

Project Plan

Clean Maestro

Beetle Labs

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Document Revision History

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1. Executive Summary

Objective	The Clean Maestro project aims to develop a mobile and web-based platform tailored for cleaning companies to manage their client relationships, staff assignments, and cleaning operations. The platform will offer real-time tracking, shift management, and customizable reporting features to optimize operations and provide transparency between companies and their clients.
Corporate Goals Addressed	<ol style="list-style-type: none">1. Client Management: Streamline and simplify client onboarding, tracking, and interaction.2. Operational Efficiency: Automate task scheduling, staff allocation, and resource tracking.3. Transparency: Enable real-time reporting and tracking of cleaning progress for both staff and clients.4. Collaboration: Foster improved communication between cleaning companies and their clients through reports and feedback mechanisms.
Planned Start Date	September 16th, 2024
Planned End Date	March 28th, 2025

2. Project Approvers, Reviews and Distribution List

Approvers, reviewers and distribution list

Project Role	Name	E-mail	Date
PM	Samuel Gallego Rivera	samuelgallego18@gmail.com	10/07/2024
Tech Lead	Jose Britto Saaji	jose@britto.tech	10/07/2024
Backend Dev., DBA, QA.	Akorede Osunkoya	kodexbaba41@gmail.com	10/07/2024
Frontend Developer.	Dilvir Singh	dilvir134@gmail.com	10/07/2024
Instructor	Anjana Shah		

3. Scope

The **Clean Maestro** project encompasses a set of well-defined goals and features. These include the development and deployment of an operational platform with the following capabilities:

In Scope	Out of Scope
Android Application: A native mobile application for cleaning staff to manage their shifts, track task completion, and update their status in real-time.	iOS Platform: The initial focus will be on Android, with iOS compatibility considered for future development.
Web Dashboard: A web-based interface for clients and cleaning supervisors to track progress, request reports, and set cleaning priorities.	Financial and Payroll Management: No integration with payroll systems or financial transactions between organizations and employees.
Role-Based Access: Differentiated access control for cleaning staff, supervisors, and clients to ensure security and appropriate access to functionalities.	Third-Party Integrations: No immediate integration with external tools outside the core system.
Real-Time Notifications: Alerts to staff and clients about upcoming shifts, task updates, and any overdue activities.	
Shift Management: Tracking of hours worked and shifts assigned to individual staff members.	

4. Deliverables

This project will deliver the following.

Deliverable	Description
Mobile app	A functional Android app for cleaning staff, complete with shift management and task tracking.
Web-based dashboard	A web interface for clients and supervisors to monitor tasks, generate reports, and manage staff assignments.
User documentation	Detailed setup instructions and user manuals for both the cleaning companies and their clients.
System Documentation	Technical documentation for the backend systems, APIs, and integration points.

5. Assumptions

Key assumptions for the successful development and deployment of Clean Maestro include:

- The primary users (cleaning supervisors, staff, and managers) are familiar with mobile and web-based applications.
- Stable internet connections are available for real-time updates and communication.
- Cleaning staff will have access to Android devices for task management.
- Supervisors and managers will actively review and approve staff shifts, tasks, and schedules.
- Client feedback will be provided in a timely manner to adjust features as needed.
- Industry standards for data privacy and security will be adhered to.

6. Dependencies

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

Dependency	Description
Third-Party Services	Reliance on external APIs for notifications (e.g., SMS/email notifications).
Stakeholder Feedback	Timely input from clients and managers is required for refining features and aligning with expectations.
Technology Infrastructure	A stable internet connection is necessary for real-time updates and notifications.
Device Availability	Cleaning staff must have access to Android devices to interact with the system.
Legal Compliance	Compliance with data privacy and other regulations is essential for secure handling of user data.
Team Resource Availability	Availability of team members for development, testing, and deployment phases is crucial to meet deadlines.

7. Risk Management

Potential Risk	Severity (H/M/L)	Likelihood (H/M/L)	Management Strategy
User Reluctance to Adopt Technology	M	H	Provide thorough training and documentation for onboarding.
Data Loss Due to Hardware/Software Failures	H	L	Ensure regular backups of data and redundancy in infrastructure.
Service Downtime Impacting Business	H	M	Implement high availability cloud services and communicate downtimes in advance.
System Security Breach	H	L	Follow industry-standard security practices and implement multi-factor authentication.

8. Communication

Reporting

The following reports will be produced;

Report	Audience	Frequency
Progress Report	Team Members, Stakeholders	Weekly
Sprint Reports	All Team Members	Bi-weekly
Client Feedback	PM, Lead Developer, Stakeholders	Monthly

Meetings

The following meetings/communication will be established;

Meeting	Purpose	Attendees	Frequency
Weekly team meeting	Project & Task updates	<ul style="list-style-type: none"> - Jose BittoSaaji - Samuel Gallego Rivera - Dilvir Singh - Akorede Daniel Osunkoya 	Weekly
Progress Meeting	Showcasing overall project progress	<ul style="list-style-type: none"> - Anjana Shah - Jose BittoSaaji - Samuel Gallego Rivera - Dilvir Singh - Akorede Daniel Osunkoya 	Weekly
Stakeholder Updates	Keeping the industry partners up to date with the project's progress and getting their feedback	<ul style="list-style-type: none"> - Samuel Gallego Rivera - Industry Mentor / Integrator 	Bi-weekly

