

Milestones and Timeline

Revised Milestone Timeline

The revised timeline ensures that the Lab4GPS homepage project is completed by **26th December 2024** without compromising on quality. Below is the updated breakdown of milestones, tasks, and deliverables with specific dates:

1. Design Draft Submission

Timeline: Friday, 22nd November – Thursday, 28th November (7 days)

Details:

- This phase focuses on creating detailed wireframes and mockups for the homepage.
- Key deliverables include:
 - Wireframes for external-facing elements (e.g., Introduction Page, Collaboration Hub).
 - Mockups for internal member features (e.g., Internal Archive, Communication Hub).
 - Visual style guide (color scheme, typography, branding).

Tasks:

- **Day 1-3:**
 - Designers create initial wireframes for homepage layout and navigation.
 - Developers and project managers review the drafts and provide feedback.
- **Day 4-6:**
 - Incorporate feedback and finalize detailed mockups for key sections.
- **Day 7:**
 - Submit finalized designs for approval by stakeholders.

Deliverables:

- Approved wireframes and mockups for all major features.
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2. Development Phase

Timeline: Friday, 29th November – Friday, 20th December (22 days)

Details:

This phase involves building the core features of the homepage. The work is divided into specific tasks handled by both developers working simultaneously.

Tasks:

- **Week 1 (29th November – 5th December):**
 - Developer 1:
 - Build the Introduction Page and Collaboration Hub (Phase 1: Problem Discovery).
 - Developer 2:
 - Set up backend architecture and integrate Google Drive for the Internal Archive.
- **Week 2 (6th December – 12th December):**
 - Developer 1:
 - Continue work on Collaboration Hub (Phases 2 and 3: GPS Projects and Start-ups).
 - Developer 2:
 - Develop Communication Hub, Idea Hub, and Feedback System.
- **Week 3 (13th December – 20th December):**
 - Both developers collaborate to implement the AI Chatbot for external and internal features.
 - Finalize user authentication and sponsorship sections.

Deliverables:

- A working prototype that includes all key features: user registration, navigation, and initial chatbot functionality.
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3. Testing and Debugging

Timeline: Saturday, 21st December – Monday, 23rd December (3 days)

Details:

This phase ensures the homepage is fully functional, optimized, and compatible across all devices and browsers.

Tasks:

- Conduct functional testing for all features, ensuring proper interaction and navigation.
- Perform usability testing with feedback from stakeholders and potential users.
- Debug issues related to UI/UX, performance, and security.

Deliverables:

- A fully tested homepage with resolved bugs and performance optimizations.
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4. Final Adjustments and Deployment

Timeline: Tuesday, 24th December – Thursday, 26th December (3 days)

Details:

The final phase involves polishing the design, optimizing speed, and ensuring all security protocols are in place before deployment.

Tasks:

- **Day 1-2 (24th–25th December):**
 - Refine UI/UX elements based on testing feedback.
 - Conduct final accessibility and security checks.
- **Day 3 (26th December):**
 - Deploy the website to the live environment and ensure all features are operational.

Deliverables:

- A fully deployed, functional homepage meeting all project requirements.

Summary of Dates and Milestones

Milestone	Start Date	End Date	Duration
Design Draft Submission	Friday, 22nd Nov	Thursday, 28th Nov	7 days
Development Phase	Friday, 29th Nov	Friday, 20th Dec	22 days
Testing and Debugging	Saturday, 21st Dec	Monday, 23rd Dec	3 days
Final Adjustments & Deployment	Tuesday, 24th Dec	Thursday, 26th Dec	3 days

Additional Notes

1. **Collaboration Tools:**
 - Use Jira for task management, Kakao Talk for team communication, and GitHub for version control.
2. **Progress Updates:**
 - Provide weekly updates during the Design Phase and Development Phase to ensure alignment.

