**Capstone Project (CPRO306)**

**Assessment 2: Interim SRS Report**

**Project Title:**

|  |  |  |
| --- | --- | --- |
| **Team Members** | | |
| **No.** | **Name** | **SID** |
| **1** | **Thi Ngoc Quynh Ho** | **K220380** |
| **2** |  |  |
| **3** | **Hendra Lim** | **K220685** |
| **4** |  |  |
| **5** |  |  |

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# Project Charter

# Project Description

## Business case and the problem to be addressed/resolved by the project

## Purpose and objectives

## Stakeholders

## Required team

# Scope and Key Deliverables

## Scope

The development of Jot Bikes Management System will help the administration easy to management internal system such as: sales, shipping, renting, booking, payment, stocks available and details of stocks, vendor and user. This will provide a user-friendly and accuracy system for admin, user and vendor to browse, rent, book and check the products effectively and manage the information easily, including giving feedback and advise between two parties.

* **Include:**
* Login for admin, vendor and user
* User register
* Manage bikes, vendor and users’ information (admin)
* Feedback, check for bikes availability, booking and paying from the user side
* View bookings (include vender), user feedback and users’ details from admin side.
* **Exclude:** Inventory management for Jot Bikes, advanced vendor and admin’s analytics and reports, CRM functionalities, rental and sales management.

## Key deliverables

The key deliverables will be defined for the system to achieve the requirements of all stakeholders and meet the high standards of security and functionality.

**3.2.1 Interfaces:**

* Admin: login, manage payment, vendor and bikes, view booking, users and feedback.
* User: register, login, search for products by brands, check products availability, feedback, view and edit personal details, book and pay.
* Vendor: login, view bookings and payment, manage products.

**3.2.2 Security Features:**

* AES encryption, firewalls and SSL certificates will be installed to protect the data and key sharing.

**3.2.3 Documentation:**

* The development details of the system will be stored and documented, including user guides, technical and installation instructions, security support.

**3.2.4 Testing and Quality Assurance**:

* User and integration testing will be conducted in accordance with testing plan and execution.

**3.2.5 Deployment:**

* Plan to release the system with appropriate platform and tools.
* Plan for support and maintenance at least once a year.

**3.2.6 Training Materials:**

* Training will be provided for administrator and vendor, including user side.
* User guides and instructions will be provided for the user.

# Project Milestones:

* + - * The development process will be defined based on the requirements of all stakeholders through the standards of Project Management Milestone Plan.
      * Identify the main checkpoints of the project according to the approved system development process.
      * Project Milestone will help staffs and stakeholders stay on the right track and achieve all requirements effectively without any risks and unnecessary expenses on time.

## 4.1 Setting milestones

4.1.1. Initiation - The goals, objectives and necessary tools will be identified according to the requirements of all stakeholders and develop into a project plan.

* + 1. Planning – At this stage, team members and project managers will work together for project’s details information such as: budget, specific tools, timeline, resources and risk management strategies. A finalized plan will be developed with standards and procedures to maintain the quality of the system.
    2. Execution – The finalized plan will be put into action, regular meetings are needed to ensure that everything is under control to reduce the chance of out of time, budget or did not meet the main checkpoint of the project plan.
    3. Monitoring and Control – The project manager will in charge of monitoring the progress of the project is meet the goals and objectives of the project, including timeline and budget. At this stage, staffs, stakeholders and users can test the system to ensure that it is user-friendly, easy to monitor and meet their expectations.
    4. Project Closeout – This is the completion stage of the project, the team will submit the final system and deploy it to the platform and server, including evaluates the outcomes, and all the documentation will be sign off.

The Project Management Milestone allows the team can define the goals, objectives, main points, risks and key deliverables to proceed the appropriate finalized project according to the expectations and needs of the stakeholders. This helps all the team to stay on the right while working individually so the system project can be done within the timeline and budget.

# Major risks, ethical risks in databases and how to be mitigated

## Project Risks & Mitigation

## Ethical Risks in Databases

# Feasibility Study

## 6.1 Technical Feasibility

## 6.2 Operational Feasibility

## 6.3 Economic Feasibility

## 6.4 Legal & Ethical Feasibility

The project will comply with local regulation such as Australian Consumer Law that regulate warranties, return, and customer right. Additionally, NSW Electric Bike Regulation that regulate according to AS EN15194 which specifies maximum power of 250 watts and speed limit of 25 km/hr. Also, Privacy Act 1988 & Australian Privacy Principles (APPs) which requires mandatory breach notification. Furthermore, Work Health & Safety (WHS) which is required to ensure employee safety.

## 6.5 Schedule Feasibility

Based on research and analysis of similar project, the timeline is estimated to be realistically achievable within a 6-to-9-month period. Which comprised of distinct phases such as planning and requirement gathering, design and development, testing, and staff training. Implementation of agile methodology, continuous stakeholder engagement, and iterative sprints reduce potential risk and keep project on track.

# References

<https://www.smartsheet.com/content/project-milestone-examples#:~:text=Project%20milestones%20mark%20the%20achievement%20of%20key%20goals,project%20lifecycle%3A%20initiation%2C%20planning%2C%20execution%2C%20monitoring%2C%20and%20closeout>.

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