

CCSW-313
CCSW 313 – Software Project Management (Winter 2021)

HOME

essentials

Group Members:

| Full Name | Student's ID | Course Section | Lab Section |
|------------------------|--------------|----------------|-------------|
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Business Case

Date : 17/02/2021

Prepared by: Faisal Hamed / Abdilaziz Kamal / Abdulmajeed Ali

1.0 Introduction/ Background

Home Essentials main goal is to provide an application where customers can order Gas cylinders / water tankers / sewage trucks / and gallons of water, in a much quicker, modern and easy way

2.0 Business Objective

Home Essentials strategic goals include growth and profitability as well as serving Jeddah's community.

The board will support these goals by attracting more companies and signing contracts with them that starts with a low ad revenue at start, and continues to grow to a sensible amount that meets the two parties interests in 5 years time.

3.0 Current Situation and Problem/Opportunity Statement

People currently order Gas cylinders / water tankers / sewage trucks / gallons of water individually, And there's no platform that combines them all.

4.0 Critical Assumption and Constraints

Current employees must actively support the project, and it must pay for itself within three years, by advertising our application to a wide variety of people as it will have much better income if more people downloaded our application. as well as sponsoring more companies which will eventually help the application as it will provide more options for customers to choose from.

5.0 Analysis of Option and Recommendation

There are two options for addressing this opportunity:

- 1- Purchase access to specialized software to support this application with little in-house development.
- 2- Design and implement the application, using mostly existing hardware and software.

Based on discussions with stakeholders, we believe that option 1 is the best option.

6.0 Preliminary Project Requirements

The main features of the application include the following:

- 1- Ordering Gas cylinders / water tankers / sewage trucks / gallons of water.
- 2- Chatting with the customer service department.
- 3- Tracking your order.
- 4- Reviewing Gas cylinders / water tankers / sewage trucks / gallons of water companies.
- 5- Other features suggested by users, if they add value to the business.

7.0 Budget Estimate and Financial Analysis

A preliminary estimate of costs for the entire project is 205,400\$

This estimate is based on the project manager working about 25 hours per week for six months and other internal staff working a total of about 40 hours per week for six months.

The hourly rate for the other project team members would be 6\$ per hour.

The hourly rate for the project manager would be 12\$ per hour.

The initial cost estimate also includes \$10,000 for purchasing software and services from suppliers. After the project is completed, maintenance costs of \$40,000 are included for each year.

advertising our application will cost between \$5,000 and \$15,000 US Dollars (according to businessofapps.com).

Projected benefits are based on if for example we had 10 orders of gas cylinders, and each one would generate a profit of 1\$, in one day that will be 12\$, in one month that will be 360\$, in a year that will be 4,320\$. if we had 4 other gas cylinder companies, that will be 17,280\$ in a year.

Let's say that all of our services generated the same amount, that will generate a profit of 69,120\$ per year.

Projected benefits are also based on a small increase in profits due to new contracts with the businesses generated by signing a contract in the second year with companies that ask for 5,000\$ for advertisement, and the year after it'll be 10,000\$ and remains the same the years after. for our four services that will generate a profit of 80,000\$ for the first year, and 160,000\$ for the years after.

8.0 Schedule Estimate

The project will be completed within six months.

9.0 Potential Risks

This project carries several risks. The foremost risk is the lack of interest in the application by the clients.

10.0 Exhibits

Financial Analysis

| Financial Analysis for Project Name | | | | | | |
|---|-------------------|-----------|----------|---------|---------|-----|
| Created by: | | | | | | |
| Faisal Hamed | | | | | | |
| Abdilaziz Kamal | | | | | | |
| Abdulmajeed Ali | | Date: | | | | |
| Note: Change the inputs, shown in green below (i.e. interest rate, number of years, costs, and benefits). Be sure to double-check the formulas based on the inputs. | | | | | | |
| | | | | | | |
| Discount rate | 10.00% | | | | | |
| | | | | | | |
| Assume the project is completed in Year 0 | | | | | | |
| | | Year | | | | |
| | 0 | 1 | 2 | 3 | Total | |
| Costs | 205,400 | 40,000 | 40,000 | 40,000 | | |
| Discount factor | 1.00 | 0.91 | 0.83 | 0.75 | | |
| Discounted costs | 205,400 | 36,400 | 33,200 | 30,000 | 305,000 | |
| | | | | | | |
| Benefits | 0 | 69,120 | 149,120 | 229,120 | | |
| Discount factor | 1.00 | 0.91 | 0.83 | 0.75 | | |
| Discounted benefits | 0 | 62,899 | 123,770 | 171,840 | 358,509 | |
| | | | | | | |
| Discounted benefits - costs | (205,400) | 26,499 | 90,570 | 141,840 | 53,509 | NPV |
| Cumulative benefits - costs | (205,400) | (178,901) | (88,331) | 53,509 | | |
| | | | | | | |
| ROI | 175% | | | | | |
| | Payback in Year 3 | | | | | |
| Assumptions | | | | | | |
| Enter assumptions here | | | | | | |

