Hobby Store Online Platform

Project Plan & Team Charter

Version 1.0.0

9/30/2018

Industry Partner	Christopher Perez
Primary Instructor	Anjana Shah
Team Member	Nolan Honey
Team Member	Jan Farun
Team Member	Harry Archer
Team Member	Saif Mustaf

Document Revision History

Revision #	Date
1.0.2	05-10-18

Table of Contents

1. Executive Summary

Objective	The purpose of this project is to produce a complete online marketing system. This includes a web business portal for checking prices and potentially stock, a store credit system and a website redesign. The store will be for selling a popular trading card game called "Magic The Gathering" which has tens of thousands of unique cards. Each card has its own price and businesses have their own unique stock of each one. The store credit system will be used only in store and not online. Customers can check their store credit balance online using the login function that will be integrated into the website. The website will be redesigned to work correctly in every common browser and on mobile. The website flow will be redesigned to promote the flow of information and direct customers to points of advertising.
Corporate Goals Addressed	The goals to be accomplished by this project include: - An increase in profit through an increase in advertised products and increased exposure. - An increase in exposure through a properly and well designed corporate website. - An increase in employee efficiency through an improved store credit system and a streamlined pricing method.
Planned Start Date	October, 2018
Planned End Date	March 31, 2019

2. Project Approvers, Reviews and Distribution List

Approvers, reviewers and distribution list

Project Role	Name	E-mail	Date
U/I, Back-end developer, shareholder	Nolan Honey	nolan.honey@goergebrown.ca	08-10-18
U/I, Front-end developer	Harry Archer	harry.archer@georgebrown.ca	08-10-18
Back-end developer	Saif Mustaf	saif.mustaf@georgebrown.ca	08-10-18
Database developer, back end developer	Jan Farun	jan.farun@georgebrown.ca	08-10-18

3. Scope

This document applies to the Sword & Board Online Marketing Platform(OMP), which will be developed by a team consisted of four 3rd year programming students. This OMP design will enable the Sword & Board to have a place where they can market their MTG cards, keep track of inventory, track customer store credit and view previous transaction records.

In Scope	Out of Scope
Site re-design and wireframe diagramming.	Complete web platform designed around our product including social aspects, articles or advertising modules.
Coding to the approved wireframe. Building of web crawlers.	Our own personal platform to market our product.
Graphics development for the website theme.	Built in advertising space where companies can buy advertising space from us to put on customers websites.
Creation of software and databases.	
Testing and debugging prior to making the site public.	

4. Deliverables

This project will deliver the following;

Deliverable	Description
Functional website that displays key information to customers and is easily editable by employees.	The website will be redesigned to work correctly in every common browser and on mobile. The website flow will be redesigned to promote the flow of information and direct customers to points of advertising. Employees will be able to change information and keep the website relevant with a lot more ease then the current design.
Searchable store database to provide card prices and stock availability.	The store will be for selling a popular trading card game called "Magic The Gathering" which has tens of thousands of unique cards. Each card has its own price and businesses have their own unique stock of each one. A database containing this information will be created. Prices will be displayed via scraping popular pricing metrics from the internet.
Database to track customer store credit transactions.	The store credit system will be used only in store and not online. Customers can check their store credit balance online using the login function that will be integrated into the website. Employees' will more easily be able to allow customers to spend their store credit as well as add credit.

5. Assumptions

The stakeholder will not be implementing all of the developed software. Since the software will be developed modularly, this should not be an issue.

6. Dependencies

The software being produced depend on two third party sources. The source of all cards cards come from the card manufacturers own database. Card prices also come from 3rd party retailers and price indexes.

7. Risk Management

Potential Risk	Severity (H/M/L)	Likelihood (H/M/L)	Management Strategy
Customers gain access to store credit database and are able to edit credit amounts.	H	L	Make sure to implement strict security measures such as IP locking access + login credentials + 2 factor authentication.
Pricing bases are thrown off by 3rd party software bugs creating either extremely high or low prices on cards.	L+	L	Incorporate soft caps so that a cards price can't change more than x percent in a given time period.

8. Communication

Reporting

The following reports will be produced;

Report	Audience	Frequency
Progress report	Stakeholders	Incorporated with sprints.
Performance report	Stakeholders, developers.	Once the software is deployed. Potentially after a long term period of time after deployed too.

