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| **TASK NAME** | **WEEKS** | | | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** |
| **1 Requirement Gathering** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.1 Define Project Scope |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Outline project objectives |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Determine scope objectives |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Establish key deliverables |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2 Conduct Stakeholder Interviews |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Interview management team |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Interview head of IT |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Interview operation team |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3 Document Current System Issues and Needs |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Determine manual work inefficiency |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Research on current booking system |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| Identify invoice system requirements |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| **2 Design** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.1 Generate Innovative System |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Identify automatable processes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Design prototype of booking system |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Create prototype of invoice system |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.2 Design User Interface (UI) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Create mock-up and prototype |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Gather user feedback on design |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Review and finalize design |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.3 Determine Database Structure and Model |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Define database structure for client data |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| Design booking tracking system schema |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| Integrate invoice report data structure |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| **3 Development** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.1 Set up Booking System |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Set up website for booking |  |  |  |  |  | |  |  |  |  |  |  |  |  |
| Set up booking tracking system |  |  |  |  |  | |  |  |  |  |  |  |  |  |
| Integrate booking system with existing tools (e.g., WhatsApp, Email) |  |  |  |  |  | |  |  |  |  |  |  |  |  |
| 3.2 Set up Invoice System |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Configure database for invoice tracking |  |  |  |  |  | |  |  |  |  |  |  |  |  |
| Set up invoice tracking system |  |  |  |  |  | | |  |  |  |  |  |  |  |
| Set up reporting system for invoice system |  |  |  |  |  | | |  |  |  |  |  |  |  |
| 3.3 Integrate Booking System with Invoice System |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Integrate invoice system into booking system |  |  |  |  |  | | | |  |  |  |  |  |  |
| Ensure correct data flow from booking system to invoice system |  |  |  |  |  | | | |  |  |  |  |  |  |
| Integrate system with existing tools |  |  |  |  |  | | | |  |  |  |  |  |  |
| **4 Testing** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.1 Conduct Unit Test on Proposed System |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Test booking system and invoice system functionality |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Ensure correct data processing and storage |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Ensure user interface usability |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2 Conduct Integration Test with Current System |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Test integrated system (booking and invoice) functionality |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| Test integrated system with existing tools (e.g., Whatsapp and Email) |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| Verify data from integrated system and data stored in database |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 4.3 Run User Acceptance Test (UAT) with Stakeholders |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Prepare UAT environment |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| Collect feedback from management, IT, and operation teams |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| Document and resolve any issues encountered |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| **5 Deployment** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.1 Prepare Deployment Plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Develop deployment strategy and transition timeline |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Prepare user training materials and documentation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Prepare backup and recovery plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.2 Deploy Booking System |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Deploy booking system in phases |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Transition data from old system to new system |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Ensure full functionality of booking system post-deployment |  |  |  |  |  |  |  |  |  |  |  | |  |  |
| 5.3 Provide Training, Guides, and Documentation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Conduct training sessions |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Provide user guides and manuals |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Set up support and troubleshooting system |  |  |  |  |  |  |  |  |  |  |  | |  |  |
| **6 Final Review, feedback and Adjustments** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Evaluate the overall progress of the system implementation. |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| Collect any remaining feedback from stakeholders. |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| Make adjustments and fine-tune the system for final deployment. |  |  |  |  |  |  |  |  |  |  |  |  |  | |