

Project Proposal

Inventory Management System

Spark New Zealand

TABLE OF CONTENTS

**Version Control3**

**Key Members3**

**Executive Summary4**

**Project BackgroundX**

**Current IssuesX**

**Project ScopeX**

**Proposed SolutionX**

**Sprint TimeframeX**

**Project BudgetX**

**Stakeholder RegisterX**

**Stakeholder ManagementX**

**Monitoring & EvaluationX**

**Approval SignaturesX**

VERSION CONTROL

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

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

Spark New Zealand’s In-Home team is currently in need of an inventory management system to track their products. They require a system which can track products and locations, and potentially track sales. WordPress platform with custom plugin has been offered as the proposed solution to allow for minimal system maintained once the product is handed over. The system aims for user friendly interface which allows easy access to user and product management, while offering a high functionality.

PROJECT BACKGROUND

The number of in-home Spark team members is increasing, and they need to be able to keep track of and update Spark stock on the go. Currently there is no formalized process to keep track of where stock is, who is carrying it, how much has been sold, or how much there is for the in-home teams and their Territory leaders.

There are different levels of knowledge and individual preferences in how stock is updated and ordered across different software (including Spark intranet, in-person discussion and Excel Spreadsheets), which makes the process inconsistent and difficult to scale.

This lack of clarity surrounding inventory management leaves a blind spot in the business, making it more difficult to schedule re-orders and manage potential losses of product.

CURRENT ISSUES

Requests for restocking are based on intuition, rather than actual data about sales by in-home team members.

With no information about how much sales there are for each in-home team member, Territory Leaders have a hard time gauging their performance and setting sales goals.

An administrative team member updates the number of stock ordered and assigned for the different Territories through an Excel spreadsheet, which is not accessible to the Territory leaders when they are in the field or without requesting administrative team member first.

There is no accountability or visibility for any stock that might be lost or damaged after it has left the storeroom at offices.

There are gaps within the Excel Spreadsheets in the balances of items due to its reliance on consistent communication and self-reporting with a single administrative team member.

PROJECT SCOPE

Use Cases:

The system must display correct authorized information in correlation to the role of the user.

The system must display multiple locations to select.

The system must have the ability to add and delete users.

The system must have the ability to add and delete products.

The system must have the ability to add and delete warehouse locations.

The system must be accessible through the internet.

The system must be optimized for devices to be used in the field.

Customer information must be minimized through unique user identities.

The web tool should be accessible 24/7, unless during maintenance.

Ability to track stock should have stock keeping unit (SKU) tracking option.

Ability to track stock should have IMEI tracking option if applicable to the product.

The server should be backed via hosting provider on a weekly basis.

The system should provide export options via excel format.

The system should provide import options via excel format.

Additional features can potentially be added to help improve the application, the purpose of which is to address the problems described within ‘Project Background’ and ‘Current Issues’. Any suggestions will be added to a product backlog where they can be prioritized by difficulty to implement, the value added, and for risk management.

PROPOSED SOLUTION

The proposed solution consists of using WordPress platform as the means for user authentication and automatic security updates. Due to the limited time available for the project, WordPress platform offers prebuilt solution for user accounts and other web services, which a custom plugin for inventory management can be programmed and added during the eight weeks.

The WordPress platform will consist of a child theme that mirrors an existing theme allowing customization that suits Spark’s needs and at the same time allows automatic updates for security and compatibility issues. The site diagram can be visualised from the following diagram:



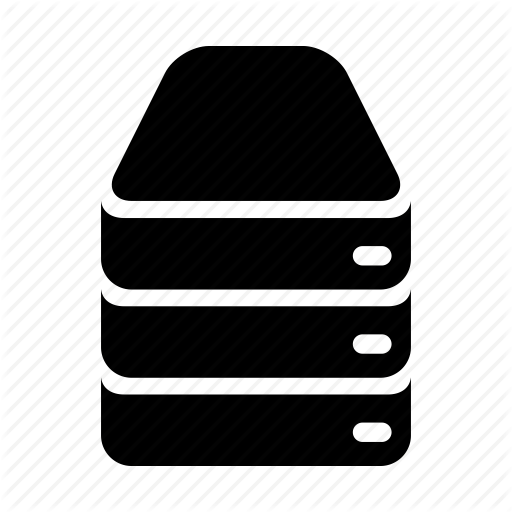
WordPress Child Theme

WordPress IMS Plugin



MySQL Database

WordPress Platform



DigitalOcean Server

The custom WordPress plugin will be interacting with Plugin API provided by WordPress.org. The plugin will be sourcing some of the code from existing ATUM WordPress Inventory Management plugin, which is available under the open source license.

