Voucher Creation Application for Island-Hopping Booking

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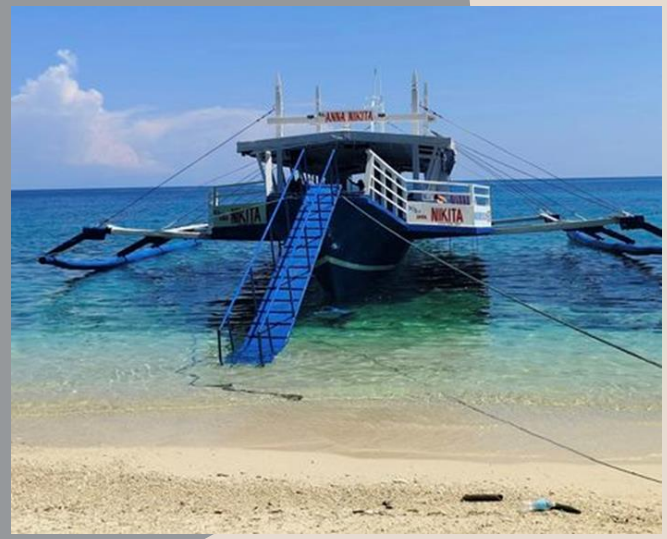
Information Gathering (Activity 1.1):

- Kostal Dive Travel and Tours offers boat rentals and island-hopping services for water sports enthusiasts and partygoers. The business specializes in scuba diving and island-hopping services.
- The business owner manages all the operations and delegates tasks to the trip coordinators and the boat crew.



How does the company execute their project plan?

1. The customer contacts the business owner or coordinator to book a trip.

2. The customer provides a list of the details and information of the following guests.

3. The coordinator will then create the proper documents (Vessel Entry Permit and Island-Hopping Voucher) with the corresponding guest details.

4. The coordinator will then have the documents approved by the Coast Guard and acquire the official receipt/permit.

5. The boat will then sail and provide the paid services to the guests.

6. The guests will transact payments to the business owner for the services they got.

Current Issues/concerns needs to be address:

1. Creation of the required documents (Vessel Entry Permit and Island-Hopping Voucher) is manual and slow.

2. Guest details are repeatedly requested even from frequent customers.

3. Recordkeeping of documents from previous boat trips is haphazardly kept in stacks of paper.

Problem Identification (Activity 1.2):

Problem Statement:

The current document creation process for boat travel, including the Vessel Entry Permit and Island-Hopping Voucher, is inefficient and hinders business operations. Manual cross-referencing introduces the risk of errors, and the absence of the means to record guest details leads to repetitive requesting even from frequent guests. Faulty recordkeeping in paper stacks further complicates matters, posing obstacles to daily processes and potential scalability.

Goals:

- Improve efficiency and accuracy of document creation.
- Find a way that guest information can be stored and referenced easily.
- Improve recordkeeping of approved documents

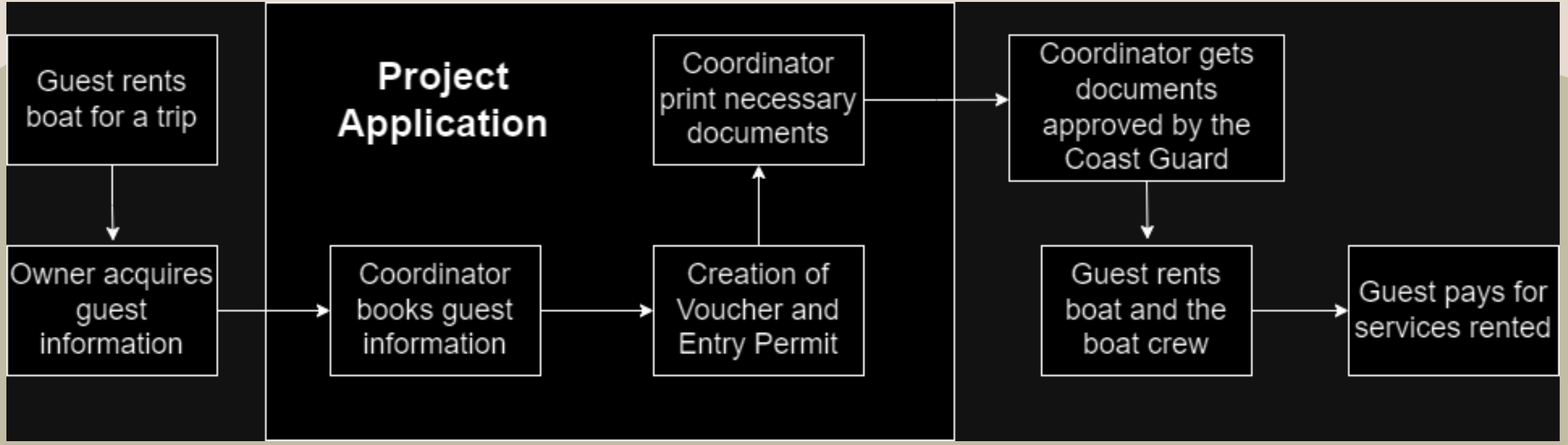
Objectives:

