**Project Plan**

**TimeMaster**

|  |  |
| --- | --- |
| Industry Partner |  |
| Primary Instructor | Anjana Shah |
| Team Member | Josiah Galloway |
| Team Member | Umit Kilinc |
| Team Member | Ravkeerat Singh |

Document Revision History

|  |  |  |
| --- | --- | --- |
| Revision # | By | Date |
| 1.1 | R.K. | January 10, 2023 |
| 1.2 | U.K. | January 11, 2023 |
| 1.3 | U.K. | January 11, 2023 |

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**1.** **Executive Summary**

The following describes the project to be executed.

|  |  |
| --- | --- |
| Objective | We aim to implement our Time Management and Scheduling Application to assist businesses in overcoming their time management issues. |
| Goals Addressed | Businesses can easily create and maintain employee schedules and track time-off requests with the help of our scheduling tools and real-time updates. By offering a scheduling solution, we seek to support small businesses in time saving, eliminating stress, and increasing production. |
| Planned Start Date | 01-02-23 |
| Planned End Date | 31-03-23 |

**2.** **Project Approvers, Reviews and Distribution List**

Approvers, reviewers, and distribution list

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | E-mail | Date |
| Program Coordinator | Anjana Shah | ashah@georgebrown.ca | January 8, 2023 |
| Owner / Developer | Ravkeerat Singh | ravkeerat.singh@georgebrown.ca | January 8, 2023 |
| Owner / Developer | Josiah Galloway | josiah.galloway@georgebrown.ca | January 8, 2023 |
| Owner / Developer | Umit Kilinc | umit.kilinc@georgebrown.ca | January 8, 2023 |

**3.** **Scope**

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

|  |  |
| --- | --- |
| **In Scope** | **Out of Scope** |
| Sign up and login page for employees/managers to register/login to gain access to the application | Sign up and login page for users to register outside the business. |
| Home page with relevant information regarding the employee hours and schedule | Access to the application by social media (third parties app) login to access the home page and see employee breakdown. |
| Schedule page with relevant information about employee’s schedule. | Access to the schedule without logging in or signing up. |
| Request time-off page with date and comments to request time-off for employee | Employee requesting time-off without logging into the application or submitting the request. |
| Timecard page for employee to start and end their shift. | Employee punching in or punching out without physically being at work |

**4.** **Deliverables**

This project will deliver the following.

|  |  |
| --- | --- |
| **Deliverable** | **Description** |
| Login Page | Page where existing employee login using their credentials. |
| Signup Page | Page where new employees signs up using their credentials. |
| Home Page | Landing page where it shows the breakdown of the employee (general information). |
| Schedule Page | Page where employees can check their schedule. |
| Request Page | Page for requesting time-off. |
| Timecard Page | Page for employee to punch-in and punch-out for their shift. |

**5.** **Assumptions**

This project makes the following assumptions:

* All employees will receive training on how to use the new web-based application.
* The project has support from the owner/developers.
* Easy to use application for newly hired employees.
* Assuming time zone is set correctly in the device
* Syncing the work schedule with the phone calendar (google or apple)
* Displaying it in various formats such as list and calendar view
* Able to adjust for time-off requests.
* Having a user-friendly and intuitive interface

**6.** **Dependencies**

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

* Internet access.
* Database.
* IDE.
* Server.
* Client Hardware.
* Client Software.
* Documentation.
* Frameworks.
* Libraries.

**7.** **Risk Management**

|  |  |  |  |
| --- | --- | --- | --- |
| **Potential Risk** | **Severity (H/M/L)** | **Probability (H/M/L)** | **Management Strategy** |
| Team involvement in the project | H | L | The team should contribute to the project no matter what. In case they cannot, they should let the other owner/developers know about the situation. |
| Poor functionality of the application | M | M | Team should implement what have learned through in in school and successfully deliver the working application. |
| Estimated project schedule | H | H | Finish the project before its deadline. |
| Team size | H | M | Communication plan, frequent meetings, and supervision of the project. |
| Low level of knowledge | L | M | Assign functionalities based on the ability of the team. |
| Going out of project scope | M | L | Not doing unnecessary work that was not described in the project scope |

