**Revised Project Plan**

**Team 32**

**Vandyke Law**

|  |  |
| --- | --- |
| Industry Partner | Frank Vandyke |
| Primary Instructor | Anjana Shah |
| Team Member | Trisha Conde - 101252967 |
| Team Member | Adam Vandyke - 101023594 |
| Team Member | Prishita Ribadia - 101284685 |
| Team Member | Thi Thuy Nguyen - 101281971 |
| Team Member | Hoang Nguyen - 101243954 |

Document Revision History

|  |  |
| --- | --- |
| Revision # | Date |
| V0.1 | October 10, 2021 |

V0.2 February 06, 2022

**Table of Contents**

**1. Executive Summary**

The following describes the project to be executed.

|  |  |
| --- | --- |
| Objective | To create an appointment scheduling system for Vandyke Law that allows detailed case submissions, date requests and more. |
| Corporate Goals Addressed | Our initial plan will be to establish a base of operations with Vandyke Law in the creation of their appointment scheduling system and moving from there to expand our base of service with other businesses. |
| Planned Start Date | Monday, January 9th 2022 |
| Planned End Date | Friday, April 21st 2022 |

**2. Project Approvers, Reviews and Distribution List**

Approvers, reviewers and distribution list

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | E-mail | Date |
| Project Lead | Adam Vandyke | Adam.vandyke@georgebrown.ca | 2021-10-10 |
| Team Member | Thi Thuy Nguyen | thithuy.nguyen@georgebrown.ca | 2021-10-10 |
| Team Member | Trisha Conde | conde.trisha@georgebrown.ca | 2021-10-10 |
| Team Member | Prishita Ribadia | prishita.ribadia@georgebrown.ca | 2021-10-10 |
| Team Member | Hoang Nguyen | hobahoang.nguyen@georgebrown.ca | 2021-10-10 |

**3. Scope**

Define the sum total of all of its products and their requirements or features.

|  |  |
| --- | --- |
| In Scope | Out of Scope |
| Web Application |  |
| File Transfer |  |
| Database |  |

**4. Deliverables**

This project will deliver the following.

|  |  |
| --- | --- |
| Deliverable | Description |
| Website | A website for the submission and filling out of appointment requests. |
| Database | A database for the storage of and access of appointment requests and details. |

**5. Assumptions**

* In accessing the appointment system, it is assumed that all users will have access to a computer or compatible device with internet access.
* It is assumed that those making appointments are Vandyke Law Clients.

**6. Dependencies**

The following are the internal and external dependencies that will have to be acknowledged and addressed;

**7. Risk Management**

|  |  |  |  |
| --- | --- | --- | --- |
| Potential Risk | Severity (H/M/L) | Likelihood (H/M/L) | Management Strategy |
| Application misuse inappropriate information posted. | M | M | Monitor all appointment requests for inappropriate content and deny if detected. |
| Data breach/loss | H | L | Make backups of all appointments scheduled. |

**8. Communication**

**Reporting**

The following reports will be produced;

|  |  |  |
| --- | --- | --- |
| Report | Audience | Frequency |
| Software Requirements Analysis and Design | Program Coordinator | Once |
| Wireframes/ Prototype | Program Coordinator | Once |
| Project Status Report | Program Coordinator | Monthly |
| System Implementation | Program Coordinator | Bimonthly |
| Completion | Program Coordinator | Once |

**Meetings**

The following meetings/communication will be established;

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting | Purpose | Attendees | Frequency |
| Project Review | Check on current tasks. | Team Members | Weekly |
| Planning | Task identification and distribution, scheduling. | Team Members | As needed. |
| Issue Resolution | Resolve issues | Team Members + (Program Coordinator as needed) | As Required. |

**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 |
| A |  |  |  |
| B |  |  |  |
| C |  |  |  |
| D |  |  |  |
| E |  |  |  |

**10. Gantt Chart**

Create a detailed Gantt Chart from your Task Listing(Use any software tool and paste the image or upload as a separate file that can be opened as pdf/doc/xls)

Below is an example:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Task | Period | | | | | | | | | | Completed |
|  | Dates | Dates | Dates | Dates | Dates | Dates | Dates | Dates | Dates | Dates |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
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**11. Milestones**

|  |  |  |
| --- | --- | --- |
| Major Activity or Milestone | Estimated Milestone Target date | Owner/Reviewer Team Members |
| Project Presentation | October 18, 2021 | All Team Members |
| Requirements Analysis & Design | November, 2021 | All Team Members |
| Wireframes & Prototype | December, 2021 | All Team Members |
| Development Completion | February 2022 | All Team Members |
| Testing Completion | March, 2022 | All Team Members |
| Deployment Completion | March, 2022 | All Team Members |
| Project Completion | April, 2022 | All Team Members |

**12. RAM – Responsibility Assignment Matrix**

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



**13. Approval**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | Signature | Date |
| Team Leader | Adam Vandyke | x Adam Vandyke | 2021-10-10 |
| Team Member | Trisha Conde | x | 2021-10-10 |
| Team Member | Prishita Ribadia | x | 2021-10-10 |
| Team Member | Hoang Nguyen | x | 2021-10-10 |
| Team Member | Thi Thuy Nguyen | x | 2021-10-10 |