- Introduce a system that allows digital encoding of documents that increases efficiency by streamlining input of repetitive information and decreases cause for inaccuracy
- Integrate guest information history into the system that allows autocompletion and suggestion function
- Allow the system to save, edit, and delete documents to simulate recordkeeping.

Scope and Purpose of the Project:

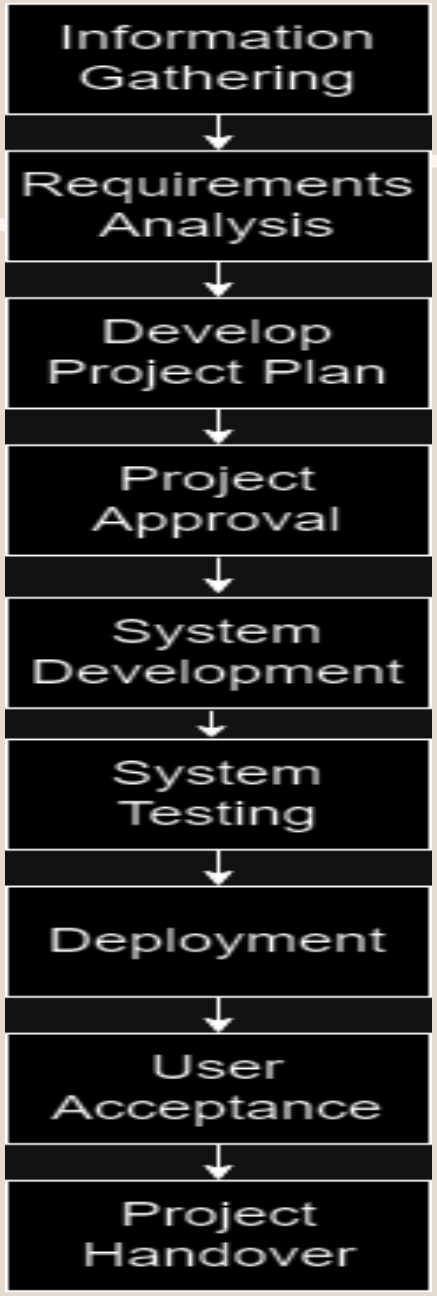
This project focuses solely on enhancing and optimizing the business processes and transactions of Kostal Dive Travel and Tours. It does not encompass other affiliated businesses or institutes. The goal is to develop an application that aligns with the company's objectives, promoting efficiency, scalability, document accuracy, and customer satisfaction for the benefit of the business and its stakeholders.

