

# Project Plan

## Plan IT

Industry Partner	
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### Document Revision History

Revision #	Date
1	Oct 7, 2024



## Table of Contents

## 1. Executive Summary

The following describes the project to be executed.

Objective	The project of PlanIt WebApp involves design and development of a web-based platform that should ease planning processes for meetings and events. It shall allow capturing user input relating to their availability, real-time tracking, and auto-suggest times for meetings that best suit all. In a nutshell, the concept is to let the PlanIt WebApp take care of the annoying time zone differences and provide smooth coordination that could, in effect, minimize conflicts in scheduling and further facilitate collaboration among its users.
Corporate Goals Addressed	The PlanIt WebApp allows for higher productivity and teamwork by making the process of planning easier and faster, thus saving lots of time when organizing meetings or events. Besides, it allows working remotely because of its effective time zone management and enhances user satisfaction due to ease of use. The project ensures that project managers, team leaders, students, and event organizers have a reliable tool for seamless coordination.
Planned Start Date	07.10.2024
Planned End Date	28.03.2025

## 2. Project Approvers, Reviews and Distribution List

Approvers, reviewers and distribution list

Project Role	Name	E-mail	Date
Project Advisor	Anjana Shah	ashah@georgebrown.ca	10.09.2024
Project Advisor	Anjana Shah	ashah@georgebrown.ca	17.09.2024
Project Advisor	Anjana Shah	ashah@georgebrown.ca	24.09.2024
Project Advisor	Anjana Shah	ashah@georgebrown.ca	01.10.2024

### 3. Scope

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

In Scope	Out of Scope
Implement the feature of allowing the user to input their availability and track it in real time.	Integrate the availability input using external calendar tools like Google Calendar or Outlook.
Automate meeting time suggestions based on the availability of the users.	Customize meeting suggestions for industry-specific needs or niche requirements.
Handle time zone differences to make sure meeting times work for users in various locations.	Develop features to manage meetings across international business regulations or custom time zones.
Design a notification mechanism that could remind one of forthcoming meetings or events.	Building complex analytics or reports on engaging users with the notifications.

### 4. Deliverables

This project will deliver the following.

Deliverable	Description
Scheduling	Create a centralized platform for managing team schedules and availability.
Displays availability	Display availability of all group members to facilitate scheduling.
Suggests multiple optimal meeting times	Proposes ideal meeting times based on members' availability.
Avoids schedule conflicts	Prevent scheduling conflicts through intelligent time-matching.
Notification	Notify group members about updates and changes via email.
Chat box	Include a chat or discussion feature for seamless communication among group members.
Reminder	Provide calendar reminders for upcoming events or deadlines.

## 5. Assumptions

This project makes the following assumptions;

1. **Users will regularly update their availability:** It is assumed that the variety of users-from students to project managers, team leaders, or event organizers-will always input and update their availability within the PlanIt WebApp. This may be very relevant for the system to come up with appropriate and effective meeting suggestions.
2. **Reliable internet access is available:** It is assumed that users will have basic consistent access to the internet. Since the platform relies on real-time tracking and notifications, a stable internet connection is required for using the full usability of the scheduling features by the users themselves.
3. **With that in mind, time zone management should be sufficient in remote coordination:** The project assumes that the time zone management feature of PlanIt WebApp can handle differences among users in various locations. In turn, this is necessary to make sure that meetings will be scheduled appropriately no matter the time zones the participants are in.

## 6. Dependencies

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

1. **User engagement of the platform:** means that students, project managers, and team leaders frequent the system by filling in their availability and employing its scheduling features. The effectiveness of the platform in suggesting times of meetings and managing availability is compromised if this frequent engagement of the platform does not occur.
2. **The PlanIt WebApp requires access to reliable server:** infrastructure for hosting the platform and securely managing user data. It consists of servers that allow it to facilitate real-time tracking of availability, time zone management, and notification systems. Anything less, or any other issues in the server capacity, will have consequences regarding the performance of the app and the quality of the user experience.
3. **This will include integration with notification services:** meaning the solution will have to rely on other services for sending reminders and notifications, such as email or SMS services. These may go down or experience a change in services, which can really affect the timely delivery of reminders and hence a user's ability to stay current with upcoming meetings.

## 7. Risk Management

Potential Risk	Severity (H/M/L)	Likelihood (H/M/L)	Management Strategy
Team Coordination	M	M	Establish clear communication protocols, conduct regular team meetings and status updates.
Poor user experience due to interface design issues	M	L	Conduct user testing with feedback to adjust design and interfaces.
Misjudging user needs and demands	H	L	Conduct user research and prepare adequate user stories and personas, relevant to the product
Inadequate testing leading to undetected bugs	M	H	Implement a comprehensive testing plan including unit, integration, and user acceptance testing
Scope Creep	M	L	Define clear project requirements upfront; implement a change control process to evaluate any proposed changes

## 8. Communication

### Reporting

The following reports will be produced;

Report	Audience	Frequency
Progress reports	stakeholders, development teams, and project manager	bi-weekly
Technical reports	Development teams, project manager	monthly
Risk assessment reports	stakeholders, project manager	weekly

### Meetings

The following meetings/communication will be established;

Meeting	Purpose	Attendees	Frequency
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Weekly Status Updates	Review progress, discuss challenges, and update on task completion	Project Team	weekly
Design Review Meetings	Evaluate design progress, gather feedback, and ensure alignment with user experience goals	Design team, project manager	Bi-weekly
Testing Review Meetings	Review testing results, discuss bugs, and prioritize fixes	project manager, developers	Bi-weekly
Retrospective Meetings	Reflect on completed work, discuss what went well, and identify areas for improvement	Project team	End of each sprint (or monthly)

## 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	Project Planning & Requirement Gathering	Ongoing	-
B	UX/UI design	1 weeks	A
C	Backend Development	2 weeks	A,B
D	Frontend Development	2 weeks	B
E	Database Setup and Integration	1 weeks	C
F	Testing	1 weeks	C,D,E
G	Deployment	2 days	F

## 10. Gantt Chart



Project Planning							
UX/UI design							
Backend							
Frontend							
Database Setup							
Testing							
Deployment							

## 11. Milestones

Major Activity or Milestone	Estimated Milestone Target date	Owner/Reviewer Team Members
Project Summary	Sep 30	All team member
Sprint I	Oct 3	All team member
Sprint II	Oct 7	All team member
Peer Evaluation	Oct 8	All team member
Presentation	Oct 8	All team member

## 12. RAM – Responsibility Assignment Matrix

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

Task	Conor Le (Backend developer)	Abinet Aniyo (Frontend Developer)	Arsalan Batuev (UI/UX Designer)	Josephine Snyder (Database Management)	Ferdos Nurhusien (Tester)
Project Planning & Requirement Gathering	A	A	A	A	A
UX/UI design	C	C	A	I	I
Backend Development	A	C	C	C	I

Frontend Development	C	A	C	I	I
Database Setup and Intergration	C	I	I	A	I
Testing	C	C	C	C	A

**A (Accountable):** The team member who is ultimately accountable for the task.

**C (Consulted):** Those who provide input or expertise.

**I (Informed):** Those who need to be kept informed of progress.

### 13. Approval

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

Project Role	Name	Signature	Date
Backend developer	Conor Le	CL	07-10-2024
Frontend Developer	Abinet Aniyio		07-10-2024
UI/UX Designer	Arsalan Batuev	AB	07-10-2024
Database Management	Josephine Snyder	JS	07-10-2024
Tester	Ferdos Nurhusien	FN	07-10-2024