Logic University
Stationery Store Inventory System

Project Plan

(preliminary version)

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1.0 Project Overview

Logic University is an institution that is keen on exploring options to improve existing administrative practices but automating them for improved effectiveness and efficiency to keep pace in an increasingly globalized and fast-paced society.

One particular area, the Stationery Store Inventory System, is noteworthy in that the existing system is highly utilized but limited due to its manual nature. Many forms have to be processed across a single transaction, making the transaction cumbersome and error-prone. The lack of a fixed system also places discretion of certain process decisions in the hands of the staff who execute said processes (i.e. store clerk deciding on the reorder quantity), making them subject to inconsistency.

This however, presents an excellent opportunity for the automation process to yield substantial benefits to the community of users of the system. The proliferation of devices such as smartphones also present the user community with ease of integration to an automatic system. The implementation of the automation process will be done via Project LOGICAL.

2.0 Project Vision / Mission

To enhance value of the workforce by automating non-value-added tasks.

To reduce time waste and losses by reducing the incidence of human error in processes.

To create a sustainable, semi-autonomous inventory system that benefits its users.

3.0 Project Description

Project LOGICAL will deliver a Web-based Stationery Store Inventory System, with select features accessible via Android.

Automated backend processes will be used to handle calculations and sorting, so Requisitions and Purchase Orders can be made in real time. Changing of collection point, delegation of representatives can also be done without users to be physically present.

Transaction history, requisition history and the product catalog will be stored in a database, allowing ease of access. A chart generation function will also be implemented to allow users to view product consumption trends and change product reorder points and quantities. Users will be empowered to use said information to drive autonomy in the process.

The project aims to deliver this semi-automatic inventory system with requirement for physical forms, by 06 Feb 2018.

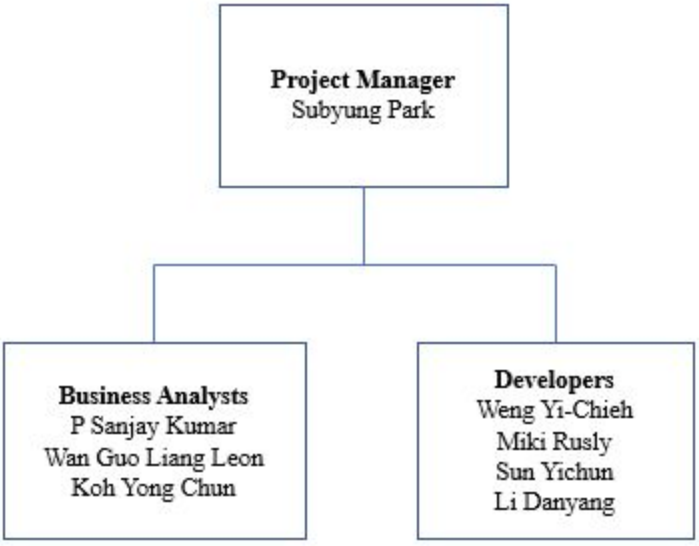
4.0 Project Objectives

Project LOGICAL has the following objectives:

- Reduction of each transaction by at least 3 working days (by automating the generation of the Stationery Retrieval Form)
- Eliminating the need for manual forms
- Allows all requisitions to be done in real time
- Conversion of Retrieval and Disbursement sign-off to electronic handshake both via Web and Mobile
- Allow for transaction storage and retrieval via database
- Allow for Purchase Requisition/Order Chart generation for trend analysis

5.0 Project Team Structure

Due to the limited time frame of 20 days and with a team size of 8, a WATERFALL model has been chosen for the Software Development Life Cycle (SLDC). By reviewing the time frame, team size and project complexity, 3 roles are deemed sufficient to fulfill said project objectives. The established project structure is as follows:



6.0 Roles and Responsibilities

Roles	Responsibilities
Project Manager	- Develop Project Charter - Develop Project Schedule - Project Tracking - Risk Management

Business Analyst	- Gather requirements - Use Case Modeling - Use Case Analysis - Screen Design
Developer	- Database Design - Coding for Web and Android - Integration and Testing

7.0 Project Status Reporting

The project status reporting for this project involves 2 items:

1. Daily stand-up meeting. This will be done on a daily basis for team members to be aware of each other's work progress and to facilitate communication within the group.
2. Weekly Project Status Report. This will be submitted every Friday before 1600hrs. This Report will give an overview of the status of established Project Milestones, track the Completed Tasks for the current week, Planned Tasks for the following week and the issue/risk log.

8.0 Project Issue Management

Issue	**Management Strategies**
Only 1 interview session and 1 UL walkthrough each with the clerk and department head	Prepare and refine interview questions prior to interview session Prepare detailed screen designs prior to UI walkthrough Emphasize requirement gathering on functions over appearance
20 days to complete project	Prioritize essential functions for application development Do project scheduling at the start of the project, do tracking and revision along the course of the project
Difference in experience and skill gap between members	Assign small groups to individual tasks and have at least one skilled programmer in each group to guide the less skilled

9.0 Project Risk Management

Risk	**Likelihood**	**Impact**	**Mitigation Strategies**

	(High/Med/Low)	(High/Med/Low)	
Misunderstanding user requirements	Med	High	Meetings with user, perform UI walkthrough
Member(s) falling sick	Low	Medium	Daily meetings to keep track of each team member's progress; assign more than 1 team member per task
Code does not match database	Med	High	Confirm database prior to implementation phase
Corrupted files/Faulty hardware	Med	High	Backup all files, preferably on a cloud-based platform, e.g. Google Drive

10.0 Project Deliverables / Milestones

Project Deliverables/Milestones	Estimated Completion Dates
Phase 1: Project Planning	
1.1 Project Plan	12 Jan 2018
1.2 Weekly Project Status Reports	Every Friday
Phase 2: Design	
2.1 UI Prototype	12 Jan 2018
2.2 User Requirement Specification Document	15 Jan 2018
2.3 Database Design	16 Jan 2018
Phase 3: Programming	
3.1 Source Codes	02 Feb 2018
3.2 System User Guide	31 Jan 2018
Phase 4: User Testing	
4.1 UAT Performance Test Plans	01 Feb 2018

4.2 Conduct UAT	05 Feb 2018
4.3 UAT Sign-off	06 Feb 2018