Activity # 2: Project System Model



Activity # 3: Project Methodology

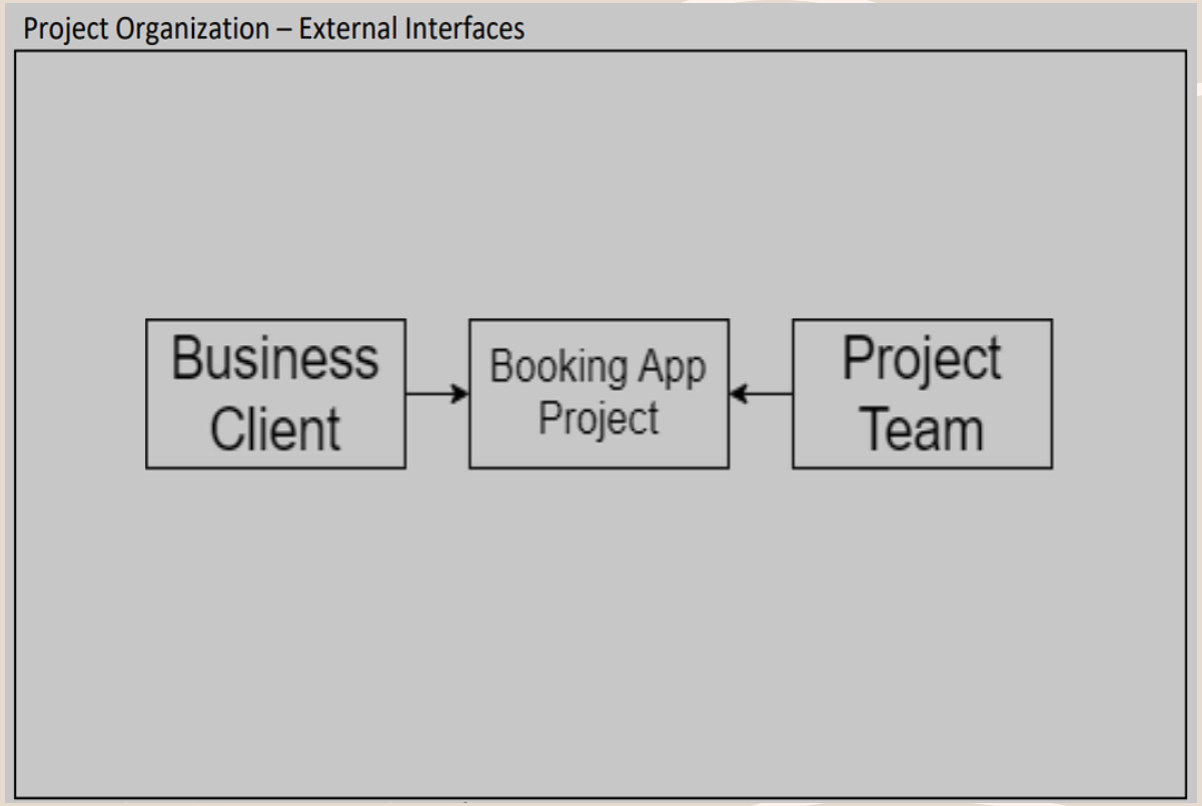
1. Information Gathering
2. Requirements Analysis
3. Develop Project Plan
4. Project Approval
5. System Development
6. System Testing
7. Deployment
8. User Acceptance
9. Project Handover