Stakeholder Management Strategy

Prepared by: Faisal Hamed / Abdilaziz Kamal / Abdulmajeed Ali

Date: 17/02/2021

| Name | Level of Interest | Level of Influence | Potential Management Strategies |
|-----------------|-------------------|--------------------|---|
| Faisal Hamed | High | High | I like to be involved in critical decisions where I can give key answers and solutions to vital problems. working in a team and managing the team is my highest priority. |
| Abdulaziz Kamal | High | High | Abdulaziz likes to be organized in his work, he also likes to use his time efficiently on any project. |
| Abdulmajeed Ali | High | High | Giving advice in important decisions and investment decisions, reviewing all contracts and reviewing all details - As a team member work in Teamwork based on plans and strategies. |

Stakeholder Register

Prepared by: Faisal Hamed / Abdilaziz Kamal / Abdulmajeed Ali

Date: 17/02/2021

| Name | Position | Internal/ External | Project Role | Contact Information |
|--------------------|----------------------------|-----------------------|-----------------|----------------------|
| Abdulaziz Kamal | CEO | Internal | Sponser | 1945063@uj.edu.sa |
| Faisal Hamed | PMO Director | Internal | Project Manager | 1945072@uj.edu.sa |
| Abdulmajeed Ali | Business Analyst | External | Advisor | 1945162@uj.edu.sa |
| Dr. Wafa Ghonaim | Main potential Investor | External | Investor | wghonaim@uj.edu.sa |
| Dr. Ryan Binlajdam | Main potential Investor | External | Investor | rbinlajdam@uj.edu.sa |

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Project Charter

Project Title: Home Essentials Application

Project Start Date: 17/02/2021

Projected Finish Date: 17/08/2021

Budget Information: Approximately 205,400 US Dollars.

Project Manager: Faisal Hamed Aljaghathami, +966549024660, 1945072@uj.edu.sa

Project Objectives: Develop an application where you can order Gas cylinders / water tankers / sewage trucks / and gallons of water. The application will have helpful features such as chatting with the delivery agent, and tracking your order, as well as checking availability of your order.

Main Project Success Criteria: The project should pay for itself within three years of completion.

Approach:

- Develop a survey to determine critical features of the application and solicit input from the customers.
- Develop the application using an iterative approach, soliciting a great deal of user feedback.
- Determine a way to measure the value of the application in terms of reduced costs and new revenues, both during the project and one year after project completion.

Roles and Responsibilities

| Role | Name | Organization/ Position | Contact Information |
|-----------------|--------------------|---------------------------|----------------------|
| Sponsor | Abdulaziz Kamal | CEO | 1945063@uj.edu.sa |
| Project Manager | Faisal Hamed | PMO | 1945072@uj.edu.sa |
| Advisor | Abdulmajeed Ali | Business analyst | 1945162@uj.edu.sa |
| Investor | Dr. Wafa Ghonaim | Main potential Investor | wghonaim@uj.edu.sa |
| Investor | Dr. Ryan Binlajdam | Main potential Investor | rbinlajdam@uj.edu.sa |

Just-In-Time Training Project Kick-off Meeting

Date 20/02/2021

Meeting Objective: Get the project off to a great start by introducing key stakeholders, reviewing project goals, and discussing future plans

Agenda:

- Background of project
- Review of project-related documents (i.e. business case, project charter)
- Discussion of project potential risks
- Discussion of project budget
- Discussion of project organizational structure
- Discussion of project scope, time, and cost goals
- List of action items from meeting

| Action Item | Assigned To | Due Date |
|----------------------------|-----------------|------------|
| Increase the budget by 10K | Abdulaziz Kamal | 03/03/2021 |
| Discuss Project Objectives | Faisal Hamed | 20/02/2021 |
| Reduce the potential risks | Abdalmajeed Ali | 09/03/2021 |