Meetings

The following meetings/communication will be established;

Meeting	Purpose	Attendees	Frequency
Stakeholder Dev Introductory meeting.	To introduce the developer's to the stakeholder's.	Developers, stakeholders.	Once.
Progress Meeting.	Go over recent progress and current status on different parts of the project.	Nolan Honey, stakeholders.	After each sprint is completed.

9. Task Listing (WBS- Work Breakdown Structure)

The following resource proposal template summarizes the resource hours committed to this project, upon final approval of this document.

Reference	Tasks	Duration	Dependency
1.1.1	Project Summary	1.5 hours	
1.2.1	Project Vision	2.5 hours	
1.3.1	Personas	2.5 hours	
1.4.1	User Stories	2 hours	
1.5.1	High Level Requirements	1.5 hours	
2.1.1	Project plan & Team charter	4 hours	
2.2.1	Product Backlog	1-2 hours	
2.3.1	Sprint Backlog	1-2 hours	
2.4.1	Minutes of Meetings	30 minutes	
3.1.1	wireframes/prototyping	ETA - 2 hours	

4.0 Development Process			
4.1.1	UI / Web Development	TBD	
4.2.1	Database Designing	TBD	Third party Database
4.3.1	Store Functionality	TBD	Third party information

10. Gantt Chart

TASK NAME	START DATE	DAY OF MONTH*	END DATE	DURATION* (WORK DAYS)	DAYS COMPLETE*	DAYS REMAINING*	TEAM MEMBER	PERCENT COMPLETE
Sprint 1								
Project Summary	9/12	12	9/14	2	2	0	Group	100%
Project Vision	9/19	19	10/2	13	13	0	Saif/ Nolan	100%
High-Level Requirements	9/19	19	10/3	14	14	0	Jan/ Nolan	100%
Personas	9/19	19	9/29	10	10	0	Harry	100%
User stories	9/19	19	9/29	10	10	0	Jan	100%
Sprint 2								
Project Plan + Team Charter	10/3	3	10/9	6	6	0	Nolan/ Harry	100%
Minutes of Meeting/s	10/3	3	10/6	3	3	0	Saif	100%
Product Backlog	10/3	3	10/7	4	4	0	Jan	100%
Sprint Backlog	10/3	3	10/9	6	6	0	Jan	100%
Sprint 3								
wireframes/prototyping	10/11	11	TBD					0%
Sprint 1 - Development								
Create a Database	1/7	7	3/30	82	0	82	Jan	0%

Allow manager to take system offline for any reason	1/7	7	3/30	82	0	82	Nolan	0%
Create UI to interact with Database	1/7	7	30/03/2019	82	0	82	Harry	0%
Create form to add need employees to a system.	1/7	7	30/03/2019	82	0	82	Saif	0%
Create page that displays list of employees.	1/7	7	30/03/2019	82	0	82	Saif	0%
Sprint 2 - Development								
Create a form to add new cards to database.	1/7	7	3/30	82	0	82	Jan	0%
Create a form to add new customer to stores database.	1/7	7	3/30	82	0	82	Jan	0%
Create web page to display store cards inventory.	1/7	7	3/30	82	0	82	Nolan	0%
Create web page to display list of store registered customers.	1/7	7	3/30	82	0	82	Saif	0%
Create page to add refund to customer store credit or to his Paypal account.	1/7	7	3/30	82	0	82	Nolan/Saif/Harry	0%
Display web page to customer and allow him to modify basic customer informations.	7/1	7	3/30	82	0	82	Harry	0%
Sprint 3 - Development								
On login allow customers to reset their password.	1/7	7	3/30	82	0	82	Saif	0%
Create web page to allow customers to add cards to shopping cart.	1/7	7	3/30	82	0	82	Jan/Nolan	0%
Get competitors card prices so customer	1/7	7	3/30	82	0	82	Nolan/Harry	0%

knows they are getting the best deal.								
Display store credit to Customer in his profile page.	1/7	7	3/30	82	0	82	Harry	0%
On stores Homepage display upcoming events so customers can prepare for upcoming games.	1/7	7	30/03/2019	82	0	82	Saif	0%

11. Milestones

Major Activity or Milestone	Estimated Milestone Target date	Owner/Reviewer Team Members
Sprint 1	October 02, 2018	Nolan Honey Harry Archer Jan Farun Saif Mustaf
Sprint 2	October 09, 2018	Nolan Honey Harry Archer Jan Farun Saif Mustaf
Group Presentation	October 17th, 2018	Nolan Honey Harry Archer Jan Farun Saif Mustaf
Sprint 3	TBD	Nolan Honey Harry Archer Jan Farun Saif Mustaf
System implementation 1(Web design)	TBD	Nolan Honey Harry Archer Jan Farun Saif Mustaf

