

Canterbury Food Bank

Project Plan

Introduction

This Plan has the objective to describe and stress the main points of this project. The Canterbury Food Bank (CFB) is an organization which the main objective is feed people who have got no condition to support some needing's. The CFB distribute food through other organizations that can distribute vouchers to people who need food, these vouchers can be used to get food in the CFB.

Project organization

- Julio Hernandez – project tutor.
- John Kentish – CFB representative.
- João Paulo – DB Manager.
- Tomás Almeida – programmer.

Project practices and measurements

- The management technique to this project will be based in an iterative and incremental development, which will be splitted off in 2 iterations, the first one in the autumn and the other one in the spring.
- The CFB web site and work is implemented in PHP, JavaScript, HTML, SQL and CSS, therefore the rest of it will be implemented in these languages as well.

Project milestones and objectives

Iteration	Primary objectives (risks and use case scenarios)	Primary objectives (risks and use case scenarios)	Target velocity
I1	Objectives: <ol style="list-style-type: none"> 1. Evaluate Risks; 2. Collect project requisites; 3. Sync the data base; 4. Research about bar code technology implementation. 	05/11/2013 to 20/12/2013	15
I2	Objectives: <ol style="list-style-type: none"> 1. Evaluate Risks. 2. Integrate the two web pages. 3. Implement google map tools in the web site. 4. Tests. 	22/01/2014 to 04/2014	16

	5. Put the program to work.		
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VOUCHER

For three days' emergency supply of food

SEE SEPARATE SHEET FOR
COLLECTION POINTS AND
OPENING TIMES.

FOR FURTHER INFORMATION,
PLEASE CONTACT:

Telephone: 07718 108875
Email: Info@canterburyfoodbank.org
Website: www.canterburyfoodbank.org

Ref. No.:

REFERRER'S DETAILS	
FULL NAME	SIGNATURE OR STAMP
ORGANISATION	
TEL. NO.	
DATE	REFERRAL CENTRE REFERENCE:
HOW IS YOUR AGENCY HELPING THIS CLIENT?	

CLIENT'S DETAILS		
FULL NAME	NUMBER OF ADULTS	NUMBER OF CHILDREN (UNDER 16)
ADDRESS		
POSTCODE	Please use words One, Two, etc rather than numbers when completing the boxes above. Any alterations will make voucher valid for just one person.	

ETHNIC BACKGROUND (Please tick most appropriate)						
WHITE		MIXED RACE	BLACK		ASIAN	OTHER
BRITISH	OTHER		BRITISH	OTHER	BRITISH	OTHER

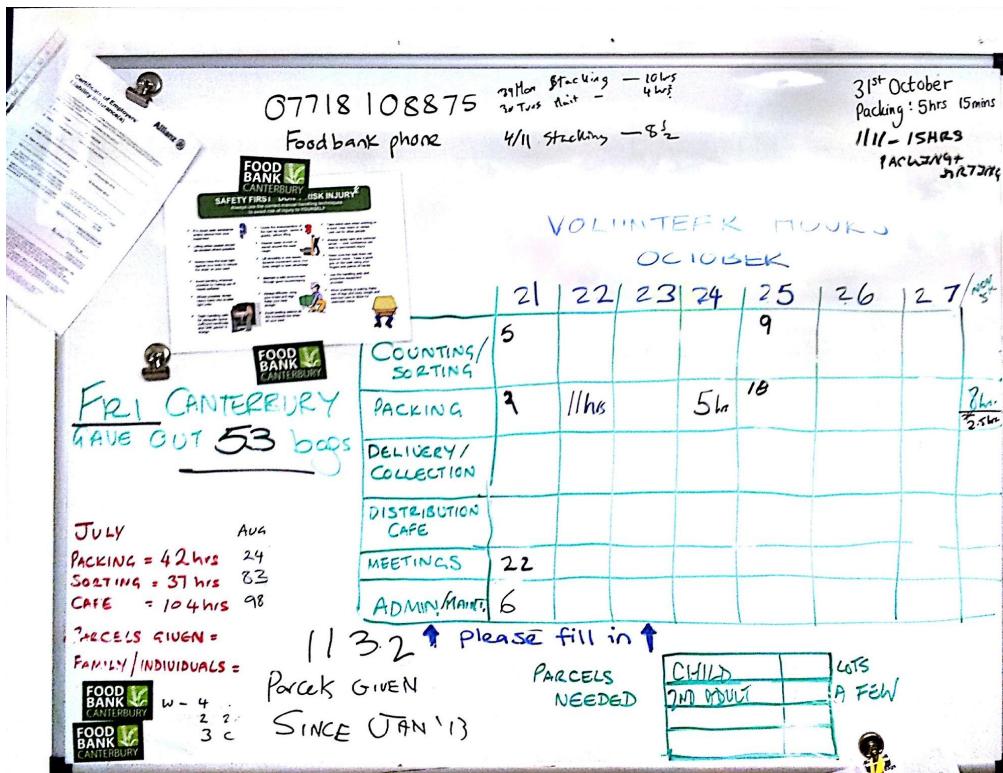
NATURE OF NEED (Please tick all that apply)			
Waiting for Benefit to start	Benefits changed	Benefits stopped	Crisis loan refusals
Unemployed	Debt	Sickness	Child holiday meals
Asylum/Immigration	Street homeless	Sofa surfing	Family crisis
Other (please detail)			

