**Canadian government**

**Master Project Plan**

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**Approvals:**

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VERSION HISTORY

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# Purpose of the Document

The Master Project Plan (MPP) defines the project in terms of objectives, scope, deliverables, and stakeholders and describes how the project will be executed, monitored, and controlled. It is a primary deliverable in the planning phases of a project and links to the NRS Systems Development Life Cycle (SDLC) in the Initiation Phase of New Development. The detailed MS Project template is a companion to this document and provides a foundation for preparing a workplan and schedule based on project deliverables and the work breakdown structure (WBS).

The purpose of the MPP is threefold:

* To establish and ensure a common understanding between all parties of the objectives, scope, and requirements this project will address.
* To ensure a common understanding of the work to be performed, the deliverables, the methodology to be used and the roles and responsibilities of all parties; and
* To provide the project team with a baseline document (scope, tasks, estimates and deliverables) from which to carry out the work, and to measure the progress and success of the project.

Related Documents:

* Communications Management Plan,
* Risk Management Plan,
* Quality Management Plan,
* Work plan, WBS, Gantt chart,
* Budget and Cost Management Plan.
* [etc.]

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# Project Purpose

The purpose of this project is to develop a mobile application for issuing passport.

# Background

Considering the truth that the number of candidates for passport is increasing every year, an Automated System turns into essential to meet the demand. If the whole process of 'Issue of Passport' is completed in a guide manner, then it  
 would take quite a few months for the passport to reach the applicant. As this is a be counted of National Security, the machine has been carefully verified and validated in order to fulfill it.

# Objectives

The objectives of the project are to:

.The core of the software is to get the online registration form (with details such as name, address etc.) stuffed through the applicant whose important points and documents are tested by means of the Ministry of External Affairs, and after all  
 the method of verification , make the passport reachable to the applicant,  
in a perfect and tightly closed manner.  
• The first step is filling of the on-line Passport utility structure by way of the applicant and charge of the fees.  
• After the first round of verification finished through the system, the data is in turn forwarded to the Ministry of External Affairs office.  
• The software is then processed manually based totally on the record given by the system. The device additionally affords the applicant the listing of available dates for appointment to 'document verification' in the administrator's office, from which they can pick one.  
• This application forwards the imperative important points to the police for its separate verification whose document is then introduced to the administrator. The administrator will be supplied with an alternative to show the modern-day status of application to the applicant, which they can view in their online  
interface.  
• After all the indispensable standards has been met, the authentic records is added to the database and the passport is dispatched to the applicant.

# Scope

## In Scope

The scope of the project includes:

* The system offers an internet interface to the person whereby they may want to signal up, fill in their private records and add the fundamental files
* The authority concerned with the issue of passport can use this desktop to reduce their workload and approach the application in a speedy and secure manner
* It affords a notification platform amongst the applicant and the administrator.
* Swap of data between the passport issuing authority, ministry of outside affairs and the nearby police for verification of applicant's information.
* Customers/applicants will come to recognize their reputation of application and can enter the date whereby they have to subject themselves for information document verification.

## Out of Scope

The following items are out of scope and provided here to help clarify the scope boundaries of the project:

* This system just passes data for verification. it is not responsible to verify the identity of person.
* This system does not accept physical documents.

# Major Deliverables

The major deliverable products for this project are:

| **Major**  **Deliverable** | **Description** | **Target Date** |
| --- | --- | --- |
| Project Plan | This describes the required tasks of project within a timeframe | 5/8/2021 |
| Software Requirements Specification | The software requirements can be estimated through analysis which are shown in Gantt chart | 5/10/2021 |
| Software Design Description | The description of design is given by creating prototype of project. | 9/8/2021 |
| Development | This project explains data flow diagram and entity relation diagram which shows the development criteria of this automation system | 2/9/2021 |
| Management | For management, this project describes a Gantt chart and network diagram which explain completion of every task before deadline | 15/9/2021 |

# Links and Dependencies

This project is dependent on the following:

• The ministry's budget

• Government orders

• The quality of the employees' talents

• Companies giving resources.

Projects and activities that will have an impact on project deliverables include:

• People applying for passports

• A government database of persons who have been identified as possessing a passport

The following work will be done in the future if this project is completed:

• Keeping track of granted passports

• Allowing persons to travel

# Issues and Constraints

The following are the issues and constraints:

• In order to utilize the system, candidates must become familiar with the user interface.

• The government policies must be in sync with the system.

• It is critical to safeguard ministry workers since they are responsible for validating the applicant's data and papers before issuing the passport.

• It is possible that the passport will not be delivered to the applicant in a timely manner.

• When creating the system, keep in mind the available budget.

• In order for the application to be handled properly, the applicant must correctly input the information.

# Assumptions

The following assumptions have been made for the project:

• The stated budget will not be exceeded, according to the assumptions.

• The job will be finished within the specified time frame.

• The technology will be extremely useful in scenarios such as a pandemic.

• In the development of the project, the minister of external affairs would collaborate with the team.

• The app requires the applicant to scan and submit his papers.

• Employees and staff communicate with one another to ensure a seamless process.

# Budget

The project budget is summarized below

Table

Description automatically generated Graphical user interface, application, table, Excel

Description automatically generated

# Project Infrastructure

The project requires special needs as listed below:

* Tools
* Work Environment
* Services Assistance
* Technical Environments and Special Requirements
* SharePoint for collaboration

# Project Review and Completion Criteria

A Post-Implementation Review will be held three to six months after implementation to assess the system in full production.

The project will be deemed successful when all the objectives have been met.

The project will be deemed complete when:

* all tasks in the project workplan have been completed.
* all project documents are complete and signed off by the project sponsor.
* all project issues have been addressed.
* the project evaluation has been completed.
* the post implementation review has been scheduled.
* all project staff and physical resource release activities have been completed.
* all project-related contract finalization activities have been completed; and
* all project files are completed, and documentation archived.

# Appendix A: Workplan

# Gantt Chart : - A screenshot of a computer Description automatically generated with medium confidence Graphical user interface Description automatically generated Graphical user interface Description automatically generated

**Network diagram: -**

Graphical user interface, application

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**Project Management**

| **Name** | Position |
| --- | --- |
|  |  |
| Harmanpreet kaur | Project Manager |
|  |  |
|  |  |

**13. Data flow diagram**

Diagram

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**14. Entity Relationship Diagram**

Diagram

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**15. Project prototype**

Graphical user interface, application

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