

Project Plan

<MyDent Dental Website Enhancement & Feature Enrichment>

Industry Partner	MyDent Dental
Primary Instructor	Anjana Shah
Team Member	Ruslan Makhanov
Team Member	Abbas Said
Team Member	Erdal Ozkaya
Team Member	Oguzhan
Team Member	Raul England Pelenio

Document Revision History

Revision #	Date
N/A	N/A

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1. Executive Summary

The following describes the project to be executed.

Objective	While we were looking through their site, we noticed that the site needed to add more features and needed some updates. Their website currently can use a different design as well. Hopefully the change in the design of the website will cause there to be more desire for new patients to visit and eventually become a regular patient.
Corporate Goals Addressed	The new website aims to provide a contemporary and visually appealing design, ensuring an improved and enjoyable user experience. User interface elements will be optimized for intuitiveness, promoting easy navigation and engagement.
Planned Start Date	09/18/2023
Planned End Date	03/29/2024

2. Project Approvers, Reviews and Distribution List

Approvers, reviewers, and distribution list

Project Role	Name	E-mail	Date
Backend Developer	Ruslan Makhanov	Ruslan.Makhanov@georgebrown.ca	10/6/2023
Backend Developer	Abbas Said	Abbas.said@georgebrown.ca	10/6/2023
Backend Developer	Erdal Ozkaya	Erdal.Ozkaya@georgebrown.ca	10/6/2023
Web Developer/Content Writer	Raul England Pelenio	RaulEngland.Pelenio@georgebrown.ca	10/6/2023
Web Developer/Content Writer	Oguzhan Burhan	oguzhan.burhan@georgebrown.ca	10/6/2023

3. Scope

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

In Scope	Out of Scope
Homepage	E-commerce Functionality
Appointment Booking System	Complex Database Functionality
About Us	Language Translation
Contact Page	Integration with Third-Party Systems

4. Deliverables

This project will deliver the following.

Deliverable	Description
New Website	The site will include a user-friendly interface, responsive design, and key features such as appointment scheduling, service details, and contact information.
Inventory Management System	This system will allow the clinic to keep track of dental supplies and equipment, manage stock levels, and generate reports
Email Automation System	This system will enable automated email campaigns, appointment reminders, and newsletters
Patient Scheduling System	This system will include an online booking interface, calendar integration, and confirmation notifications
Staff Scheduling System	This system will allow efficient management of staff schedules, including shifts, breaks, and time-off requests

5. Assumptions

This project makes the following assumptions;

- The dental office has existing office management software that the new web app needs to integrate with.
- Patients have access to the internet and devices to use the web app.

- The dental office has the necessary infrastructure to support the web app, including servers and internet connectivity.
- Training will be provided to the staff to familiarize them with the new system.
- The dental office adheres to all regulations and guidelines related to patient data privacy.
- The web app will be accessible 24/7 unless maintenance is required.
- Feedback will be collected from both patients and staff during the initial phase to make necessary improvements.

6. Dependencies

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

Team Availability
 Content Creation
 Technology Infrastructure
 Budget Approval
 Decision-Making Process

7. Risk Management

Potential Risk	Severity (H/M/L)	Likelihood (H/M/L)	Management Strategy
Technical Issues during Development	H	M	Thorough testing at each stage, involve experienced developers, have a contingency plan for technical glitches.
Delays in Project Timelines	H	M	Build buffer time into the schedule, track progress regularly, and communicate effectively to manage expectations.
Data Security Breaches	H	L	Implement robust security measures, conduct regular security audits, and ensure compliance

			with relevant data protection regulations.
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8. Communication

Reporting

The following reports will be produced;

Report	Audience	Frequency
Project Status	Project Stakeholders	Monthly
Financial	Project Managers, Finance Team	Monthly

Meetings

The following meetings/communication will be established;

Meeting	Purpose	Attendees	Frequency
Weekly Project Status	Discuss progress, address challenges	Project Team	Weekly
Project Kick-off	Introduce project, discuss goals	Project Team, Stakeholders	One-Time

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	Project Planning	21 days	None
B	Website Development	60 days	A
C	Inventory System Implementation	15 days	A
D	Marketing Strategy Development	10 days	B
E	User Testing and Feedback Incorporation	8 days	B,C

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)

Task	Start Date	Duration (days)	Dependency
Project Planning	2023-10-10	21	None
Website Development	2023-12-01	60	Project Planning
Inventory System Implementation	2024-02-01	15	Project Planning
Marketing Strategy Development	2024-03-01	10	Website Development
User Testing and Feedback Incorporation	2024-03-10	8	Website Development, Inventory System Implementation

11. Milestones

Major Activity or Milestone	Estimated Milestone Target date	Owner/Reviewer Team Members
Project Kick-off	10/10/2023	Ruslan Makhanov, Abbas Said, Erdal Ozkaya, Raul England Pelenio, Oguzhan Burhan
Completion of Project Planning	11/01/2023	Ruslan Makhanov, Abbas Said, Erdal Ozkaya, Raul England Pelenio, Oguzhan Burhan
Start Developing Website	12/01/2023	Ruslan Makhanov, Abbas Said, Erdal Ozkaya, Raul

		England Pelenio, Oguzhan Burhan
Inventory System Implementation	02/01/2024	Ruslan Makhanov, Abbas Said, Erdal Ozkaya, Raul England Pelenio, Oguzhan Burhan
Present Website to Stakeholder	04/01/2024	Ruslan Makhanov, Abbas Said, Erdal Ozkaya, Raul England Pelenio, Oguzhan Burhan

12. RAM – Responsibility Assignment Matrix

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

	Project Team Responsibilities				
Project Name:	MyDent Dental Website Enhancement & Feature Enrichment				
Project Manager:	Ruslan Makhanov				
Task	Ruslan	Abbas	Erdal	Raul	Oguzhan
Assess requirements	P				S
Design Business System		P		S	
Modify Purchased Package			P		
Modify in-Hourse Procedures				P	
Testing	S				P
Implement New Package		S			
Train Staff			S		

13. Approval

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

Project Role	Name	Signature	Date
Team Member	Ruslan Makhanov	Ruslan Makhanov	10/06/2023
Team Member	Abbas Said	Abbas Said	10/06/2023
Team Member	Erdal Ozkaya	Erdal Ozkaya	10/06/2023
Team Member	Raul England Pelenio	Raul England Pelenio	10/06/2023
Team Member	Oguzhan Burhan	Oguzhan Burhan	10/06/2023