PROJECT CHARTER PLAN
CHUBBY GOURMET'S E-COMMERCE WEB APPLICATION

HIGHTABLE

PROJECT DOCUMENTATION SUBMITTED TO THE FACULTY OF THE SCHOOL OF COMPUTING AND INFORMATION TECHNOLOGIES

ASIA PACIFIC COLLEGE

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR SYSTEMS ANALYSIS AND DETAILED DESIGN FOR IT
MSYADD1

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EXECUTIVE SUMMARY

Chubby Gourmet is a micro-enterprise established in Laguna Bel Air, Sta. Rosa Laguna during in 2020. They sell and deliver freshly cooked food ranging from pastas to pizzas, to wings, to baked sweets, and regularly post on their Facebook page to promote their business. They also use Facebook messenger to communicate with their customers in terms of ordering, total bill payment, and arranging delivery. Chubby Gourmet is a one-woman business and relies on time consuming tasks such as manually noting down orders and payment records on a notepad and managing inventory items on a whiteboard.

HighTable aims to help Chubby Gourmet by automating these time-consuming manual tasks with the help of an e-commerce web application. The web application will also serve to further promote Chubby Gourmet's business, giving it an edge against other local food businesses.

PROJECT PURPOSE/JUSTIFICATION

This section will discuss the purpose and justification of Chubby Gourmet's E-Commerce Web Application in the form of a business case and will also discuss the objectives to be achieved in the project. The business will also provide reasoning behind the need for this project as it relates to the function of the business.

Business Need/Case

Chubby Gourmet's E-Commerce Web Application was developed to automate manual tasks (inventory management, order taking, payment recording) in order to accomplish the business' processes more efficiently. Ever since the pandemic struck, the shift of businesses to online platforms became a demand within market as customers saw it to be more convenient. Thus, seeing the need for Chubby Gourmet to take upon that shift as well.

Business Objectives
This section lists out the Business Objectives for Chubby Gourmet's E-Commerce Web Application which is aligned the organizational strategic plan of the project.

- The business objectives for this project are in direct support of the business owner which is Ms. Priscilla Mariano
- Design and test the E-Commerce Web Application within the second term of School Year of 2022 – 2023.
- Complete the implementation of the E-Commerce Web Application and documentation of the project within the second term of School Year of 2022 – 2023.
- Reduce the amount of time managing order and inventory by 50% in the first year.

PROJECT DESCRIPTION

This section discusses a high-level description of Chubby Gourmet's E-Commerce Web Application, its details as it moves forward, objectives to be achieved and its success criterion.

Chubby Gourmet's E-Commerce Web Application will increase rate in organizing orders as most processes will be automated. The project also aims to extend the business into the e-commerce forefront, to gain an upper edge towards similar local micro-enterprises. The project will utilize the business owner's knowledge on technology by executing an easy-to-understand yet stylish web application that they can manage on their own. The web application should be able to work for both consumers' side that browse the menu and order, and the administor's side that can manage a digitized form of inventory, order requests, and payment records. All hardware and software that will be required to create the output has been consulted with the client and has been placed into consideration of what can be used.

Project Objectives and Success Criteria

The objectives which mutually support the milestones and deliverables for this project have been identified. To achieve success with Chubby Gourmet's E-Commerce Web Application, the following objectives must be met within the designated time and budget allocations:

- Finalize the required proposal documents of Chubby Gourmet's E-Commerce Web Application to present to the panelists, advisors, and the client herself within the past 2 terms and current term.
- Create a working prototype to be tested and presented to the panelists and client within the same academic term.
- Develop a complete web application with no bugs, errors, and all business information present and complete testing within the same academic term.
- Implement the e-commerce web application in the client's business within the same term. days

Requirements
This project must meet the following requirements in order to achieve success.
- The web application must be tested and approved by the clients and panelists prior to deployment
- All documentation must be approved and reviewed by the project advisor and panelists

Additional requirements may be added as necessary as the project moves forward.