Date and time of next meeting:

17/03/2021 11:00 am

Work Breakdown Structure

Prepared by: Faisal Hamed / Abdilaziz Kamal / Abdulmajeed Ali

Date: 24/02/2021

1.0 Initiating

- 1.1 Identify key stakeholders
- 1.2 Prepare project charter
- 1.3 Hold project kick-off meeting

2.0 Planning

- 2.1 Hold team planning meeting
- 2.2 Prepare team contract
- 2.3 Prepare scope statement
- 2.4 Identify, discuss, and prioritize risks
- 2.5 Prepare schedule and cost baseline

3.0 Executing

- 3.1 Survey
- 3.2 User inputs
- 3.3 Project benefits measurement
- 3.4 Application content
 - 3.4.1 Ordering (Gas cylinders / water tankers / sewage trucks / and gallons of water)
 - 3.4.2 Tracking deliveries
 - 3.4.3 Chatting with the delivery agent
 - 3.4.4 Customer Support
 - 3.4.5 User request feature
- 3.5 Application construction
 - 3.5.1 Application design
 - 3.5.2 Application development
 - 3.5.3 Application programing
 - 3.5.4 Application testing

4.0 Monitoring and Controlling

- 4.1 Performance reports
- 4.2 Change requests
- 4.3 Progress reports

5.0 Closing

- 5.1 Prepare final project report
- 5.2 Prepare final project presentation

WBS Dictionary

Project Title: Home Essentials

Date: 10/04/2021

Prepared by: Faisal Hamed / Abdilaziz Kamal / Abdulmajeed Ali

| ID | WBS-ID | Description | Milestone | Cost Estimates |
|----|--------|---|--------------------------------------|----------------|
| 1 | 1.0 | This is the initiating phase | | 1,800 SR |
| 2 | 1.1 | Identify the key stakeholders to the this project | Key stakeholders identified | 360 SR |
| 3 | 1.2 | Prepare a project charter of this project that identifies project objectives/main success criteria/and the approach | Project charter signed | 720 SR |
| 4 | 1.3 | Hold a kickoff meeting and discuss the agenda | Project kick-off meeting held | 720 SR |
| 5 | 2.0 | This is the planning phase | | 2,880 SR |
| 6 | 2.1 | Hold a planning meeting of this project | Team planning meeting held | 360 SR |
| 7 | 2.2 | Prepare team contract that identifies Code of Conduct/ Participation/ Communication/ Problem Solving/ Meeting Guidelines of the group members | Team contract signed | 720 SR |
| 8 | 2.3 | Prepare scope statement that determines the boundaries of this project | Scope statement completed | 720 SR |
| 9 | 2.4 | Prepare a list that discusses the main risks that involve this project | List of prioritized risks completed | 360 SR |
| 10 | 2.5 | Prepare schedule and cost baseline statement that determines the cost and schedule of this project | Schedule and cost baseline completed | 720 SR |
| 11 | 3.0 | This is the executing phase | | 42,480 SR |
| 12 | 3.1 | Develop a survey to | | 180 SR |

| | | | | |
|----|-------|---|--|-----------|
| | | determine critical features of the application | | |
| 13 | 3.2 | Use user inputs to collect the application's requirements | User inputs collected | 1,260 SR |
| 14 | 3.3 | Prepare a measured calculation of the project benefits | Project benefits measurement completed | 720 SR |
| 15 | 3.4 | Decide and choose the applications features | Features completed | 10,800 SR |
| 16 | 3.4.1 | Decide and choose the time and cost, and people needed to create this feature | | 1,800 SR |
| 17 | 3.4.2 | Decide and choose the time and cost, and people needed to create this feature | | 1,800 SR |
| 18 | 3.4.3 | Decide and choose the time and cost, and people needed to create this feature | | 1,800 SR |
| 19 | 3.4.4 | Decide and choose the time and cost, and people needed to create this feature | | 1,800 SR |
| 20 | 3.4.5 | Decide and choose the time and cost, and people needed to create this feature | | 1,800 SR |
| 21 | 3.5 | This is the application construction sub-phase | | 29,520 SR |
| 22 | 3.5.1 | Design the application | Application designed | 10,800 SR |
| 23 | 3.5.2 | Develop the application | Application development completed | 7,920 SR |
| 24 | 3.5.3 | Program the application | Application programming completed | 9,000 SR |
| 25 | 3.5.4 | Test the application | Application testing completed | 1,800 SR |