PLEASE NOTE:

- 1 The Canterbury Food Bank distribution centre is only open at the times stated above.
- 2 One adult food parcel weighs approximately 10kg.
- 3 Clients should bring PROOF OF DEPENDENT CHILDREN (e.g. Child Benefit Statement) when they collect a food parcel for children.
- 4 A client can be a single person or a family (mum, dad and dependent children). In either case we class this as one 'household'.
- 5 Up to five Canterbury Food Bank vouchers are allowed per household in a 12-month period.
- 6 If a client is residing with friends or wider family, these are not classed as dependants and should not be shown on the voucher.
- 7 Canterbury Food Bank reserves the right to refuse to provide food parcels where the voucher appears to have been amended after issue or where fraud is suspected.

Canterbury Food Bank

Date: 05/11/2013



Parcels Given Summary											Printed: 05/11/2013				
Surname	Forename	Date	Venue	Agency	Address1	Address2	Town	Postcode	No. Adult	No. 2nd Adult	No. Child	Discretionary	School Holiday Pack	Parcel numbers	Comments
?	?	12/04/2013	Social Services		Victoria Hotel				1	1	0	0	0	0 A082, 8017	Plus a weekend pack as no cooking facilities until next week.
?	?	02/05/2013	Social Services	n/a (emergency re-housing)					1	1	0	0	0	0 W13, W14, W44	Whistable (Social Services ID 1) (3rd time) There is a baby
?	?	08/05/2013	Social Services	n/a (emergency re-housing)					1	1	1	0	0		no parcel nos. given

Canterbury Food Bank

Date: 05/11/2013

FOOD IN	DONATION	STORES COLLECTED	W.H.A.B. W.H.A.B. INFANT SCHOOL
DATE	8/11/13		8/11/13
dried pasta		1	
rice	2		
pasta sauce		2+1	
juice	4		
sugar			
tea/coffee		1	
milk	5		
cereal		2	
jam		1	
desserts	1	1	
fruit		4	
biscuits	-1	1	
tomatoes		3	
meat	8	2-1	
fish	1	2	
vegetables	7	1	
potatoes		1	
cup-a-soup			
soup	5	8	
tinned pasta		1	
baked beans		4	
bonus			



CHILD	
Item	Quantity
Whole Milk	1
Cereal	1
Juice	1
Baked Beans	3
Tinned Pasta	1
Biscuits	1
Fish	1
Soup	1
Tinned Tomatoes	1
Tinned Vegetables	1
Hot Dogs or Meatballs	1
Dried Pasta	1
Fruit	1
Dessert	1

SCHOOL HOLIDAY PACKING

DATE PACKED	NUMBER	EXPIRY DATE	SENT TO	DATE EXCHANGED
17/10	H061	—	SCH	
17/10	H062	—	"	
23/10	H063	March 2014	School	
22/10	H064	Dec 2013	FFF	
22/10	H065	Feb 2014	"	
22/10	H066	Dec 13	"	
22/10	H067	Jan 14	"	
22/10	H068	March 14	"	
22/10	H069	Feb 14	"	
22/10	H070	Feb 14	"	Returned to stock
22/10	H071	Jan 14	"	
22/10	H072	Nov 13	"	
22/10	H073	Jan 14	"	Returned
	H074			
	H075			
	H076			
	H077			
	H078			
	H079			
	H080			

REURNED

School Holiday Pack Parcel Numbers all begin with 'H'. Tags are pale blue.
 EXPIRY DATE is that of item with shortest shelf-life.
 DATE EXCHANGED is the date that the parcel was exchanged for a voucher.
 SENT TO describes where the parcel is going when it leaves the warehouse, e.g. Whitstable, Herne Bay
 CAB, Riverside. Cross this out if the parcel is returned to the warehouse.

