

Project OUI

Coffee shop with a French twist

Project Plan

Client:

Marcel Baron

Prepared by – Group F

Student Nr:

Mihail Josan	- 5305624
Blossom Anukposi	- 5240840
Cristian Trifan	- 5300061
Christos Ioannou	- 5309743
Oleksandr Semenovych	- 5342430
Quentin Hamelet	- 5331463

Table of Contents

Background	3
Project Results	4
Project Activities	5
Project Boundaries	7
Intermediate results	8
Quality Control.....	9
Project Organization	10
Planning and Scheduling	12
Costs and Benefits	12
Risk Analysis	13

Background

This chapter describes the background of the project and its stakeholders.

The project team – group F was assigned to create a website for their client OUI. The primary objective is to deliver a flawless and user-friendly website that accurately represents the café's brand, engages visitors, and meets the specified standards. Also, the client wants to show people through this website general information about the cafe, such as: where is the cafe located, what is the menu, what is the schedule. Supervisors Gerjan van Oenen and Elise Siersema will assist and guide the group throughout the project development. The final product will be delivered to OUI within 9 weeks. The stakeholders of the project are NHL Stenden and group F.

Group F from NHL Stenden consists of first year Information Technology students who are responsible for planning and carrying out the project in accordance with the client demands.

Following the website creation process, the whole group will be working together in their significant roles in the development and implement process. Moreover, throughout the process of creating the website, every member will gain experience, new skills, and more knowledge about the field of work, as everything until the end of the project will be done professionally.

Project Results

This section aims to breakdown the end goals for the project to achieve the desired outcomes.

Group F project will be design of French style café “OUI” website, which will be used as place where customers can get information about the café menu, discounts and story of café creation. This website will be useful for visitors, who are going to visit café for first time and look for propositions, and regular clients who can discover discounts and news of the café. The main purpose of the creation of the website is to attract visitors to Group F’s clients café.

Listed below is the group’s plan to achieve this goal:

General - the main usage of website, as mentioned above is to help visitor discover information about the café.

Obtainable / attainable – the project requires a lot of time and documentation to create it. Group will make realistic plan, which will be completable due to following deadline: 6 of November.

Time frame – the time for this project is 8 weeks. Following the project plan will help team to complete project in time.

Final product will consist of all features mentioned in clients’ requirements, and will be presented on the 9th of November.

Project Activities

This chapter describes in detail the activities which are to be completed for a project to be successful.

Phase 1 – Internal Organization:

Organize and have regular team meetings.

Assign group roles to create internal structure of the team. Roles to be assigned:

- Group Leader
- Secretary
- Expert
- Team player
- Explorer

Create a code of conducts, which dictates the inner workings of the group. The code of conduct must be approved and signed by each team member.

Divide the workload and set up deadlines.

In collaboration with the Client, set up regular in-person meetings.

Phase 2 – Documentation:

In collaboration with the client and with respect to project requirements the following documents are prepared and approved by the client. The documents provide a roadmap for the project, from start to finish:

- Analysis
- Project Plan
- Designs of the Websites
- Technical Design

Phase 3 – Implementation:

- Commence the product development process by convening an inaugural meeting to establish our project's foundations.
- Delegate project tasks among team members and establish a clear timeline for project milestones.
- Begin crafting preliminary templates for both the primary website and the teaser page.
- Conduct a collaborative assessment meeting with team members to review progress
- Refine and make necessary adjustments to the designs for the primary website.
- Conclude the design phase for the teaser page.
- Arrange a meeting with our client to finalize the design for the teaser page.
- Hold a project progress meeting with team members to evaluate our progress against the first milestone.
- Allocate responsibilities for the technical development of the teaser page to two group members and establish a deadline for completion.
- Finalize the designs for the primary website.
- Complete the technical development of the teaser page.
- Organize a meeting with the client to present the teaser page and collaboratively decide on the final design for the primary website.

- Conduct a team meeting to analyse our progress against the second milestone.
- Distribute responsibilities among group members for the technical development of the primary website and set a deadline.
- Commence the development phase of the product.
- Hold a team meeting to evaluate progress against the third milestone.
- Distribute responsibilities among group members for the technical development of the primary website and set a deadline.
- Continue the development of the product.
- Integrate and interconnect all components of the project.
- Conduct the functional test.
- Convene a team meeting to assess our progress against the fourth milestone.
- Conduct the Usability test.
- Convene a team meeting to assess our progress
- Submit the initial version of the website.
- Schedule a meeting with our client to discuss any required website modifications.
- Complete and submit the definitive version of the product, along with comprehensive documentation and time sheets for all group members.

Project Boundaries

This chapter describes the time boundaries of the project and conditions that must be fulfilled for it to be successful.

The project is scheduled to commence on the 4th of September 2023, and the final product, including all documentation and presentation materials, is required to be completed and delivered by the 6th of November 2023.