| | | | | |
|----|-----|---|--------------------------------------|-----------|
| 26 | 4.0 | This is the monitoring and controlling phase | | 5,220 SR |
| 27 | 4.1 | Prepare the performance report of the stakeholders. | Progress reports completed | 2,160 SR |
| 28 | 4.2 | Identify the new requirements of the application | | 1,620 SR |
| 29 | 4.3 | Prepare the progress report of the project | | 1,440 SR |
| 30 | 5.0 | This is the closing phase | | 12,960 SR |
| 31 | 5.1 | Prepare the final project report | Final project report completed | 7,200 SR |
| 32 | 5.2 | Prepare the final project presentation | Final project presentation completed | 5,760 SR |

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Team Contract

Project Name: Home Essentials

Project Team Members Names and Sign-off:

| Name | Sign-off on Team Contract |
|-----------------|---------------------------|
| Abdulaziz Kamal | Abdulaziz Kamal |
| Faisal Hamed | Faisal Hamed |
| Abdalmajeed Ali | Abdalmajeed Ali |

Code of Conduct: As a project team, we will:

- Team members will be expected to be on time to all meetings.
- Focus on what is best for the entire project team.
- Keep other team members informed of information related to the project.

Participation: We will:

- Be open to new approaches and consider new ideas.
- Be honest and open during all project activities.
- Provide the opportunity for equal participation.

Communication: We will:

- We will hold monthly meetings.
- Present ideas clearly and concisely.
- The group will communicate via email or whatsapp.

Problem Solving: We will:

- Create a group to solve problems and deal immediately to solve them
- Reducing and modifying errors and problems
- Take advantage of mistakes and modifications with periodic maintenance

Meeting Guidelines: We will:

- Meet more frequently the first month.
- Arrange for telephone or videoconferencing for participants as needed.
- Record meeting minutes and send them via e-mail within 24 hours of all project meetings, focusing on decisions made and action items from each meeting.

List of Prioritized Risks for Home Essentials

Prepared by: Faisal Hamed / Abdulaziz Kamal / Abdulmajeed Ali

Date: 03/03/2021

| Ranking | Potential Risk |
|---------|---|
| 1 | Lack of interest by users |
| 2 | Lack of interest by partnerships |
| 3 | Security of application |
| 4 | Lack of money from the sponsor to develop the application |
| 5 | Miscalculation of time to complete the development of the application |
| 6 | Not providing an efficient search feature |
| 7 | Miscalculation of breaking even |
| 8 | Not being able to meet user's changing requirements |
| 9 | Not getting good feedback from the users |
| 10 | Having technical issues after releasing the application |

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Milestone Report

Prepared by: Faisal Hamed / Abdilaziz Kamal / Abdulmajeed Ali

Date: 09/03/2021

| Milestone | Date | Status | Responsible | Issues/Comments |
|--|------------|-----------|--------------------------------------|---------------------------------|
| Initiating | | | | |
| Key stakeholders identified | 17/02/2021 | Completed | Faisal and Abdilaziz | |
| Project charter signed | 19/02/2021 | Completed | Faisal | |
| Project kick-off meeting held | 23/02/2021 | Completed | Faisal | Went very well |
| Planning | | | | |
| Team planning meeting held | 24/02/2021 | Completed | Faisal and Abdilaziz and Abdulmajeed | |
| Team contract signed | 26/02/2021 | Completed | Faisal | |
| Scope statement completed | 02/03/2021 | Completed | Faisal | |
| List of prioritized risks completed | 04/03/2021 | Completed | Faisal and Abdulmajeed | Reviewed with sponsor and team |
| Schedule and cost baseline completed | 09/03/2021 | | Faisal And Abdilaziz | |
| Executing | | | | |
| User inputs collected | 19/03/2021 | | Abdulmajeed | Not enough input from the users |
| Project benefits measurement completed | 11/03/2021 | | Faisal and Abdulmajeed | |
| Features completed | 23/03/2021 | | Team work | |
| Application designed | 07/05/2021 | | Team work | |
| Application development completed | 08/06/2021 | | Team work | |
| Application programming completed | 13/07/2021 | | Team work | |
| Application testing completed | 20/07/2021 | | Team work | |
| Monitoring and controlling | | | | |
| Progress reports completed | 30/07/2021 | | Faisal and Abdilaziz | |
| Closing | | | | |
| Final project report completed | 6/08/2021 | | Faisal and Abdulmajeed and Abdilaziz | |
| Final project presentation completed | 12/08/2021 | | Faisal and Abdulmajeed and Abdilaziz | |

