PROJECT PLAN

FUND REQUESTS MANAGEMENT
FUNDIT BY DIVPLUSPLUS

PREPARED BY DIVPLUSPLUS

TEAM:

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PROJECT PLAN

Project Name: Fund Requests Management System (FUNDIT)

Prepared By: DivPlusPlus Team

Team Members:

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Project Timeline: 8 April 2024 – 26 May 2024

Project Overview

The Fund Requests Management System (FUNDIT) aims to streamline and optimize the process of handling fund requests within organizations. The system will facilitate efficient fund allocation, tracking, and reporting, ensuring transparency and accountability.

Major Milestones

1. **Project Initiation and Planning (8 April 2024)**

   o **Kick-off Meeting:** Gather all stakeholders and team members to outline project objectives, scope, and deliverables. Establish communication channels and project governance structure.
   o **Define Project Scope:** Clearly outline the boundaries of the project, including what will be included and excluded.
   o **Identify Stakeholders:** List all individuals and groups who have an interest in the project. Document their roles, responsibilities, and expectations.
   o **Develop Initial Project Plan:** Create a high-level project plan outlining key milestones, timelines, resources, and budget estimates.

2. **Requirements Gathering and Analysis (8 April 2024 – 9 April 2024)**

   o **Conduct Stakeholder Interviews:** Engage with stakeholders to gather detailed requirements and expectations. Document their needs and any constraints.

   o **Document User Requirements:** Convert stakeholder inputs into clear and concise user requirements.

- o **Create User Stories and Acceptance Criteria:** Develop user stories that capture the functional requirements of the system, along with acceptance criteria to define how success will be measured.

- o **Develop Product Backlog:** Compile all user stories into a prioritized list that will guide the development process.

3. **Design Phase (10 April 2024 – 16 April 2024)**

- o **Create Architecture Diagram:** Develop a visual representation of the system's architecture, showing the main components, their interactions, and data flow.
- o **Design Database Schema:** Outline the structure of the database, including tables, fields, and relationships to support the system's data requirements.

4. **Development Phase – Sprint 1 (8 April 2024 – 23 April 2024)**

- o **Implement Login and Signup Pages for Applicants:** Develop and test pages that allow applicants to create accounts and log in to the system.

- o **Implement Login and Signup Pages for Fund Managers:** Develop and test pages that allow fund managers to create accounts and log in to their dashboards.

- o **Implement Login Page for Platform Admin:** Develop and test the login page for platform administrators.

- o **Conduct Unit Testing:** Test individual components to ensure they function correctly.

5. **Development Phase – Sprint 2 (24 April 2024 – 1 May 2024)**

- o **Implement Auth0 Authentication for Login:** Integrate Auth0 to provide secure login functionality.

- o **Implement User Registration with Auth0:** Enable new users to register using Auth0 authentication.

- o **Develop Fund Manager Application Process:** Create the application process for users to become fund managers, including form submission and validation.

- o **Implement Admin Review and Approval Functionality:** Develop functionality for admins to review and approve or reject fund manager applications.

- o **Conduct Unit Testing:** Test individual components to ensure they function correctly.

6. **Development Phase – Sprint 3 (1 May 2024 – 8 May 2024)**

   - o **Implement User Information Display:** Allow users to view and verify their personal information.

   - o **Enable Applicants to Apply for Fund Opportunities:** Develop functionality for applicants to submit applications for available funding opportunities.

   - o **Allow Fund Managers to Create Fund Opportunities:** Enable fund managers to create and manage new funding opportunities on the platform.

   - o **Implement Admin Blocking Functionality:** Allow admins to block users from accessing the platform when necessary.

   - o **Conduct Integration Testing:** Test the interaction between different components of the system to ensure they work together as expected.

7. **Development Phase – Sprint 4 (8 May 2024 – 22 May 2024)**

   - o **Implement Application Status Dashboard:** Create a dashboard for applicants to view the status of their applications.

   - o **Enable Upload and Viewing of Attachments:** Allow applicants to upload documents and fund managers to view them without downloading.

   - o **Allocate Budget to Funds:** Implement functionality for fund managers to allocate budget amounts to specific funds.

   - o **Send Notifications to Users:** Develop an email notification system to inform users of important updates and changes.

   - o **Conduct System Testing:** Perform comprehensive testing of the entire system to ensure it meets all requirements and functions correctly.

8. **Testing and Quality Assurance (23 May 2024 – 24 May 2024)**

   - o **Conduct User Acceptance Testing (UAT):** Engage users to test the system in a real-world environment to ensure it meets their needs and expectations.
   - o **Fix Identified Bugs and Issues:** Address any problems discovered during testing to ensure a smooth and reliable user experience.
   - o **Finalize Testing and Validation:** Complete all remaining testing activities and validate that the system is ready for deployment.