Constraints

The following constraints pertain to Chubby Gourmet's Web Application development:

- All hardware and software must be compatible with the client's hardware and software
- The development team will only be working on the following features for the web application:
    - Product Posting
    - Shopping Cart
    - Checkout
    - Payment
    - Delivery Schedule
    - Catering Schedule
    - Newsletter
    - Inventory Management
    - Generation of Reports

- Two IT specialists and one documentation specialist will be provided as resources for this project

Assumptions

The following is the list of assumptions. Upon agreement and signing of this document, all parties acknowledge that these assumptions are true and correct:

- This project has the full support of the client, panelists, and project advisor
- The developers and documentation specialists will be communicating their needs to one another throughout the development of the project
- The project advisor will provide additional resources and help if necessary

Preliminary Scope Statement

The development of Chubby Gourmet's E-commerce Web Application will include the design, testing, and delivery of an improved online platform for the business. All personnel, hardware, and software resources will be managed by the product owner. All project work will be independent of daily and ongoing schoolwork and business, and all required testing will be done in within the group up to their discretion. All project funding will be managed by the product owner up to and including the allocated amounts in this document. This project will conclude when they receive the feedback from the client, the output has achieved the success criteria, and the group has received a signed project acceptance/completion document from both the PBL head and the client. This feedback and signed acceptance/completion documents will be then sent to the panelists and advisor for review and confirmation of the success of the project.

RISKS

The following risks for Chubby Gourmet's E-commerce Web Application have been identified. The product owner and developers will determine and employ the necessary risk mitigation/avoidance strategies as appropriate to minimize the likelihood of these risks:

RISK: The group may miss certain deadlines pertaining to the project due to other schedules they are taking in the 1st semester.
MITIGATION: The group schedules needed meetings ahead, to keep track of the tasks that are needed to be accomplished within the week.

RISK: At first, customers might have a hard time to adjust since the business started on Facebook.
MITIGATION: The web application was designed carefully to make each feature noticeable and easy to navigate.

RISK: Customers might input a wrong GCash transaction number
MITIGATION: Customers can send the correct GCash transaction number through the "transaction number issue" feature. This will help the administrator to validate the payment correctly.

RISK: Customers from other areas aside from NCR and Laguna might stop their interest in the web application because they are not covered with the range of delivery.
MITIGATION: A note will be displayed on the home page so that customers can see right away which areas are available for delivery.

PROJECT DELIVERABLES

The following deliverables must be produced upon the successful completion of the Chubby Gourmet's E-commerce Web Application project. Any changes to these deliverables must be approved by the PBL head, Mr. Sanchez.

- Fully Developed E-commerce Web Application
- Complete documentation for Chubby Gourmet's E-commerce Web Application
- Feedback review of client (post-deployment)
- Signed project acceptance/completion document from the client

SUMMARY MILESTONE SCHEDULE

The project Summary Milestone Schedule is presented below. As requirements are more clearly defined this schedule may be modified. Any changes will be communicated through project status meetings by the project manager.

Summary Milestone Schedule – List key project milestones relative to project start.	
Project Milestone	**Target Date (mm/dd/yyyy)**
• Project Start	03/30/2022
• Complete MNTSDEV Documents	06/15/2022
• Complete MSYADD1 Documents	11/14/2022
• Complete MCSPROJ1 Documents and Deliverables	03/01/2023
• Complete PROJMAN Documents	To be Updated
* Compelte SOFTDEV Deliverables	To be Updated
• Deploy Solution	To be updated
• Project Complete	To be updated

PROJECT APPROVAL REQUIREMENTS

Success of the project will be achieved when a fully functioning e-commerce web application has been developed, all required documentation submitted and reviewed, and the project has been fully deployed for the client to use within the time and cost constraints indicated in the charter. Additionally, this measure of success must be able to follow the success criteria and include a feedback review from the client. Lastly, success will be determined by the project advisor, Ms. Jo Anne De la Cuesta, who will also authorize the completion of the project.

PROJECT MANAGER

Gianna Artajos is the Product Owner for the duration of the development of PBL Project. Ms. Artajos' responsibility is to manage all project tasks, scheduling, and communication between the team and the client. The team, consists of two IT specialists (John Rysal Rosel and Lester Dave Salazar) and one documentation specialist (Marcus Philip Flores). Ms. Artajos will coordinate all resource requirements amongst the IT specialists. Their project advisor (Ms. Jo Anne De la Cuesta) is authorized to approve all budget expenditures up to, and including, the allocated budget amounts. Any additional assigned tasks and requirements will be conducted by the PBL head Mr. Sebastian Sanchez and so all updates will be given to and received by Mr. Sanchez.

AUTHORIZATION

Approved by the Project Sponsor:

_____   Date: _____
Priscilla Mariano
Owner