## General Information

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| ***Project Title:*** | Inventory Control System | | |
| ***Brief Project Description:*** | The new system with CRUD capabilities and sorting criteria (name, category, price, margin) will enhance inventory control, streamline operations, and ensure optimal product availability. This directly aligns with the mission of maximizing profitability and operational efficiency while offering a diverse range of products to customers. | | |
| ***Prepared By:*** | Rabia, Kegan, Luis | | |
| ***Date:*** | September 8 2023 | ***Version:*** | 1 |

## B. Project Objective

To implement a system that creates, reads, updates, and removes inventory items for their retail store. The new system created from the ground up plans to have more trackable features and logical features.

To implement an adequate Inventory Management

The grocery store's mission is to provide customers with a wide selection of products while maximizing profitability and operational efficiency.

To implement a new system with CRUD capabilities and sorting criteria (name, category, price, margin) will enhance inventory control, streamline operations, and ensure optimal product availability.

To implement a mission of maximizing profitability and operational efficiency while offering a diverse range of products to customers.

**Project Scope**

The grocery store's unique requirements will ensure that all features, including CRUD functionality, sorting criteria, and the logic system for daily changes, are designed with the store's specific workflows and goals in mind.

Scalability: Custom software allows for scalability as the store grows. It can be adapted and expanded to accommodate future needs and changes in the business environment.

Integration: Custom software can be seamlessly integrated with existing systems such as point-of-sale (POS) and accounting software, enabling more cohesive and efficient overall operation.

Data Security: With custom software, the store has greater control over data security and can implement robust security measures to protect sensitive information, such as sales data and pricing details.

Long-Term Cost Efficiency: While custom development may have an initial investment, it often proves cost-effective in the long run. It eliminates the need for ongoing licensing fees associated with off-the-shelf or cloud-based solutions.

List any requirements that are specifically excluded from the scope.

**While external software may seem like an attractive option due to cost savings and convenience, there are several compelling reasons why we have chosen not to use external software. Some of them are security and the option to grow.**

**Project Milestones**

List the major milestones and deliverables of the project.

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| **Milestones** | **Deliverables** | **Date** |
| Project Initiation | Business case/ charter document | Sep 15, 2023 |
| Needs Assessment and Requirements Gathering | Use software like clear Company, BambooHR | Sep 17, 2023 |
| System Design and Configuration | System Design Specification | Sep 21, 2023 |
| User Training Documents | Trained users and training materials and time | Sep 27, 2023 |
| Testing | Fully test each and every aspect of the project | Oct 01, 2023 |
| System Deployment | Fully deployed and operational inventory management sys | Oct 07, 2023 |
| User Acceptance and Sign- off | User acceptance and sign off | Oct 15, 2023 |

## Impact Statement

Budget and Timeline: Custom development projects can sometimes exceed initial budgets and timelines. To mitigate this risk, it's crucial to have a well-defined project scope and conduct thorough requirements analysis. Regular communication with the development team and project management can help monitor progress and control costs.

Technical Expertise: The store may lack in-house technical expertise for software development. To address this, they can hire an experienced software development team or partner with a reputable software development company with a track record in similar projects.

Testing and Quality Assurance: Ensuring that the custom software is thoroughly tested and free of bugs is essential. The project should include a comprehensive quality assurance and testing phase to identify and resolve any issues before deployment.

User Training: Employees will need training to use the new system effectively. A well-structured training program should be implemented to ensure a smooth transition.

Data Migration: If the store is transitioning from an existing system, data migration can be complex. A robust data migration plan should be developed to minimize data loss or discrepancies during the transition.

Backup and Disaster Recovery: Implement a robust backup and disaster recovery plan to safeguard critical data and ensure business continuity in case of unexpected events.

In conclusion, custom software development offers the most tailored and flexible solution to overhaul the grocery store's inventory control system, aligning with the specific needs and mission of the organization. By addressing potential risks through careful planning, project management, and collaboration with experienced development professionals, the store can successfully implement a custom solution that optimizes inventory management and supports its long-term goals.

1. **Roles and Responsibilities** Describe the roles and responsibilities of project team members followed by the names and contact information for those filling the roles. The table below gives some generic descriptions. Modify, overwrite, and add to these examples to accurately describe the roles and responsibilities for this project.

