop over time.

Secondly, the time limitation is another factor that should be taken into account. During the project, there might be spin-offs that have some implications on the project flow. Therefore, anticipating and completing different milestones in the project will keep the developers on track of the program. Finishing and delivering different project requirements by deadlines are also important. Because all the hardwares such as laptops are all owned by the developers themselves so money constraint does not matter in this project.

Quality is also considered as a constraint in the project. The administration program should display all the required information of the employees as well as the actions that can be possibly taken. There will also be validations during the user interaction with the program to make sure that they have the best experience and improve the quality of the program.

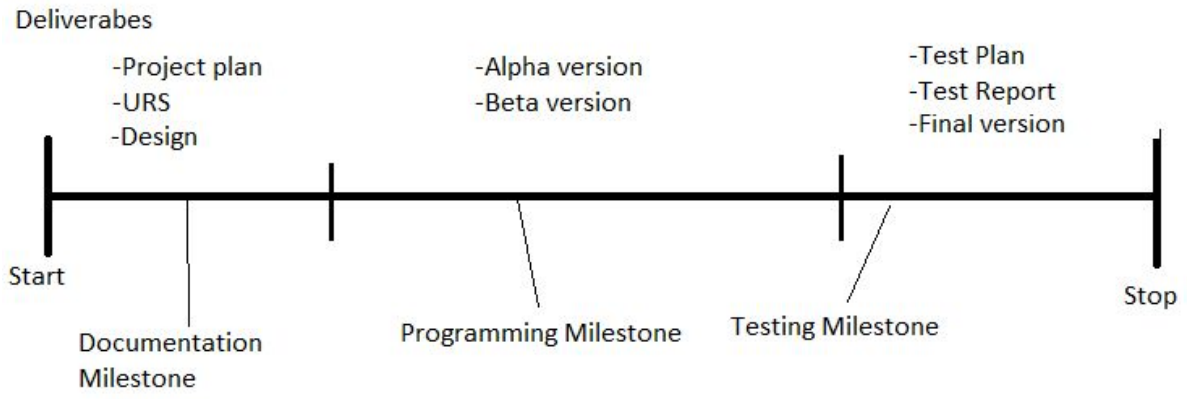
Next, we should also analyse the tools that will be utilised during the project. For example, by targeting the customer segmentations, we can figure out what tools, such as what programming language, what environment development, what operating system,... to yield the best result and acquire all the requirements.

Manpower, or in other words, the staff number is also a factor that should be estimated. During the project, our team revolves around the efforts of four members to find the best solution to the Media Bazaar company. By the same token, there might be some limitations on how the team can develop to some extent.

Moreover, as the complication of the program gradually built up over time, it is inevitable that the skill gaps will eventually be an obstacle that all the team members must overcome. This requires them to flexibly adapt to new situations and learn faster to catch up with the project pace and deliver all the set requirements by deadlines. A project plan, URS (User Requirement Specification), Process report, Presentation and a fully functional final product are all the requirements of the project through different deadlines.

10. Phasing

For organizational and structural purposes, it is best to divide this project into multiple timeframes, further referenced as phases. These phases will be divided in a logical streamlined order, following the Waterfall planning.



The first phase will be the planning out of the project. This involves making this project plan, and getting all the desired functionalities of the program aligned with the client. This is a relatively short phase, but it is essential for the streamlining of further phases. One thing to note for this phase is that a lot of documentation will be made to further clarify the project and all the necessary information will be noted.

The second phase will be the analysing of the stakeholders of the project. This will be done using Use Cases. These will be made and listed in the User Requirement Specification. This will further the team's understanding of the necessities of the application and the priorities every stakeholder has, making the designing phase easier.

The third phase consists of designing the application so it has all the necessary additions, as found in the second phase. Here, the front end designs will be taken care of, and UML diagrams will be made to make clear what is to be done.

The fourth phase will be the initial programming. This will involve laying down the basics of the application. This will involve making all the classes necessary for the bare minimum requirements of the application. After this initial programming a milestone will be made, which will be our alpha version. This alpha version will be debugged and presented to the client, showing the base features and checking if it aligns with their view of the desired product.

The fifth phase will be the second iteration of programming, where the extra features with lower priority are added into the application. These will be added and mostly debugged. This will result in another milestone, the beta version. This will have multiple versions, as more bugs get fixed.

The sixth phase will be the final debugging of the application, where the Use Cases made in the User Requirement Specification are used to work out the final bugs. Besides this, the application is finished up and anything that might be forgotten would be added. After this is done, the another milestone is reached: the final version.