Status / Progress Report:

| |
|---|
| Project Name: Home Essentials Team Member Name: Faisal Hamed / Abdilaziz Kamal / Abdulmajeed Ali Date: 17/03/2021 Reporting Period: 1 month |
| Work completed this reporting period: Business Case. Stakeholder Management Strategy. Stakeholder Register. Project Charter. Financial Analysis. Kick-off Meeting. Work Breakdown Structure. Team Contract. List of Prioritized Risks. Milestone Report. |
| Work to complete next reporting period: Schedule and cost baseline. Collecting user inputs. Project benefits measurement. Features completed. |
| What's going well and why: All Team members are on time to all meetings. All Team members are focusing on what is best for the entire project team. All Team members are meeting frequently and discussing what's best for the project. Everything is going well because we have a very good team leader, time management and good communication between the team project. |
| What's not going well and why: Not enough time, as other team projects were busy, and the work was divided into smaller projects to help make the project before the deadline. |
| Suggestions/Issues: We think we will need more employees as work might start to pile up over the next stages especially in the executing phase. |
| Project changes: I think we will need to increase our budget by 10,000\$ to cover advertisement expenses. |

Scope Statement

Project Title: Home Essentials

Date: 10/04/2021

Prepared by: Faisal Hamed / Abdilaziz Kamal / Abdulmajeed Ali

Project Justification:

People currently order Gas cylinders / Water tankers / Sewage trucks / Gallons of water individually, And there's no platform that combines them all.

Home Essentials is made to combine these services under one platform to make it easy to choose from and order.

Product Characteristics and Requirements:

1. The application shall allow the user to create an account.
2. The application shall accept the orders made by users.
3. The application must display the details of the order in shopping cart
4. The application shall accept payment made by users.
5. The program should allow the user to choose from categories like Gas cylinders / Water tankers / Sewage trucks / Gallons of water.

Summary of Project Deliverables

Project management-related deliverables:

business case, charter, team contract, scope statement, WBS, schedule, cost baseline, status reports, final project presentation, final project report, lessons-learned report, and any other documents required to manage the project.

Product-related deliverables:

research reports, design documents, software code, hardware, etc.

- 1- Survey
- 2- User Input
- 3- Application Design Documents
- 4- Application Development Reports
- 5- Application Programming Code

Project Success Criteria:

The project should pay for itself within two years of completion.

Lessons-learned report

| | |
|--|--|
| Project Name | Home Essentials |
| Project Sponsor | عبد العزيز كمال فطاني |
| Project Manager | فيصل حامد احمد الجعثمي |
| Project Advisor | عبد المجيد علي الغامدي |
| Project Dates | February 2 - August 12 |
| Final Budget | \$ 220,000 |
| Did the project meet scope, time, and cost goals? | We did meet the scope and time goals, but we had to put an extra 10,000\$ to cover advertisement expenses. |
| What were the success criteria listed in the project scope statement? | That the project should pay for itself within three years of completion. |
| Reflect on whether you met the project success criteria. | As stated above the project main success criteria was that it should pay for itself within three years of completion and we have begun writing the documentations of the project, and had some great feedback from the potential investors. |
| In terms of managing the project, what were the main lessons your team learned from this project? | <p>The Main lessons we learned:</p> <ul style="list-style-type: none"> - Learned how to calculate the needed functions to determine the success rate of a business. - Learned how to operate the needed softwares, such as: MS Project. - Learned how to manage projects, work distribution, define the benefits, and to clarify the idea accurately. |
| Describe one example of what went right on this project. | All Team members are meeting frequently and discussing what's best for the project. |
| Describe one example of what went wrong on this project. | Not enough time, as other team members were busy, and the work was divided into smaller projects to help make the project before the deadline. |
| What will you do differently on the next project based on your experience working on this project? | We will take into consideration the necessary functions and templates as they are important because they are organised and save time and effort. |