|  |  |
| --- | --- |
|  | |
|  | **Hobby Store Online Platform** |
| Project Plan & Team Charter | |
| **Version 1.0.2** | |
| 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 |
| Team Member | Nickolas Di Domenico |

Document Revision History

|  |  |
| --- | --- |
| Revision # | Date |
| 1.0.2 | 05-10-18 |
| 2.0 | 11-01-19 |

**Table of Contents**

[**Executive Summary**](#_or5qnbmhppih) **4**

[**Project Approvers, Reviews and Distribution List**](#_a6althersf5k) **5**

[**Scope**](#_mk9z2k74ruki) **6**

[**Deliverables**](#_54zgn1rrv6n6) **7**

[**Assumptions**](#_erehw3q09nu9) **8**

[**Dependencies**](#_hj4b4y3p4xhz) **8**

[**Risk Management**](#_beuzms8elpva) **8**

[**Communication**](#_f4445jjxftme) **9**

[**Task Listing (WBS- Work Breakdown Structure)**](#_mjriw99k6c3s) **10**

[**Gantt Chart**](#_x0pj96ev8aqm) **11**

[**Milestones**](#_50kg8t7b2tam) **1**3

[**RAM – Responsibility Assignment Matrix**](#_ndc3yi2due3z) **1**4

[**Approval**](#_q1mqwlr7weuq) **1**5

[**T**](#_qkvnwkhpj78l)**eam Charter 1**5

# 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 |
| Front-end/UI developer | Nickolas Di Domenico | nickolas.didomenico@georgebrown.ca | 11-01-19 |

# 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. |  |
| Customer Sign Up component |  |

# 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 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 | Project Summary |
| 1.3.1 | Personas | 2.5 hours | Project Vision |
| 1.4.1 | User Stories | 2 hours | Personas |
| 1.5.1 | High Level Requirements | 1.5 hours | Business Scope / Concept |
| 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 | Software Requirements | 3 hours | High Level Requirements |
| 4.1.1 | Technology Requirements | 2 hours | Project Vision |
| 4.2.1 | wireframes/prototyping | 4 hours | Project Plan |
| 5.0  Development Process   |  |  |  |  | | --- | --- | --- | --- | | 5.1.1 | UI / Web Development | TBD | Wireframes / prototyping | | 5.2.1 | Database Designing | TBD | Third party Database | | 5.3.1 | Store Functionality | TBD | Third party information | | | | |

# 

# 10. Gantt Chart

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TASK NAME** | **START DATE**  **(Month/Day)** | **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 |  |  |  |  |  |  |  |  |
| Software Requirements | 10/21 | 21 | 11/4 | 14 | 14 | 0 | Nick/  Nolan/  Harry | 100% |
| Sprint 4 |  |  |  |  |  |  |  |  |
| Technology requirements | 11/8 | 8 | 11/19 | 11 | 11 | 0 | Harry/  Jan | 100% |
| wireframes | 11/8 | 8 | 11/19 | 11 | 11 | 0 | Nick/  Nolan | 100% |
| **Sprint 5 - Development** |  |  |  |  |  |  |  |  |
| Project Status report | 01/11 | 11 | 01/20 | 9 | 9 | 0 | Nickolas/Jan/Harry/Nolan/Saif | 100% |
| Create a Database | 1/7 | 7 | 3/30 | 82 | 13 | 69 | Jan/  Harry | 0% |
| Allow manager to take system offline for any reason | 1/7 | 7 | 3/30 | 82 | 13 | 69 | Nolan | 0% |
| Create UI to interact with Database | 1/7 | 7 | 30/03/2019 | 82 | 13 | 69 | Nickolas/Nolan | 0% |
| Create form to add new employees to a system. | 1/7 | 7 | 30/03/2019 | 82 | 13 | 69 | Saif | 0% |
| Create page that displays list of employees. | 1/7 | 7 | 30/03/2019 | 82 | 13 | 69 | Saif | 0% |
| **Sprint 6 - 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 7 - 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 knows they are getting the best deal. | 1/7 | 7 | 3/30 | 82 | 0 | 82 | Nolan/Harry | 0% |
| 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  Project Plan + Team Charter | 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   * Software requirements | November 6, 2018 | Nolan Honey  Harry Archer  Jan Farun  Saif Mustaf |
| Sprint 4   * Wireframing and prototypes * Technology requirements * Presentation | November 19, 2018 | Nolan Honey  Harry Archer  Jan Farun  Saif Mustaf  Nickolas Di Domenico |
| System implementation 1( Web design) | January 7 2019 | Nolan Honey  Harry Archer  Jan Farun  Saif Mustaf |
| System implementation 2 (Client-database functionality) | January 7 2019 | Nolan Honey  Harry Archer  Jan Farun  Saif Mustaf |
| Sprint 5   * Programming stage starts * Database Implementation * Frontend on home page | January 11 2019 | Jan Farun  Harry Archer  Nickolas Di Domenico |

# 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** | **Nickolas Di Domenico** |
| 1.1.1 Project Summary | P | S | S | S |  |
| 1.2.1 Project Vision | S | P |  |  |  |
| 1.3.1 Personas |  |  |  | P |  |
| 1.4.1 User Stories |  |  | P |  |  |
| 1.5.1High Level Requirements | P |  |  |  |  |
| 2.1.1 Project Plan + Team Charter | P |  |  | S |  |
| 2.2.1 Minutes of meetings |  | P |  |  |  |
| 2.3.1 Product backlog |  |  | P |  |  |
| 2.4.1 Sprint Backlog |  |  | P |  |  |
| 3.1.1  Software Requirements | P | S | S | P | P |
| 4.1.1 Technology requirements |  |  | P | P |  |
| 4.2.1  Wireframes | P |  |  |  | P |
| 5.1.1  Web Development | P | P | S | S | P |
| 5.2.1 Database Design | S | S | P | P | S |

# 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 |
| Back-end developer | Harry Archer | harry.archer@georgebrown.ca | 11-01-19 |
| 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 |
| Front-end/UI developer | Nickolas Di Domenico | nickolas.didomenico@georgebrown.ca | 11-01-19 |

# 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

Nickolas Di Domenico 101083325

​