Canterbury Food Bank

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DONATIONS

FOOD IN	DATE	8/11/13			
dried pasta					
rice	2				
pasta sauce					
juice	4				
sugar					
tea/coffee					
milk	5				
cereal					
jam					
desserts	1				
fruit					
biscuits					
tomatoes					
meat	8				
fish	1				
vegetables	7				
potatoes					
cup-a-soup					
soup	5				
tinned pasta					
baked beans					
bonus					

SCHOOL HOLIDAY PACKING

DATE PACKED	NUMBER	EXPIRY DATE	SENT TO	DATE EXCHANGED
17/10	H061	January	SCH	
17/10	H062	January	"	
23/10	H063	March 2014	School	
22/10	H064	Dec 2013	FFF	
22/10	H065	Feb 2014	"	
22/10	H066	Dec 13	"	
22/10	H067	Jan 14	"	
22/10	H068	March 14	"	
22/10	H069	Feb 14	"	
22/10	H070	Feb 14	"	Returned to stock
22/10	H071	Jan 14	"	
22/10	H072	Nov 13	"	
22/10	H073	Jan 14	"	Returned
	H074			
	H075			
	H076			
	H077			
	H078			
	H079			
	H080			

School Holiday Pack Parcel Numbers all begin with 'H'. Tags are pale blue.
 EXPIRY DATE is that of item with shortest shelf-life.
 DATE EXCHANGED is the date that the parcel was exchanged for a voucher.
 SENT TO describes where the parcel is going when it leaves the warehouse, e.g. Whitstable, Herne Bay
 CAB, Riverside. Cross this out if the parcel is returned to the warehouse.

Canterbury Food Bank

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v/v/v/v

CHILD PACKING					ADULT PACKING				
DATE PACKED	NUMBER	EXPIRY DATE	SENT TO	DATE EXCHANGED	DATE PACKED	NUMBER	EXPIRY DATE	SENT TO	DATE EXCHANGED
5/11/13	C421	JAN 14	Social Services		"	A541	MARCH 14	Social Services	
5/11/13	C422	MAR 14 NOV 14			"	A542	DEC 13		1/11/13
5/11/13	C423	JAN 14 JAN 14			"	A543	JAN 14	CAB Canterbury	
	C424				"	A544	NOV 13		1/11/13
	C425				"	A545	NOV 13		1/11/13
	C426				"	A546	NOV 13	Whitstable	
	C427				"	A547	JAN 14		
	C428				"	A548	NOV 13		1/11/13
	C429				"	A549	MAR 14		
	C430				"	A550	JAN 14		
	C431				"	A551	JAN 14	Catchy Lives	
	C432				"	A552	JAN 14		1/11/13
	C433				"	A553	NOV 13	Whitstable	
	C434				"	A554	MAY 14		
	C435				"	A555	MARCH 14		
	C436				"	A556	JAN 14		
	C437				"	A557	JAN 14	CAB Canterbury	
	C438				"	A558	FEB 14		1/11/13
	C439				"	A559	JAN 14		
	C440				"	A560	MARCH 14		

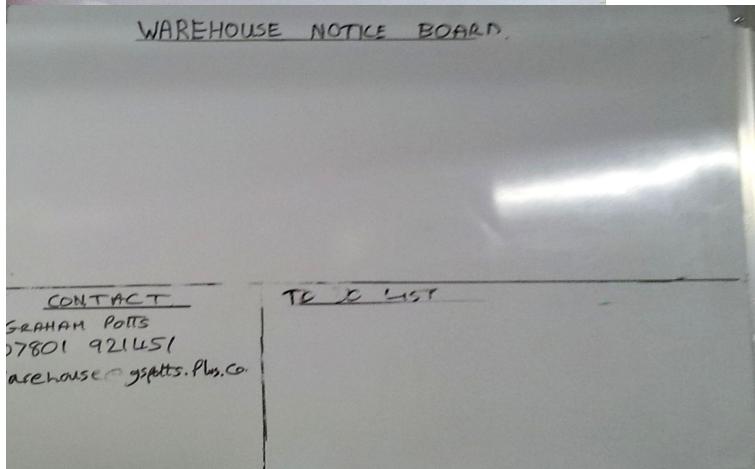
Child Parcel Numbers all begin with "C".