Communication Plan

Effective communication is essential to ensure the successful execution of the Lab4GPS homepage project. This plan outlines how progress will be communicated, feedback will be managed, and stakeholders will stay informed throughout the project lifecycle.

Communication Channels and Tools

1. Weekly Updates:

- **Frequency:** Weekly updates will be shared every Friday via Kakao Talk and a virtual meeting.
- **Content:** Each update will include:
 - Current progress on milestones.
 - Key challenges encountered and solutions implemented.
 - Upcoming tasks for the following week.

2. Progress Tracking Tools:

- **Jira:** Tasks will be tracked using Jira, organized into the following lists:
 - To Do: Pending tasks for the week.
 - In Progress: Tasks currently being worked on.
 - Completed: Tasks that have been finalized and reviewed.
- **GitHub:** All development progress will be version-controlled, with frequent commits for each feature or update. Branching will follow a structured system (e.g., `main`, `development`, `feature-xyz`).

3. Collaborative Tools:

- **Kakao Talk:** Our dedicated Chatroom IWL will be used for real-time communication, quick queries, and decision-making.
 - **Google Drive:** Design drafts, wireframes, and other documents will be stored and shared via Google Drive for easy access and collaboration.
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Client Feedback and Approval

1. Design Phase:

- **Initial Feedback:** Stakeholders will be provided with wireframes and mockups by **28th November 2024**.
- **Review Process:** Clients will review and provide feedback within **two business days** to keep the project on track.
- **Final Approval:** Stakeholders should approve the finalized design by **1st December 2024** to proceed to the development phase.

2. Development Phase:

- **Weekly Demonstrations:** A short demo of completed features will be presented during weekly meetings, allowing stakeholders to provide iterative feedback.
- **Milestone Reviews:** At the end of the development phase (**20th December 2024**), stakeholders will review the prototype for approval before moving to the testing phase.

3. Testing and Deployment:

- **Bug Tracking:** A shared bug-tracking sheet will be used to document issues identified during testing.
 - **Final Approval:** Stakeholders will approve the fully tested homepage by **23rd December 2024** for deployment.
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Points of Contact

1. Developers:

- Responsible for providing updates on development progress and addressing technical concerns.
 - Developer 1: Ishmael Chepsoi - Focus on frontend and external-facing features.
 - Developer 2: Fidel Omondi - Focus on backend and internal member features.

2. Project Managers:

- Primary point of contact for aligning project goals and ensuring timelines are met.
 - IWL - Responsible for weekly meetings and client communication.

3. Stakeholders:

- Provide feedback, approve deliverables, and ensure alignment with Lab4GPS's mission.
 - IWL - Final approver for all deliverables.
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Meeting Schedule

1. Weekly Meetings:

- **Day/Time:** Every Friday at 4:00 AM (EAT) via Google Meet starting next week Friday.
- **Agenda:**
 - Review completed tasks.
 - Discuss challenges or risks.
 - Outline next steps and adjustments to the timeline if necessary.

2. Ad Hoc Meetings:

- Scheduled as needed to address urgent issues or key decisions.
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Documentation

- Meeting minutes will be recorded and shared after every meeting to ensure clarity and alignment.
- A shared project tracker will document progress against milestones, updated weekly.

Collaboration Tools

To ensure efficient communication, task management, and seamless collaboration among all stakeholders, the following tools will be used throughout the Lab4GPS homepage development project:

Tool Usage Summary

Tool	Purpose	Access and Usage
Jira	Task management	All team members for tracking task progress and deadlines.
Kakao Talk	Real-time communication	All team members and stakeholders for updates, queries, and discussions.
Figma	Design collaboration	Designers and developers for wireframes; stakeholders for reviews and feedback.
Google Drive	File sharing	Centralized repository for documentation, mockups, and guides.
GitHub	Version control and code management	Developers for managing codebase, pull requests, and tracking commit history.
Google Meet	Weekly meetings	All stakeholders for live discussions on progress and planning.