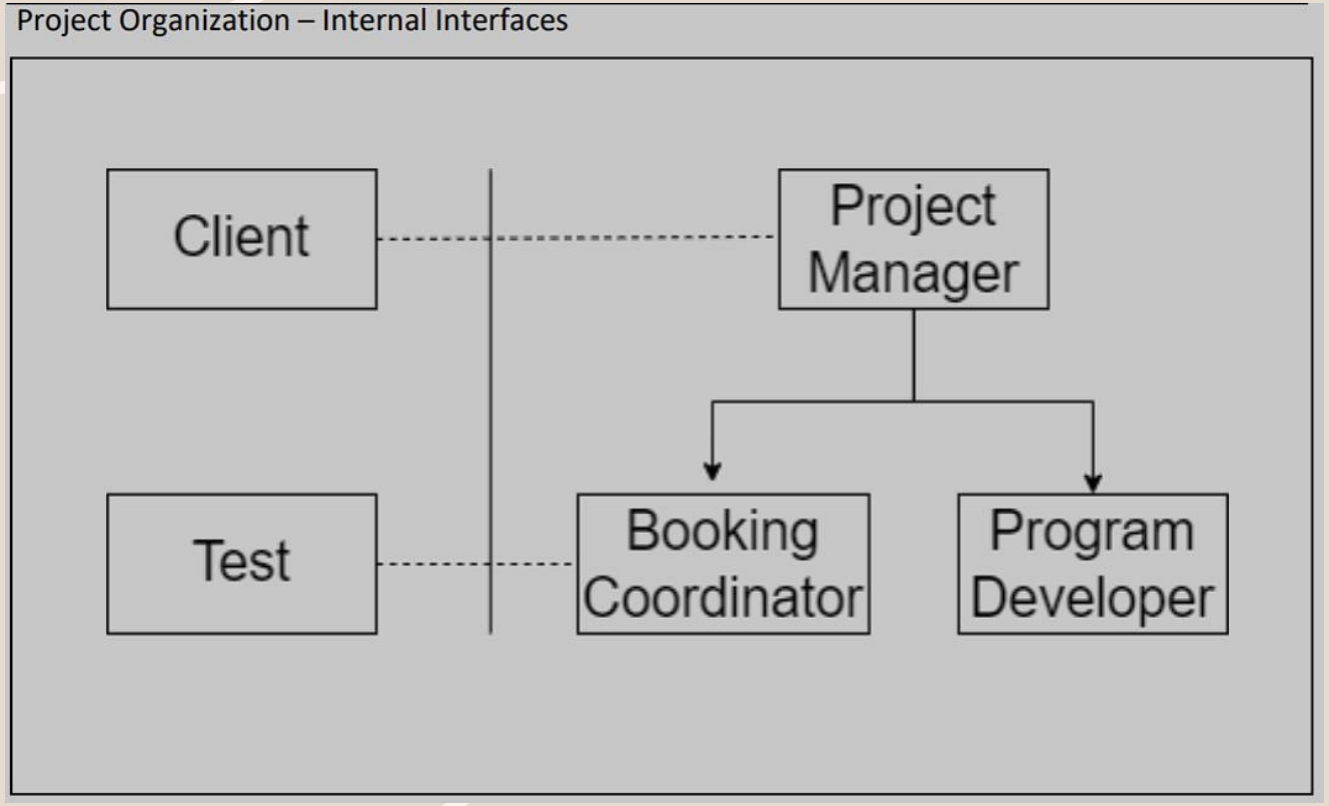


Activity # 4: Creating Work Breakdown Structure

Level 1	Level 2	Level 3
1. Voucher Creation Program for Island-Hopping	***1.1 INITIATION PHASE***	1.1.1 Information Gathering 1.1.2 Requirements Analysis 1.1.3 Develop Project Plan
	1.2 DEFINITION PHASE	1.2.1 Create Project Model System 1.2.2 Create Project Methodology 1.2.3 Create Work Breakdown Structure 1.2.4 Define Project Team 1.2.5 Determine Project Costs 1.2.6 Develop Project Development Monitoring 1.2.7 Project Approval
	1.3 EXECUTION PHASE	1.3.1 Verify & Validate User Requirements 1.3.2 Design Program Layout 1.3.3 Integrate Booking Function 1.3.4 Integrate Guest Information Database 1.3.5 Integrate Save and Print Function 1.3.6 Testing Phase 1.3.7 System Revision 1.3.8 Install Live System 1.3.9 User Training 1.3.10 Go Live
	1.4 CONTROL PHASE	1.4.1 Project Management 1.4.2 Project Status Reporting 1.4.3 Issue Resolution 1.4.4 Update Project Management Plan
	1.5 CLOSE OUT PHASE	1.5.1 User Acceptance 1.5.2 Documentation 1.5.3 Project Handover 1.5.4 Project Closure

Activity # 5: Defining Project Team





Project Costs (Activity #6):

WBS w/ cost (Initiation – Definition Phase):

WBS	Task Name (Activities)	Duration(man-days)	PM	BC	PD
1	Voucher Creation Program for Island-Hopping				
1.1	Initiation Phase	4	650	150	
1.1.1	Information Gathering	1	300		
1.1.2	Requirements Analysis	1	150	150	
1.1.3	Develop Project Plan	2	200		
1.2	Definition Phase	43	1900		
1.2.1	Create Project Model System	2	200		
1.2.2	Create Project Methodology	2	200		
1.2.3	Create Work Breakdown Structure	2	200		
1.2.4	Define Project Team	2	200		
1.2.5	Determine Project Costs	14	400		
1.2.6	Develop Project Development Monitoring	6	400		
1.2.7	Project Approval	15	300		

Project Costs (Activity #6):

WBS w/ cost (Execution – Control Phase):

1.3	Execution Phase	43	1100	750	3350
1.3.1	Verify & Validate User Requirements	2	150	150	
1.3.2	Design Program Layout	5			500
1.3.3	Integrate Booking Function	6			750
1.3.4	Integrate Guest Information Database	6			750
1.3.5	Integrate Save and Print Function	6			750
1.3.6	Testing Phase	4	300	300	
1.3.7	System Revision	4			400
1.3.8	Install Live System	2	200		200
1.3.9	User Training	6	300	300	
1.3.10	Go Live	2	150		
1.4	Control Phase	19	1750	450	400
1.4.1	Project Management	10	750	200	
1.4.2	Project Status Reporting	3	400		
1.4.3	Issue Resolution	3	200		400
1.4.4	Update Project Management Plan	3	400	250	

Project Costs (Activity #6):

WBS w/ cost (Close-Out Phase):

1.5	Close Out Phase	9	950	200	
1.5.1	User Acceptance	2	250	200	
1.5.2	Documentation	5	300		
1.5.3	Project Handover	1	200		
1.5.4	Project Closure	1	200		
TOTAL		118	6350	1350	3750