EXPIRY DATE is that of item with shortest shelf-life.

DATE EXCHANGED is the date that the parcel was exchanged for a voucher.

SENT TO describes where the parcel is going when it leaves the warehouse, e.g. Whitstable, Herne Bay

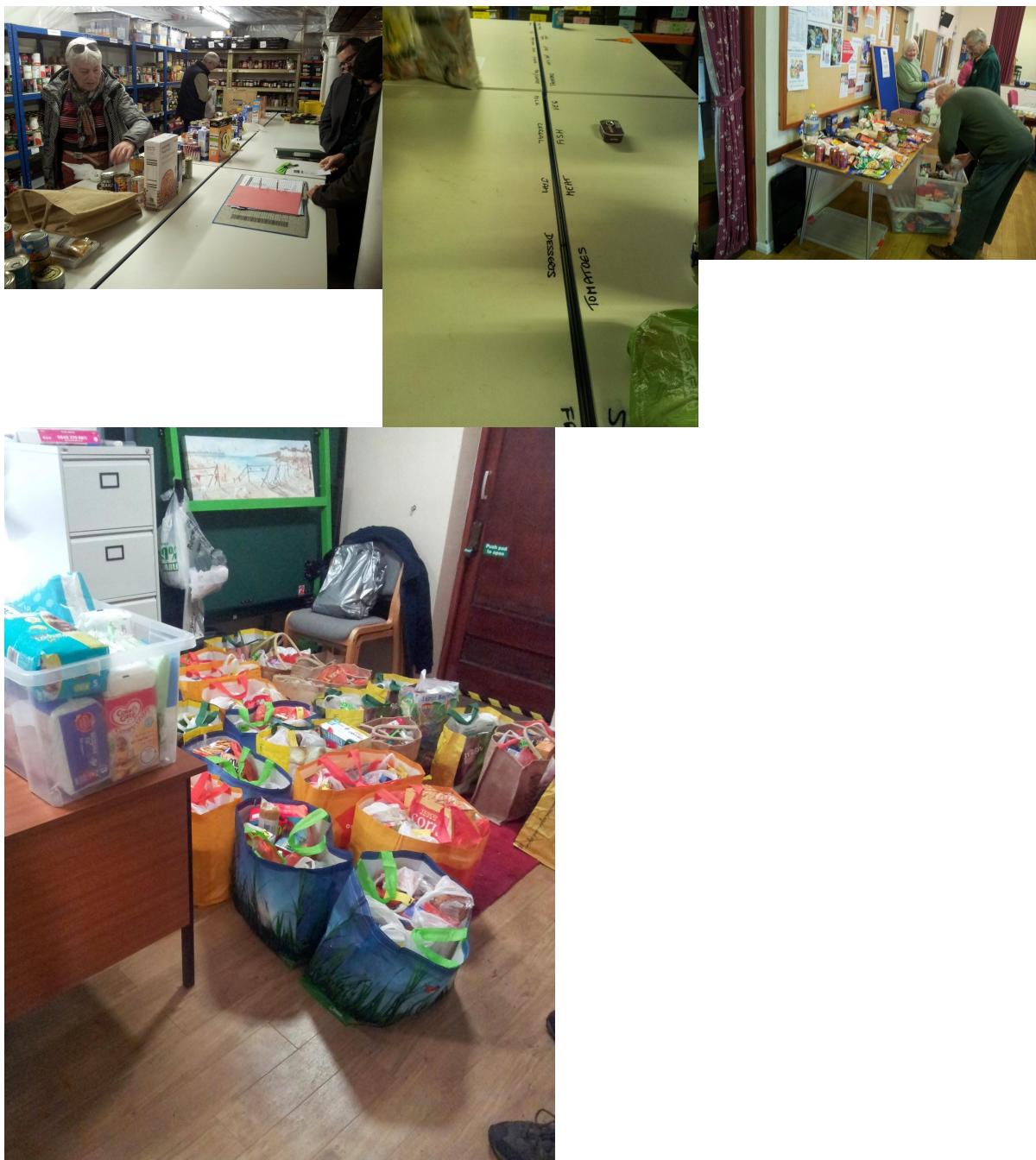
CAB, Riverside. Cross this out if the parcel is returned to the warehouse.



