Project Plan

BizChats

Partner Organizations: Amazon, Google

Industry Partner	Amazon, Google
Primary Instructor	Anjana Shah
Team Member	Alexis
Team Member	Fahad
Team Member	Daniel
Team Member	Milan
Team Member	Lara

Document Revision History

Revision #	Date
1.0	2024-10-03
1.1	2024-10-05
2.0	2025-02-02

Table of Contents

1. Executive Summary

The following describes the project to be executed.

Objective	Our objective is to create an application for both businesses and educational institutions that can be accessed anywhere at any time on any device.
Corporate Goals Addressed	One of our goals is to improve communication efficiency for businesses and educational institutions, allow for collaboration and task management in both corporate and educational environments, and ensure seamless access to services from any device.
Planned Start Date	2024-10-05
Planned End Date	2025-03-27

2. Project Approvers, Reviews and Distribution List

Approvers, reviewers and distribution list

Project Role	Name	E-mail	Date
Tester, Developer, UI/UX Designer	Alexis	alexis.gorospe@georgebrown.ca	2024-10-05
Programmer	Lara	lara.alkhatabi@georgebrown.ca	2024-10-05
Programmer	Daniel	DanielJohnlii.Fajardo@georgebrown.ca	2024-10-05
Programmer	Fahad	Fahad.al-hadeethi@georgebrown.ca	2024-10-05
Manager/Programmer	Milan	milan.mislov@georgebrown.ca	2024-10-05

3. Scope

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

In Scope	Out of Scope
prioritizing the growth and success of businesses and students	the mobile app for iOS and Android
web-app and some of its features, mainly the communication related stuff	spaces for team collaboration
ability to upload + download files	accessibility features
the ability to schedule meetings	ability to let students create and delete groups
group collaboration	integration of third party services, such as zoom
Group functionality: Create, join, leave, or delete classes	

4. Deliverables

This project will deliver the following.

Deliverable	Description
Communication features	These include forums, chat rooms and some other things.
Task Manager (not to be confused with the one from Windows)	A feature where the boss can send a task to everyone, or certain employees. There's also going to be a similar thing for students, which will include assignments, quizzes, tests and exams.
Team collaboration workspace	A feature that allows them to create a team collaboration space
User management/creation	You get to create an account and personalize it to your liking, or to the boss' liking,
Quick access to dashboard	Provides a centralized location for accessing key features and functionalities.

5. Assumptions

This project makes the following assumptions;

- BizChats will be widely adopted by educational institutions and businesses and have a lot of active users
- The infrastructure will be reliable and have less significant downtime or performance issues
- We will have a user interface good enough to have a small learning curve
- The project will have the necessary funding and resources
- It will comply with privacy laws and security standards

6. Dependencies

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

- Amazon Web Services (AWS) [external]
- Google Recaptcha [external]

7. Risk Management

Potential Risk	Severity (H/M/L)	Likelihood (H/M/L)	Management Strategy
AWS going down in the region where this project will be hosted	H	L	We have a separate S3 instance that will go online in case of emergencies.
Google Recaptcha goes down	H	M	Switch to a Backup Authentication Method

8.

8. Communication

<u>Reporting</u>

The following reports will be produced;

Report	Audience	Frequency
Financial and Operations Reports	Investors and stakeholders	Every quarter
Employee Performance and HR Reports	Employees, HR	bi-monthly

<u>Meetings</u>

The following meetings/communication will be established;

Meeting	Purpose	Attendees	Frequency
2025-02-02 Project Development - Sprint 6	Working on developing both the website and mobile application as well as sprint 6.	5	Weekly

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
A	Setup AWS	10 hours	High
B	Google Recaptcha	3 hours	High
C	Develop Communication Feature	2-4 weeks	High
D	Create User Management System	2-4 weeks	Very High

10. Gantt Chart

Create a <u>detailed Gantt Chart</u> from your Task Listing(Use analysis software tool and paste the image or upload as a separate file that can be opened as pdf/doc/xls)

Below is an example:

Task	Period	Completed
	Dates	
Setup AWS	2025-02-02	Partially done
Setup Google Recaptcha	2025-03-10	not yet

11. Milestones

Major Activity or Milestone	Estimated Milestone Target date	Owner/Reviewer Team Members
Integrating dependencies	January - March	Milan, Lara
Setup AWS and Hosting	January - March	Milan
Connecting with third-parties	January - March	Milan
Creation of the Bizchats website	March 29, 2025	Alexis, Milan, Fahad, Lara, Daniel
Bizchats app development	March 29, 2025	Fahad, Daniel

12. RAM – Responsibility Assignment Matrix

Create a RAM from your Kauloask Listing. A sample is shown below:

Project Team Responsibilities

Project Name: Bizchats
Project Manager: Milan

Task	Alexis	Milan	Daniel	Fahad	Lara
Assess Requirements	S		P	s	p
Design Business System	S	p	S	p	s
Modify Purchased Package		P		s	s
Modify in-House Procedures	P	S	S		p
Testing	P	p	S	p	
Implement New Package		P			
Train Staff			S	s	p

13. Approval

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

Project Role	Name	Signature	Date
Programmer	Alexis	A.G.	2025-02-02
Programmer	Daniel		2025-02-02
Programmer	Fahad	F.A	2025-02-02
Manager	Milan	M.M	2025-02-02
Programmer	Lara	L.A	2025-02-02