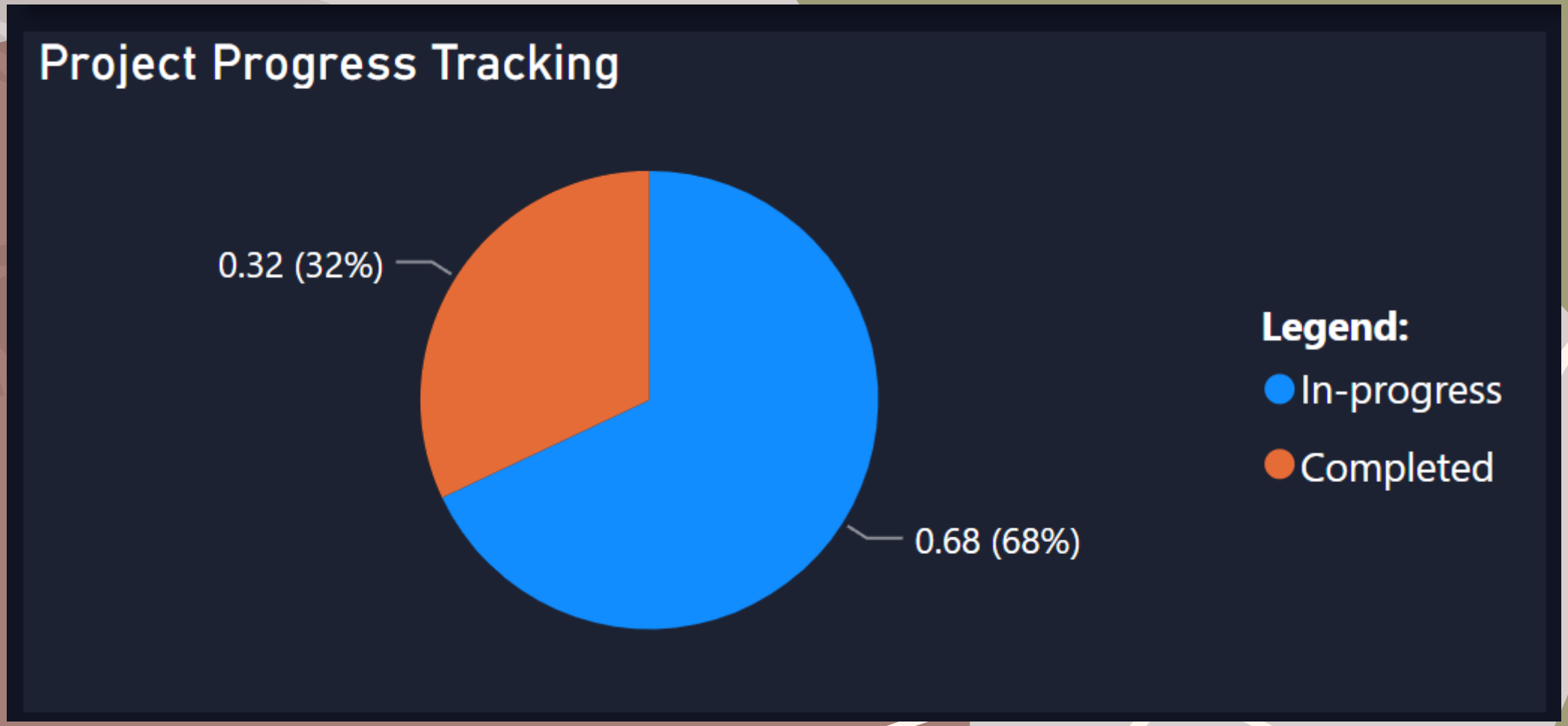
Project Costs (Activity #6):

Total Role Cost and Phase Cost:

ID	Phase Name	Cost
1.1	Initiation Phase	800
1.2	Definition Phase	1900
1.3	Execution Phase	5000
1.4	Control Phase	2600
1.5	Close Out Phase	1150
	Project Cost	11450

Roles	Description	Cost
PM	Project Manager	6350
BC	Booking Coordinator	1350
PD	Program Developer	3750

Project Monitoring (Activity #7):