**8.** **Communication**

**Reporting**

The following reports will be produced:

|  |  |  |
| --- | --- | --- |
| Report | Audience | Frequency |
| Tasks completed in previous meeting. | Team members | Weekly |
| Scheduled tasks for the next meeting. | Team members | 4 days a week |
| Issue/error status and resolution. | Team members | Whenever there is an issue. |
| Project plan | Team members  Primary instructor | Once |
| Project vision | Team members  Primary instructor | Once |
| High Level Requirements | Team members  Primary instructor | Once |
| Mock-ups/Prototype | Team members  Primary instructor | Once |
| Project summary | Team members  Primary instructor | Once |

**Meetings**

The following meetings/communication will be established:

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting | Purpose | Attendees | Frequency |
| Project plan | Defining executive summary,  scope,  deliverables,  assumptions,  dependencies,  risk management,  communication, task listing, Gantt chart, milestones, and RAM | Josiah Galloway, Ravkeerat Singh, Umit Kilinc | 3 times |
| Project summary | Defining Project  Description, Problem/  Opportunity Assessment, Desired Project  Outcomes/  Requirements, Key Deliverables to be produced by students, | Josiah Galloway, Ravkeerat Singh, Umit Kilinc | 2 times |
| High Level Requirements | Defining Business Context Diagram, Requirements Scope Statements, High Level Business Requirements (HLR) Traceability, High Level Business Requirements Sign-Off | Josiah Galloway, Ravkeerat Singh, Umit Kilinc | 2 times |
| Project vision | Defining Introduction, Positioning, Stakeholder and User Descriptions, Stakeholder Requirements, System Features, Assumptions, Constraints | Josiah Galloway, Ravkeerat Singh, Umit Kilinc | 4 times |
| Mock-ups/Prototype | Defining the Mock-up of the application | Josiah Galloway, Ravkeerat Singh, Umit Kilinc | 3 times |

**9.** **Task Listing (WBS- Work Breakdown Structure)**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Tasks | Duration | Dependency |
| Login page | Create a login page.   * Design front-end. * Create HTML, CSS, JS files. * Add security. * Connect it to database. * Create classes, methods, and variables. | 5 days | Internet access.  Database.  IDE.  Server.  Client Hardware.  Client Software.  Documentation.  Frameworks.  Libraries. |
| Signup Page | Create a Signup page.   * Design front-end. * Create HTML, CSS, JS files. * Add security. * Connect it to database. * Create classes, methods, and variables | 5 days | Internet access.  Database.  IDE.  Server.  Client Hardware.  Client Software.  Documentation.  Frameworks.  Libraries. |
| Home page | Create a Home page.   * Design front-end. * Create HTML, CSS, JS files. * Create classes, methods, and variables. * Display necessary information. | 3 days | Internet access.  Database.  IDE.  Server.  Client Hardware.  Client Software.  Documentation.  Frameworks.  Libraries. |
| Schedule page | Create a Schedule page.   * Design front-end. * Design back-end. * Create HTML, CSS, JS files. * Create classes, methods, and variables. * Connect to database. * Display necessary information for employees to view their schedule. | 7 days | Internet access.  Database.  IDE.  Server.  Client Hardware.  Client Software.  Documentation.  Frameworks.  Libraries. |
| Requests page | Create a Requests page.   * Design front-end. * Design back-end. * Create HTML, CSS, JS files. * Create classes, methods, and variables. * Connect to database. * Display necessary information for employees to view their requested offs. * Implement necessary requirements for employees to request time-off | 7 days | Internet access.  Database.  IDE.  Server.  Client Hardware.  Client Software.  Documentation.  Frameworks.  Libraries. |
| Timecard  page | Create a Timecard page.   * Design front-end. * Design back-end. * Create HTML, CSS, JS files. * Create classes, methods, and variables. * Connect to database. * Display necessary information for employees to view their schedule breakdown. | 7 days | Internet access.  Database.  IDE.  Server.  Client Hardware.  Client Software.  Documentation.  Frameworks.  Libraries. |