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| **Sponsor:** Provides overall direction on the project. Responsibilities include approving the project charter and plan; secure resources for the project; confirming the project’s goals and objectives; keep.  abreast of major project activities; make decisions on escalated issues; and assist in the resolution of roadblocks. | |
| **Name** | **Email / Phone** |
| Adé R. Thompson | Aderthompson.gwinnetttech.edu |
|  |  |
| **Project Manager:** Leads in the planning and development of the project; manages the project to scope. Responsibilities include develop the project plan; identify project deliverables; identify risks and develop risk management plan; direct the project resources (team members); scope control and change management; oversee quality assurance of the project management process; maintain all documentation including the project plan; report and forecast project status; resolve conflicts within the  project or between cross-functional teams; ensure that the project’s product meets the business objectives; and communicate project status to stakeholders. | |
| **Name** | **Email / Phone** |
| Rabia Mehdi | [Rmehdi0255@student.gwinnetttech.edu](mailto:Rmehdi0255@student.gwinnetttech.edu) |
|  |  |
| **Team Member:** Works toward the deliverables of the project. Responsibilities include understand the work to be completed; complete research, data gathering, analysis, and documentation as outlined in the project plan; inform the project manager of issues, scope changes, and risk and quality concerns; proactively communicate status; and manage expectations. | |
| **Name** | **Email / Phone** |
| Luis Cortes | [luiscortes@gmail.com](mailto:luiscortes@gmail.com) |
|  |  |
| **Customer:** The person or department requesting the delivery. Responsibilities include partner with the sponsor or project manager to create the Project Charter; partner with the project manager to manage the project including the timeline, work plan, testing, resources, training, and documentation of procedures; work with the project team to identify the technical approach to be used and the  deliverables to be furnished at the completion of the project; provide a clear definition of the business objective; sign-off on project deliverables; take ownership of the developed process and software. | |
| **Name** | **Email / Phone** |
| Adé R. Thompson | Aderthompson.gwinnetttech.edu |
|  |  |
| **Subject Matter Expert:** Provides expertise on a specific subject. Responsibilities include maintain.  up-to-date experience and knowledge on the subject matter; and provide advice on what is critical to the performance of a project task and what is nice-to-know. | |
| **Name** | **Email / Phone** |
| Kegan | Koyeron2514@student.gwinnetttech.edu |
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**Project Charter**

**H. Resources**

Identify the initial funding, personnel, and other resources committed to this project by the project sponsor.

Since WalmKrogCost is an established organization, needs to update the inventory management system we do have a basic idea of the project. The funding provided to this project is $150,000 and the other resources available are as follows:

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| **Resource** | **Constraints** |
| Project Manager | Resource constraints can affect project management effectiveness and project prioritization. |
| Developers | Limited developer resources may result in delayed updates and difficulty addressing critical issues promptly. |
| User support and training specialists | Limited training and support resources can result in user frustration reduced system adoption. |
| Documentation and knowledge base | Incomplete or not updated documentation of the updated WalmKrogCost database will create problems when solving issues or expansion is required |
| Budget allocation | Budget constraints may limit the ability to invest in necessary system improvements and upgrades. |

**I. Project Risks**

Identify the high-level project risks and the strategies to mitigate them.

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| **Risk** | **Mitigation Strategy** |
| Data accuracy and Integrity | Implement data validation check, use automated data entry tools |
| Integration Challenges Risk | Conduct through compatibility and integration testing with existing system. |
| Scope Creep | Define a clear project scope and requirements document. |
| Technological Obsolescence Risk | Choose technologies and tools with a roadmap for continued support and updates. |
| Performance issues risk | Conduct load testing and performance tuning to identify and address bottlenecks. |

**J. Success Measurements**

Identify metric and target you are trying to achieve as a result of this project. For example, overall cost savings of $50K or reduce processing time by 25 percent.

The grocery store's mission is to provide customers with a wide selection of products while maximizing profitability and operational efficiency.

To achieve its mission, the grocery store needs to make data-driven decisions, optimize pricing, and maximize margins.

Enhancing employee efficiency is crucial for providing a better customer experience and optimizing store operations.

A key goal for the grocery store is to provide customers with a positive shopping experience and meet their needs effectively.

# Project Charter

## K. Signatures

The signatures of the people below document approval of the formal Project Charter. The project manager is empowered by this charter to proceed with the project as outlined in the charter.

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| **Customer:** |  |  |
| **Name** | **Signature** | **Date** |
| Adé R. Thompson | Adé R. Thompson | 9/15/2023 |
|  |  |  |
| **Project Sponsors:** |  |  |
| **Name** | **Signature** | **Date** |
| Adé R. Thompson | Adé R. Thompson | 9/15/2023 |
|  |  |  |
| **Project Manager:** |  |  |
| **Name** | **Signature** | **Date** |
| Rabia Mehdi | RabiaMehdi | 9/15/2023 |
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