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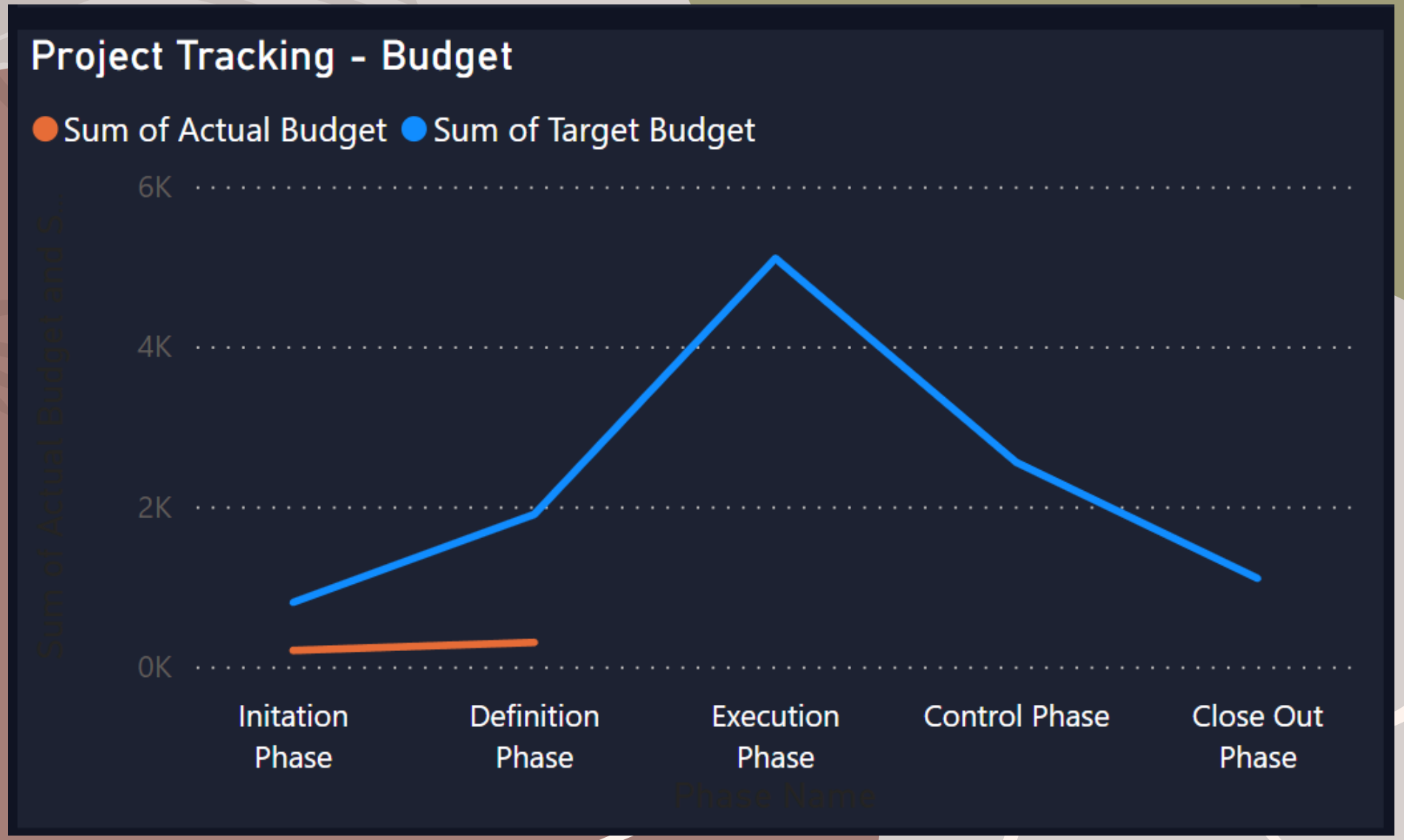

Project Monitoring (Activity #7):

Project Tracking Plan – Schedule:

	Project Milestone	Target Date	Actual Date
1	Information Gathering	1/22/2024	1/22/2024
2	Requirements Analysis	1/23/2024	1/22/2024
3	Develop Project Plan	1/25/2024	1/25/2024
4	Create Project Model System	2/2/2024	2/2/2024
5	Create Project Methodology	2/2/2024	2/2/2024
6	Create Work Breakdown Structure	2/2/2024	2/4/2024
7	Define Project Team	2/2/2024	2/6/2024
8	Determine Project Costs	2/16/2024	2/16/2024
9	Develop Project Development Monitoring	2/22/2024	2/28/2024
10	Project Approval	3/8/2024	null
11	Verify & Validate User Requirements	3/10/2024	null
12	Design Program Layout	3/15/2024	null
13	Integrate Booking Function	3/21/2024	null
14	Integrate Guest Information Database	3/27/2024	null
15	Integrate Save and Print Function	4/2/2024	null
16	Testing Phase	4/6/2024	null
17	System Revision	4/10/2024	null
18	Install Live System	4/12/2024	null
19	User Training	4/16/2024	null
20	Go Live	4/18/2024	null
21	Project Management	4/28/2024	null
22	Project Status Reporting	5/1/2024	null
23	Issue Resolution	5/4/2024	null
24	Update Project Management Plan	5/7/2024	null
25	User Acceptance	5/9/2024	null
26	Documentation	5/14/2024	null
27	Project Handover	5/15/2024	null
28	Project Closure	5/16/2024	null