The primary goal of this project is to develop a dynamic and user-friendly website for a coffee shop located in Emmen. This website aims to provide users with comprehensive information about the coffee shop and its offerings, accessible seamlessly through both smartphones and personal computers. To achieve this goal, the project will leverage technologies such as HTML5, CSS3, and PHP to design the website and implement all the necessary features.

The aim of this project extends beyond website development; it is to raise awareness among potential customers and clients about the existence of this unique coffee shop in Emmen. By creating an attractive and informative online presence, the project aims to establish the coffee shop as a prominent and inviting destination for coffee enthusiasts in the area.

In the context of our website project plan, team members are required to be accessible during the designated Project Hours (Atelier) and Consultation Hours as outlined in the project schedule. This availability is essential to promptly address any potential issues that may arise during the development and maintenance of the website. Additionally, project supervisors are expected to be available for weekly meetings to discuss the progress of the website project and address any other project-related concerns. These regular check-ins are crucial for effective project management, ensuring that the website project stays on track and any emerging challenges are resolved in a timely manner.

Once this project plan is agreed, it will not be changed anymore.

Intermediate results

Documentation:

- The Project Plan** (Week 2): a comprehensive outline describing the various aspects and steps involved in completing a project.
- Requirements Analysis** (Week 2): a document describing the client's requirements for the website. It also states what requirements are necessary and what designs are not necessary.
- Design Mock-Up** : - Teaser Page (Week 2 & 3): The iterations and final designs of the teaser page. There will be two iterations for the teaser page.
- Design Mock-Up** : - Main website (Deadline: Week 2, 3, & 4): The iterations and final designs of the main website. There will be three iterations for the main website.
- Progress Reports** (Every Week): After each week, we review all the things we have done so far and record our progress. The records will carry the current stage of the project, what was accomplished in the last sprint, and the action plans for to be completed before the next meeting.
- Test Reports** (Week 7 & 8): After doing the functional and Usability tests, a report will be made to record our findings, what must be adjusted, and what is and is not functioning properly.

Technical Deliverables:

- The Teaser Page** (Week 5): The fully functional teaser page will be delivered before the end of week 5.
- The Main Page** (Week 7): The fully functional main page will be delivered before the end of week 7.

Finalization:

- Presenting the final Product** (Week 9/10): Preparing the presentation of the final product and presenting the website.

Quality Control

The entire project will be developed according to a set of rules and standards agreed within the team and by the supervisors. The project will be divided into phases; therefore, the team will not move to the next phase without completing and agreeing with the supervisors on the previous phase. The group will stay in contact with the client OUI and the teachers to ensure that the expectations will be met.

Product quality

The product quality will be established by scheduling weekly client meetings. During these discussions, the supervisor will be informed of milestones the team has reached. Based on the feedback and guidance the team will receive, the project development will change accordingly.

- The team agreed on code conventions to deliver a clean and well-structured code
- The website will be tested by the end of the period to assure that it is working properly and there are no errors. (Utilizing the W3 validator to verify HTML5 and CSS3 syntactical correctness)

In case a team member does not comply to the set standards during the development of the project, they will be issued warnings, and eventually kicked out of the team/project.

In this project, we used the methodology of Roel Grid's Project Management Version 5 (Roel Grid, (2022). Project Management a Practical Approach. Groningen, Netherlands: Noordhoff Uitgevers.

Project Organization

The team consists of the following members:

1. Group Leader: Mihail Josan (SN 5305624)

Leader of the team, guide team members for better outcome and more successful result of project, by explaining details of project tasks and providing feedback to other members

Phone number: +31684252611

Email: mihail.josan@student.nhlstenden.com

2. Secretary: Blossom Anukposi (SN 5240840)

Person in charge of documentation, budget, setting up a meeting and information support of other team members

Phone number: +31681350722

Email: blossom.anukposi1@student.nhlstenden.com

3. Expert: Oleksandr Semenovych (SN 5342430)

An expert is skilled and knowledgeable in their field, often preferring to work alone. They are focused and can be protective of their work. Their competence inspires trust in the team.

Phone number: +380997574370

Email: oleksandr.semenovych@student.nhlstenden.com

4. Explorer: Christos Ioannou (SN 5309743)

An explorer is a sociable and positive person who learn new things. Good at thinking on their feet and easily share ideas with others.

Phone number: +35799140506

Email: christos.ioannou@student.nhlstenden.com

5. Team worker: Cristian Trifan (SN 5300061)

A team player is a helpful and friendly individual who values peace and unity. They are diplomatic and contribute to a powerful sense of togetherness within the team.