9. **Deployment and Final Review (Continuous Deployment using GitHub actions)**

    o **Deploy System to Production Environment:** Move the system from the testing environment to the live production environment.

    o **Conduct Final Review and Handover:** Review the project with stakeholders, ensure all deliverables are met, and hand over the system for operational use.

Deliverables

1. **Requirements Documentation**

    o **User Stories and Acceptance Criteria:** Detailed descriptions of user requirements and how they will be measured.
    o **Product Backlog:** A prioritized list of features and enhancements for the system.
    o **Sprint Backlog:** Represents a subset of the product backlog items selected for completion during a specific sprint.

2. **Design Documents**

    o **Architecture Diagram:** A visual representation of the system's structure and components.
    o **Database Schema:** The structure of the database.

3. **Developed System**

    o **Fully Implemented FUNDIT System:** The complete, functioning software system.

    o **Source Code Repository:** A repository containing all source code and version history.

4. **Testing Artifacts**

    o **Test Plan and Test Strategy:** Documentation of the testing strategy and results.

5. **Project Documentation**

    o **Proof of Scrum Methodology Report:** Detailed documentation highlighting how the scrum agile methodology was followed.

    o **Project Plan:** Detailed documentation for developers showing how they approached creating this software solution.

Roles and Responsibilities

1. **Project Manager and Developer (Ismaaeel Shaikh Ebrahim)**

   o Oversee project execution and ensure milestones and deadlines are met.

   o Coordinate communication between team members and stakeholders.

   o Manage project risks and issues.

   o Assist with all necessary tasks to accomplish the weekly milestones.

2. **Lead and Backend Developer (Yonatan Azaraf)**

   o Lead the development team and ensure code quality.

   o Implement core functionalities and oversee technical decisions.

   o Conduct code reviews and provide technical guidance.

   o Design and manage the database.

   o Develop server-side logic and data handling.

3. **Frontend Developer (Rohan Chhika)**

   o Develop user interfaces and ensure they are responsive and user-friendly.
   o Implement design elements and collaborate with the backend team for integration.
   o Assist with Frontend and Backend integration.

4. **Developer and Testing (Naftali Diner)**

   o Develop server-side logic and data handling.
   o Implement authentication and authorization mechanisms.
   o Conduct frontend testing to ensure high quality.
   o Conduct backend testing to ensure full functionality.
   o Identify any bugs within the program and report any issues to project manager.

5. **UI Designer (Sizwe Sithole)**

   o Design intuitive and visually appealing user interfaces.
   o Ensure consistency in design across the platform.
   o Collaborate with frontend developers to implement design elements.
   o Conduct usability testing to gather feedback and improve UI/UX.

Risk Management

1. **Risk Identification**

   - Identify potential risks and issues that may impact the project, such as resource availability, technical challenges, and stakeholder engagement.

2. **Risk Assessment**

   - Evaluate the likelihood and impact of identified risks. Prioritize risks based on their potential impact on the project.

3. **Risk Mitigation**

   - Develop strategies to mitigate or eliminate risks. Assign responsibilities for monitoring and managing risks.

   - Monitor risks throughout the project lifecycle and adjust strategies as needed.

Communication Plan

1. **Weekly Team Meetings**

   - Discuss progress, challenges, and next steps.

   - Update project status and review milestones.

   - Ensure alignment among team members.

2. **Bi-Weekly Stakeholder Meetings**

   - Provide updates to stakeholders and gather feedback.

   - Address any concerns and adjust plans as needed.

   - Ensure stakeholders are informed and engaged.

3. **Daily Stand-Up Meetings**

   - Synchronize team activities and plan the work for the next 24 hours.

   - Identify and address any blockers or issues.

   - Ensure team members are aligned and informed.

4. **Project Management Tools**

   - Use Jira for task management and tracking. Document and track progress, assign tasks, and monitor deadlines.

   - Use Jira and Microsoft Word for documentation and collaboration. Store project documents, meeting notes, and other important information.

Conclusion

The FUNDIT project is aimed at delivering a robust and efficient fund requests management system that meets the needs of our stakeholders. By adhering to the project plan and following agile principles, the DivPlusPlus team is committed to delivering a high-quality product on time and within budget. The detailed milestones, clear communication plan, and proactive risk management will ensure the successful execution of this project. Through collaborative efforts and continuous improvement, we aim to provide a solution that enhances fund management processes and delivers significant value to our stakeholders.