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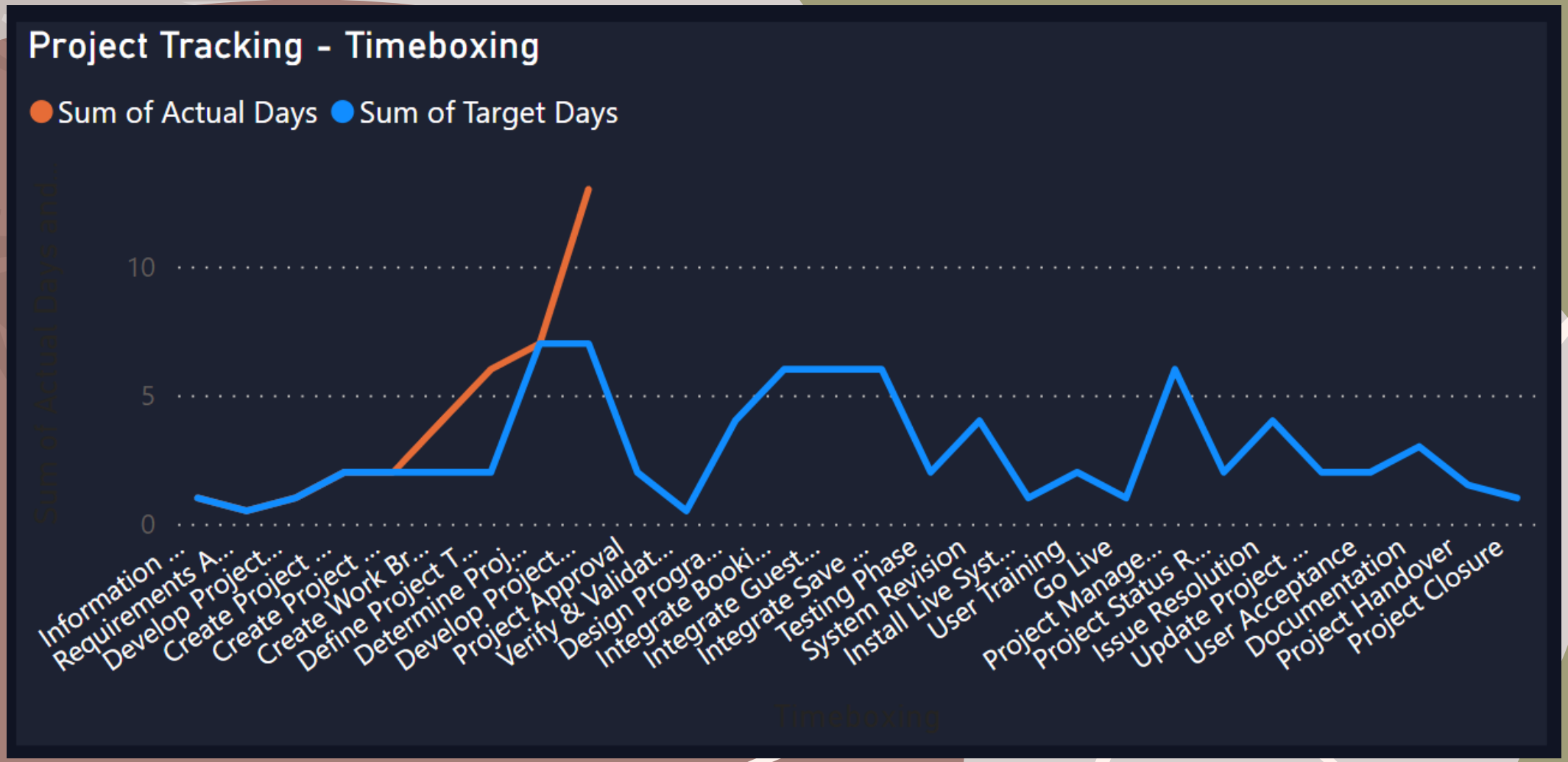
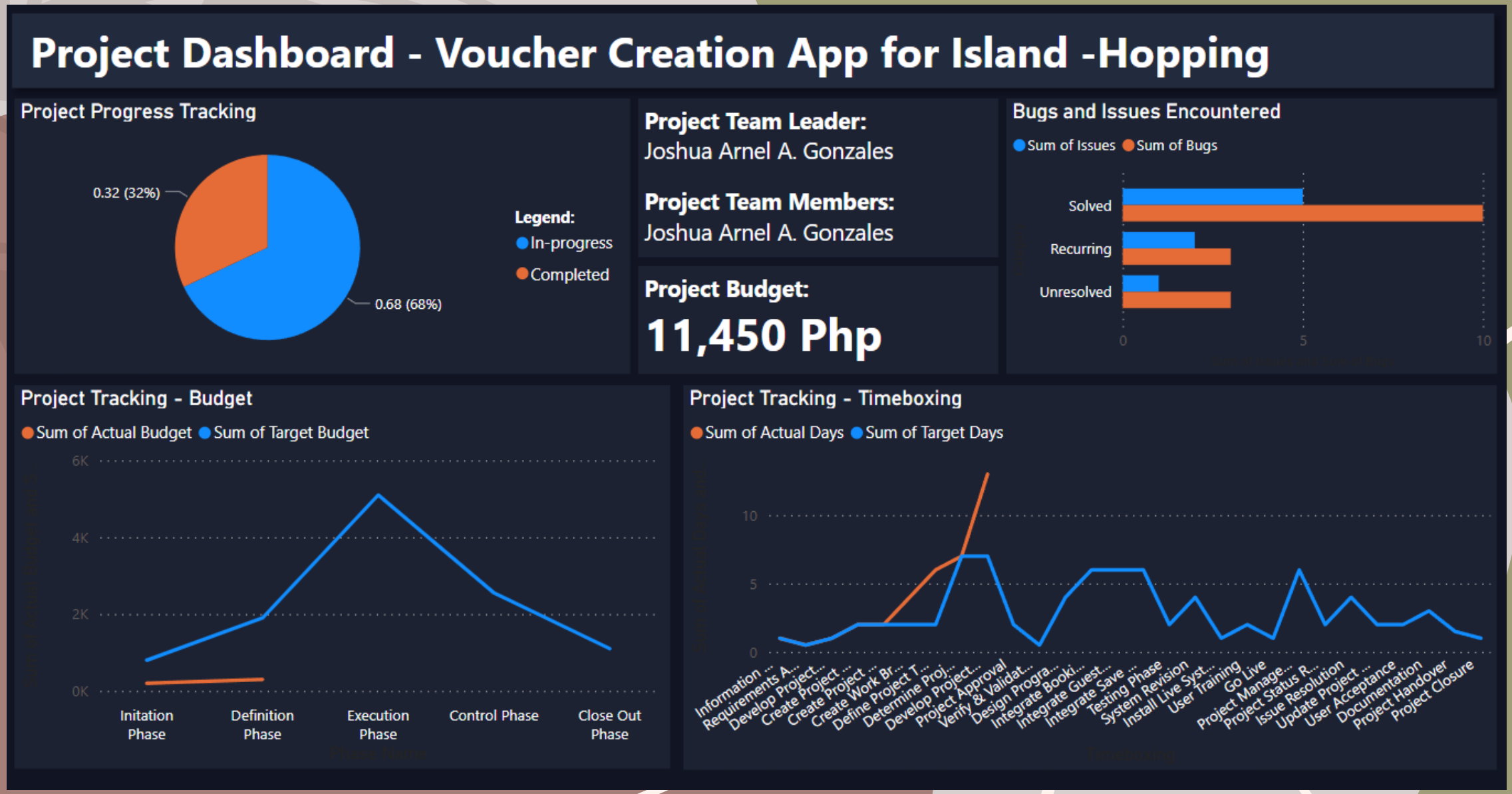


Project Monitoring (Activity #7):

Project Tracking Plan- Quality

	Metric	Measures	1.2 Target
1	Bug Ratio	Number of bugs logged / Total number of Test Case Scena	*0.1*
2	Issue Ratio	Number of Open issue / Total number of Logged issues	*0.05*
3	Pass Modules Ratio	Number of bugs logged / Total number of Test Case	*1*

Project Monitoring (Activity #7):



thank you