9. Task Listing (WBS-Work Breakdown Structure)

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

WBS NUMBER	TASK TITLE	START DATE	DUE DATE	DURATION (DAYS)	DEPENDENCIES
1	Application Development	10/5/24	10/31/24	27	
1.1	Application Backend	10/5/24	10/13/24	8	
1.1.1	Setup database schema	10/5/24	10/8/24	3	
1.1.2	Implement authentication	10/8/24	10/10/24	2	
1.1.3	Develop API endpoints for core features	10/8/2024	10/10/24	2	
1.1.4	Perform integration tests	10/10/24	10/12/24	2	
1.2	Android Application	10/12/24	10/12/24	8	
1.2.1	Build UI for task management	10/12/24	10/15/24	3	
1.2.2	Implement push notifications for task updates	10/12/24	10/15/24	3	1.1
1.2.3	Integrate backend API with mobile app	10/15/24	10/18/24	3	1.1.3
1.2.4	Conduct user acceptance testing	10/18/24	10/20/24	2	1.1.2
1.3	Manager Dashboard	10/20/24	10/31/24	11	
1.3.1	Design admin dashboard UI	10/20/24	10/23/24	3	
1.3.2	Implement real-time task tracking	10/21/24	10/26/24	5	
1.3.3	Develop reporting module	10/26/24	10/29/24	3	
1.3.4	Integrate notifications and role-based access control	10/29/24	10/31/24	2	1.2.2, 1.1.2
2	Testing & QA	11/1/24	11/10/24	9	
2.1	Write unit tests for backend	11/1/24	11/3/24	2	1.1
2.2	Perform mobile app stress testing	11/3/24	11/6/24	3	1.2
2.3	Conduct cross-browser testing for manager dashboard	11/5/24	11/7/24	2	1.3
2.4	Review bug reports and perform fixes	11/8/24	11/10/24	2	1
3	Documentation	11/12/24	11/25/24		
3.1	Write user manual for mobile and web apps	11/12/24	11/19/24	7	1

3.2	Create setup guide for cleaning agencies	11/17/24	11/20/24	3	1
3.2.	Record video walkthrough for onboarding	11/20/24	11/25/24	5	1

10. Gantt Chart

Please see [F24_T50_Gantt_Graph.xlsx](#)

11. Milestones

Major Activity or Milestone	Estimated Milestone Target date	Owner/Reviewer Team Members
All Sprints Completions	Dec 1, 24	All Team Members
MVP Development	Feb 15, 24	All Team Members
Client Beta Testing	Mar 1, 25	All Team Members
Project Completion	Mar 28, 25	All Team Members

12. RAM – Responsibility Assignment Matrix

RAM- Responsibility Assignment Matrix



PROJECT TITLE	CLEAN MAESTRO
PROJECT MANAGER	Samuel Gallego Rivera

WBS NUMBER	TASK TITLE	Samuel Gallego Rivera (PM/UI/UX)	Jose Britto Saaji (Tech Lead/Backend)	Dilvir Singh (Frontend)	Akorede Osunkoya (Backend/DBA)
1	Application Development	S	S	S	S
1.1	Application Backend	S	S	S	P
1.1.1	Setup database schema	S	S	S	P
1.1.2	Implement authentication	S	P	S	S
1.1.3	Develop API endpoints for core features	S	P	S	S
1.1.4	Perform integration tests	S	P	S	S
1.2	Android Application				
1.2.1	Build UI for task management	P	S	S	S
1.2.2	Implement push notifications for task updates	S	S	P	S
1.2.3	Integrate backend API with mobile app	S	P	S	S
1.2.4	Conduct user acceptance testing	S	S	S	P
1.3	Manager Dashboard				
1.3.1	Design admin dashboard UI	P	S	S	S
1.3.2	Implement real-time task tracking	S	S	P	S
1.3.3	Develop reporting module	P	S	S	S
1.3.4	Integrate notifications and role-based access control	S	S	S	P
2	Testing & QA				
2.1	Write unit tests for backend	S	S	S	P
2.2	Perform mobile app stress testing	S	P	S	S
2.3	Conduct cross-browser testing for web dashboard	S	S	P	S
2.4	Review bug reports and perform fixes	P	S	S	S
3	Documentation				
3.1	Write user manual for mobile and web apps	S	S	P	S
3.2	Create setup guide for cleaning agencies	P	S	S	S
3.2.	Record video walkthrough for onboarding	S	S	S	P

Symbol	Meaning
S	Secondary
P	Primary

13. Approval

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

Project Role	Name	Signature	Date
PM	Samuel Gallego Rivera	SAMUEL GALLEGO RIVERA	10/07/2024
Tech Lead	Jose Britto Saaji	JOSE BRITTO SAAJI	10/07/2024
Backend Dev., DBA, QA.	Akorede Osunkoya	AKOREDE OSUNKOYA	10/07/2024
Frontend Developer.	Dilvir Singh	DILVIR SINGH	10/07/2024