Phone number: +4074882941

Email: cristian.trifan@student.nhlstenden.com

Availability

From Monday to Friday between 8 a.m. and 5 p.m. are the working hours for the group. Group members are not bound to contribute to the project if they meet their deadlines promptly. This implies that if a team member falls behind in their tasks, they will be expected to put in extra hours outside of their regular schedule to make up for the delay and minimise project setbacks.

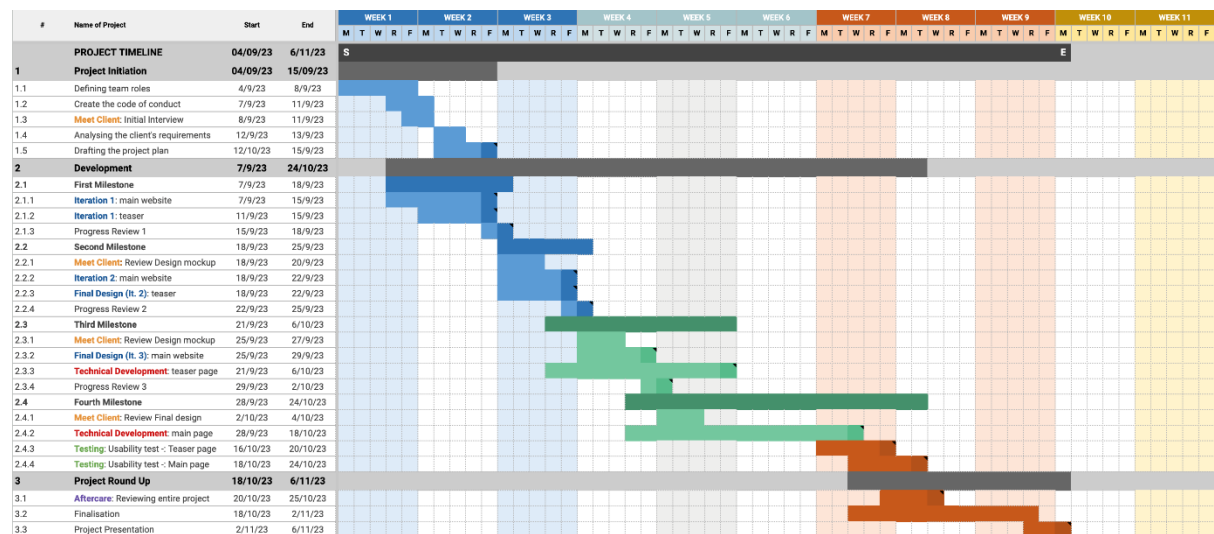
Communication

To communicate with client and group, can be used e-mails, online chats and in person meetings. To avoid data loss, documents and files are archived in external physical storage and cloud services

Planning and Scheduling

This chapter describes the time boundaries of all project actions as well as total time required.

The chart is based off the third chapter of this document, project activities. The project's planning and scheduling is shown in the following Gantt chart.



Costs and Benefits

In this chapter, you will find a comprehensive elucidation of the costs and benefits.

Necessary time estimate: **1295** hours

Anticipate the project to be completed after: **1100** hours

Costs:

- Website for OUI coffee shop: 4000 Euros
- Contingency: 200 Euros

Benefits:

- Customers will have a responsive landing page in which they can digest all information regarding the coffee shop.
- A website can help the coffee shop reach a broader audience and attract more customers.
- A well-designed website will boost the OUI's brand image and credibility.
- Over time, the website can reduce the need for traditional advertising costs, saving money.
- In today's digital age, many coffee shops have websites, having one will help the client stay competitive and even outperform the coffee shops that lack an online presence.

All prices include the Dutch Value Added tax at a rate of **21%**

Total: **5,082 Euros**

Risk Analysis

Risk Category	Risk Detail	Chance of occurrence	Severity	Risk Manager	Mitigating action	Contingent action
---------------	-------------	----------------------	----------	--------------	-------------------	-------------------

Internal	A group member gets kicked out	1	7	All group members	Members are required to do a proportional amount of work, as well as following the code of conduct	The group will adapt to having one less member and redistribute the work fairly
	Poor group attendance	2	5	Group leader / Organizer of group meetings	Members are required by the code of conduct to show up on time and participate in important group meetings	Members that fail to attend or show up late repeatedly, in the worst-case scenario will be kicked out of the group
	A group member falls ill	2	4	All group members	If a member falls ill, they should inform the group as soon as possible. This allows for adjustments to be made promptly	For the time being, all group members will have had the sick member's work divided amongst them until he/she recovers
External	Client unavailability / delayed responses	5	3	Irrelevant	Make several attempts to contact and follow up on necessary details regarding the client	Stay in touch with the client to avoid having to send/receive last minute e-mails
	Clash of priorities and schedules	3	3	All group members	Members are required to communicate and prioritize their group work	Penalize group members for not organizing their schedule properly

Table Guidelines

1	Extremely Low
5	Medium
10	Extremely High