**10.** **Gantt Chart**

Gantt chart created from task listing. It tells how much time we will spend on one particular page.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task Name** | **Planned Start Date** | **Planned Finish Date** | **Planned Duration** | **Percent Complete** | **Priority** |
| Log-in page | 16-01-2023 | 23-01-2023 | 6 days | 1% | High |
| Sign-up page | 23-01-2023 | 29-01-2023 | 6 days | 1% | High |
| Home page | 29-01-2023 | 01-02-2023 | 3 days | 1% | High |
| Schedule page | 01-02-2023 | 08-02-2023 | 7 days | 1% | High |
| Requests page | 09-02-2023 | 15-02-2023 | 6 days | 1% | High |
| Timecard page | 16-02-2023 | 23-02-2023 | 7 days | 1% | High |
| Testing and debugging | 01-01-2023 | 31-03-2023 | 55 days | 0% | Critical |

**11.** **Milestones**

|  |  |  |
| --- | --- | --- |
| Major Activity or Milestone | Estimated Milestone Target date | Owner/Reviewer Team Members |
| Project plan | January 13, 2023 | Anjana Shah (Primary Instructor), Josiah Galloway, Ravkeerat Singh, Umit Kilinc |
| Project summary | January 13, 2023 | Anjana Shah (Primary Instructor), Josiah Galloway, Ravkeerat Singh, Umit Kilinc |
| High Level Requirements | January 13, 2023 | Anjana Shah (Primary Instructor), Josiah Galloway, Ravkeerat Singh, Umit Kilinc |
| Project vision | January 13, 2023 | Anjana Shah (Primary Instructor), Josiah Galloway, Ravkeerat Singh, Umit Kilinc |
| Mock-ups/Prototype | January 13, 2023 | Anjana Shah (Primary Instructor), Josiah Galloway, Ravkeerat Singh, Umit Kilinc |
| Log-in page | January 23, 2023 | Anjana Shah (Primary Instructor), Josiah Galloway, Ravkeerat Singh, Umit Kilinc |
| Sign-up page | January 29, 2023 | Anjana Shah (Primary Instructor), Josiah Galloway, Ravkeerat Singh, Umit Kilinc |
| Home page | February 1, 2023 | Anjana Shah (Primary Instructor), Josiah Galloway, Ravkeerat Singh, Umit Kilinc |
| Schedule page | February 8, 2023 | Anjana Shah (Primary Instructor), Josiah Galloway, Ravkeerat Singh, Umit Kilinc |
| Requests page | February 15, 2023 | Anjana Shah (Primary Instructor), Josiah Galloway, Ravkeerat Singh, Umit Kilinc |
| Timecard page | February 23, 2023 | Anjana Shah (Primary Instructor), Josiah Galloway, Ravkeerat Singh, Umit Kilinc |
| Testing and debugging | March 31, 2023 | Anjana Shah (Primary Instructor), Josiah Galloway, Ravkeerat Singh, Umit Kilinc |

**12.** **RAM – Responsibility Assignment Matrix**

RAM table created on the basis of Gantt chart and random estimation

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Josiah Galloway** | **Ravkeerat Singh** | **Umit Kilinc** |
| Design the front-end (UI) | P | P | P |
| Create HTML, CSS, and JS files | P | P | P |
| Define the type of information and the way it will be displayed in Home page | S | S | S |
| Define the information that the Schedule page will contain to show to the employees | S | S | S |
| Define the information that the Timecard page will contain to show to the employees | S | S | S |
| Define the information that the Requests page will contain to show to the employees | S | S | S |
| Define and create variables, create classes, methods, and add functionality to the application | P | P | P |
| Create database connectivity | P | S | P |
| Add security | P | P | P |
| Test and Debug | P | P | P |
| **P = Primary** | **S = Secondary** | | | |

**13.** **Approval**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | Signature | Date |
| Developer/Owner | Josiah Galloway | J.G. | January 10, 2023 |
| Developer/Owner | Umit Kilinc | U.K. | January 10, 2023 |
| Developer/Owner | Ravkeerat Singh | R.S. | January 10, 2023 |