Canterbury Food Bank

Date: 05/11/2013





8/12/2013 22h31

- Button "Back" on food parcels' page ask to fulfil the form (the set location is still unimplemented).. not with all users.
- I can't see parcels packed, but the items are diminished. (nota: rastrear a função q coloca o parcel no BD).
- Is not possible to add an agency by the site.

Differences between the Brazilian database and ours

- In Client table there's an extra row: oldAddress
- In Donations table there's an extra row: items
- In foodItems table the name row has a maximum length of 32 instead of 20
-

Meeting 10/12/2013

- DONE Flag saying if the client take more than 5 parcels
- www.canterburyfoodbank.org/admin
- at least 2 tablets.
- For the next week: put the database online with the spreadsheets' data.
- Tomas will be in charge of the security issues.

Meeting 21/01/2014

- The database was submitted in the server, but sometimes is slow;
- In Creating new clients, title, gender are not mandatory.

- To do:

DONE - Add the possibility to edit a parcel type;
DONE- Only the administrator should be able to remove a parcel type;
DONE - The edited parcel type need to reflect after changed (use a different code to reference the parcel);
DONE - Delete all versions of the type you want to delete.
- New item in menu with Food Parcel Types;
DONE - Increase the size of box in the voucher nature of need, field other;
DONE- Increase the text limit in Address in new clients;
- Write what each user can do and what they can't (individually and with more functionalities);
- Change the order of food items in the counting and packing;
- Add, in exchange voucher, the possibility to say how many parcels is be giving, the total, the parcel reference number that is being delivered and an extra comment field.

In the database:

A new column was created in the foodparceltype named "edited" to keep track about the edited parcel types. The maximum size of the client address were updated from 32 to 128 bytes.

LAST SYNCHRONIZED -

foodparcel.php
removefptype.php
voucher.php
client.php

Meeting 28/01/2014

- The agencys may not be able to create a voucher,

- The client will arrive with some informations: Issued date, name, unique Id
- The system may be able to warning 3 issued vouchers in last 3 weeks;
- The system may be able to warning 5 given parcels per client in 12 months;

Todo:

- Create an Id to identify the voucher;
- Do simulations with fake data in the system;

DONE:

- Issue about multi-authorization

Tests:

- All the tests were made using a user with all authorizations (i.e. packer, counter, agency staff, distribution point staff, volunteer coordinator, trustee);
- The client Mr. Some Nobody was created with the Id 111, DoB 29-01-2014, male, white british with no fixed address;
- The mandatory fields are working fine, all they need to be filled to complete an update in client;
- A search by postcode cannot have an space, all the postcode need to be together (e.g. CT2XXX);
- In Creating Voucher page the field Agency Voucher Reference(optional) is highlighted in red when another mandatory field is let in blank, but the voucher is created if just the optional field is let in blank.

one old parcel type e.g. Adult - 1
consecutive number (e.g.)

	No. Rec.	Parcel No.
Adult	1	[]
2nd Adult	1	[]
Child	2	[]
Disc.	1	[]
Holiday	1	[]
Total	4	[]
Edit Parcel Types		
Create New Parcel Type		

28/11/14

Re-ordering list 3 difficult.

Vouchers

Some agencies issue paper vouchers

Other agencies issue an online voucher

Details need to be input at the distribution centre.

∴ distributor centre person needs to be able to issue a voucher based on the paper version and then exchange it.

Date of issue:

Name _____

Address _____

No. Parcels of type

Unique ID _____
~~██████████~~

option of partly
the

Re-ordering this is different.

<u>Voucher</u>	Some agencies issue paper vouchers
	↓
	Other agencies issue an online voucher
	↓
	the bank need to be able to issue a voucher based on the paper version and then exchange it.

Date of issue:

Name _____
 Address _____

No. Parcels of type _____
 Unique ID _____
 ~~scribble~~

Opinion of Party
 His

When parcels exchanged the lesson issuing parcels needs to be able to override the no. of parcels on the Voucher in exceptional circumstances but if so a comment field should record why and this should be stored with the voucher information.