

Project Proposal

Inventory Management System

Spark New Zealand

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VERSION CONTROL

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Version | Author | Additions & Modifications |
| 10/01 | 1.0 | Saksham Anand | Initial Release. |
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KEY MEMBERS

|  |  |
| --- | --- |
| Client | |
| Name | Email |
| Ismail Kazmi | Ismail.hazmi@spark.co.nz |

|  |  |
| --- | --- |
| Mentor | |
| Name | Email |
| Bharat Kochar | bharat,kochar@assertio.co.nz |

|  |  |  |
| --- | --- | --- |
| Team Members | | |
| Name | Roles | Email |
| Saksham Anand | Software Developer | me@sakshamanand.com |
| Barbora Sharrock | Business Analyst | barboras@missionreadyhq.com |

EXECUTIVE SUMMARY

TERMS OF REFERENCE

Project Description:

Project Purpose & Business Goals:

RATIONALE

Why is the project needed?

Issues:

.

SCOPE & OBJECTIVES

Project Goals:

Functional Requirements:

Non-Functional Requirements:

Preferred Solution:

Key Milestone:

RESOURCE & BUDGE

|  |  |  |  |
| --- | --- | --- | --- |
| **RESOURCES** | | | |
|  | | |  |
| **Type** | **Unit Cost** | **Quantity** |
| Printing & Stationary | $30.00 | 6 (Months) | $210.00 |
| Server | $10 | 6 (Months) | $60.00 |
|  | | | |
| **RESOURCES TOTAL** | | | **$270.00** |

|  |  |
| --- | --- |
| **PROJECT TOTAL** | **$49,760.60** |

STAKEHOLDER REGISTER

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position | Type | Contact |
| Lucy French | Client | External | lufrench@deloitte.co.nz |
| Awais Tanveer | Supervisor | Internal | awais.tanveer@aut.ac.nz |
| Julian Abraham | Manager | Internal | cny0166@autuni.ac.nz |
| Saksham Anand | Developer | Internal | ptg3968@autuni.ac.nz |
| Elvina Gani | Quality Assurance | Internal | ppp0105@autuni.ac.nz |
| David Tea | Developer | Internal | rry6871@autuni.ac.nz |

STAKEHOLDER MANAGEMENT

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Interest | Influence | Strategies |
| Lucy French | Moderate | High | Lucy is the Project Client. Lucy likes to be informed about what the team is about to and expects emails fortnightly |
| Awais Tanveer | Moderate | High | Awais is the Project Supervisor. Awais likes to be kept in the loop and prefers weekly meetings on Friday. |
| Julian Abraham | High | Moderate | Julian is the team leader within the group. Julian likes to know what is going on within the project and organising what must be done |
| Saksham Anand | High | Moderate | Saksham is a Developer within the group. Saksham likes to share ideas and work on them as a group. |
| Elvina Gani | High | Moderate | Elvina oversees project quality assurance. She likes to make sure all aspects of the project have been completed to a high standard. |
| David Tea | High | Moderate | David is a developer within the group. David likes to know how everyone is doing and likes to help in anyway. |

TEAM CONTRACT

This contract’s intention is to ensure all members of the team are treated fairly and on par with the required coursework to achieve an exceptional result for the client. All members hereby agree to the following points mentioned in this contract:

Timeliness

* All team members will arrive to organised meetings on time unless they have informed the team they can't make it prior.
* Team members will stay at meetings for the full duration unless leaving for a good reason that the group is okay with.
* Failure to attend meetings without informing the team will result in reprimand of treating the team to alcoholic beverages or sugary treats.

Communication

* Group members should always keep in contact with everyone. We are all reachable on Facebook, Slack and as a last resort, email.
* If work isn't going to completed on time, it is expected of the member responsible to communicate this to the group as soon as possible.
* If someone has said something that isn't agreed with, please speak up. All group members should feel welcome to contribute their ideas.

Presentation

* When in the presence of our client or mentor you will act in the professional interest of the group.
* When visiting the client on site we will follow their dress code.

Environment

* We must make sure all team members are comfortable. This means:
  + No talking behind the backs of others.
  + Let everyone have the chance to speak.
  + Listen respectfully.

Effort

* The university recommends that this paper consume 12 hours per week. We have 2 hours of lectures and 4 hours of meetings currently. That leaves 6 hours of work that will be dedicated to work on the project.
* It is expected that all members put in the required amount of work to get their tasks completed to a high standard.

**APPROVAL SIGNATURES**