System implementation 2 (Client-database functionality)	TBD	Nolan Honey Harry Archer Jan Farun Saif Mustaf

12. RAM – Responsibility Assignment Matrix

Create a RAM from your Task Listing. A sample is shown below:

Task	Nolan Honey	Saif Mustaf	Jan Farun	Harry Archer
Project Summary	P	S	S	S
Project Vision	S	P		
Personas				P
User Stories			P	
High Level Requirements	P			
Project Plan + Team Charter	P			S
Minutes of meetings		P		
Product backlog			P	
Sprint Backlog			P	
Web Development	P	P	S	S
Database Design	S	S	P	P

Primary - P   Secondary - S

13. Approval

The signatures below indicate their approval of the contents of this document.

Project Role	Name	Signature	Date
U/I, Back-end developer, shareholder	Nolan Honey	nolan.honey@goergebrown.ca	10-10-18
U/I, Front-end developer	Harry Archer	harry.archer@georgebrown.ca	10-10-18
Back-end developer	Saif Mustaf	saif.mustaf@georgebrown.ca	10-10-18
Database developer, back end developer	Jan Farun	jan.farun@georgebrown.ca	10-10-18

TEAM CHARTER

Multiple reasons exist for preparing a team charter. One is to document the team's purpose and clearly define individual roles, responsibilities, and operating rules. Next, it establishes procedures for both the team and management/industry partner on communicating, reporting, and decision-making procedures. It lays out a blueprint for conducting business for the acquisition and defines how the team works in an empowered manner, including setting out responsibility and authority. Finally it facilitates stakeholder buy in by including key members in the decision making process and obtaining their concurrence along the way.

The charter includes the following sections:

1. Purpose
This team was formed to complete the capstone project. We expect to create a usable software system for many small businesses in the hobby gaming world that wish to have an online business presence.

The software will provide core business functions such as a store credit system, a way to track inventory, and a way to track product prices.

2. Background

The software will provide a database for storing MTG card stock as well as prices. As well the software will provide a store credit system and a website redesign. This team is composed of people who are good at different aspects of programming. We have people who prefer databases, UI, and back-end design. Together we form an impressive team capable of tackling all aspects of software design. One of our members is directly involved in the physical applications of the software and will be able to closely follow what is needed by the industry. The primary customer for our software will be The Sword & Board Toronto, a local hobby and game store located on Bloor Street West at Brock Ave. The software will be tailored to their needs, however it will be built with an open mind. Future users will be able to easily adapt the software to their particular needs by enabling and disabling different independant modules.

3. Scope

This document applies to the Sword & Board Online Marketing Platform(OMP), which will be developed by a team consisted of four 3rd year programming students. This OMP design will enable the Sword & Board to have a place where they can market their MTG cards, keep track of inventory, track customer store credit and view previous transaction records.

4. Team composition

Our team comprises of people who specialize in all needed areas of programming and software design. From UI to databases, each one of us has our own preference of role. Each member typically has one main role and one supplementary role where they will help out when able. UI and front-end design has two members, back-end/server side development has three developers and there is one dedicated database designer. We expect a lot of time will be committed to the back end design as that is the most extensive area of need.

5. Team empowerment

The authority of the team is nearly entirely flat. The official team leader is Nolan Honey, simply due to his involvement in the projects real-world application. Everyone is on equal footing when deciding project features and which directions it should go. Work is divided fairly and evenly where every group members gets to choose what part they want to do. Group members are fully empowered.

6. Team operations

The team makes decisions as a democratic group. If a change in membership was to occur, it would also be done democratically. The only rules are to complete work on time and communicate with the group. The team leader organises group meetings with the business partners and acts as the communication link between the team and the business partners.

7. Team Performance Assessment

In order to succeed the team must maintain good communication and documentation. As long as we stay on top of each sprints work we will succeed. Members must not be afraid to ask other members for help when they need it.

8. Signature Page

I hereby agree to the contents of this document and agree to be held accountable:

Nolan Honey 101077205

Harry Archer 101087490

Jan Farun 100785719

Saif Mustaf #101088810