SPRINT TIMEFRAME OVERVIEW

|  |  |  |
| --- | --- | --- |
| Sprint | Date | Description of Work |
| One | 14/1 – 25/1 | Development set-up, Requirements Gathering, Current Process Analysis. |
| Two | 28/1 – 8/2 | Prioritizing User Stories, documenting new Process Flow, functional prototype. |
| Three | 11/2 – 22/2 | Refining prototype, introducing additional Testers, documentation for training. |
| Four | 25/2 – 8/3 | Testing MVP in field, preparing Project Handover. |

PROJECT BUDGET

|  |  |  |  |
| --- | --- | --- | --- |
| **DEVELOPMENT RESOURCES** | | | |
|  | | |  |
| **Type** | **Unit Cost** | **Unit** |
| Domain Name | $12.00 (USD) | Yearly | $12.00 |
| Server | $10 | Monthly | $10.00 |
| Server Backup | $2 | Monthly | $2.00 |
|  | | | |
| **PROJECT TOTAL FOR 1 MONTH (USD)** | | | **$23.00** |
| ONGOING MONTHLY COSTS (USD) | | | $12.00 |
| **Domain Name:** sparkinhome.com | | | |
|  | | | |
| **Server Options** | | | |
| Option One (Recommended): 2GB RAM, 1 CPU, 50GB SSD, 2TB Transfer, $10 | | | |
| Option Two: 1GB RAM, 1 CPU, 25GB SSD, 1TB Transfer, $5 | | | |
|  | | | |
| Automatic Weekly Backups Can Be Taken By Server Provider At $2.00 Per Month. | | | |
|  | | | |
| Server Location: San Francisco 2 or Singapore 1 | | | |

STAKEHOLDER REGISTER

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position | Type | Contact |
| Ismail Kazmi | Client | External | Ismail.hazmi@spark.co.nz |
| Bharat Kochar | Mentor | Internal | bharat.kochar@assertio.co.nz |
| Saksham Anand | Developer | Internal | [me@sakshamanand.com](mailto:me@sakshamanand.com) |
| Barbora Sharrock | Business Analyst | Internal | barboras@missionreadyhq.com |

STAKEHOLDER MANAGEMENT

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Interest | Influence | Strategies |
| Ismail Kazmi | Moderate | High | Ismail is the Project Client. Ismail likes to be informed on team’s progress and expects emails fortnightly. |
| Bharat Kochar | Moderate | High | Bharat is the Project Supervisor. Bharat likes to be kept in the loop and prefers email communication. |
| Saksham Anand | High | Moderate | Saksham is a Developer within the group. Saksham likes to share ideas and work on them as a group. |
| Barbora Sharrock | High | Moderate | Barbora is a Business Analyst within the group. Barbora likes to make sure that the group is on tracking and working efficiently. |

MONITORING & EVALUATION

Monitoring and evaluation is a documentation that aims to facilitate activities that deliver quality to a product. Discussed below are activities that will assist in doing so:

**Verification**

Verification of the functional and non-functional requirements are submitted to the clients for reviewing and feedback. Once that is done, the team members will combine the documents for the project proposal and hand them back to the client to make the call on whether it outlines their goals and objectives. This process does not stop there but continues throughout the whole project during sprint reviews.

**Validation**

The validation of each sprint product is done through building prototypes and testing to check if its fit for purpose.

**Testing**

The team members must do testing together to see what each one thinks of the outcome to avoid disagreements later.

**Coding**

The codes must be understandable, clear and concise to read. Updated codes must be saved and after each lines of codes, leave a comment so that the next person to carry on with the coding know where to begin. Industry standard monitoring activities must be applied, such as setting up downtime alerts when the website goes down.

**Documentation**

Team members are to cross check with documents like Kanban board and others on GitHub to ensure that everyone is on the same page. Notify other team members if changes are made to the document.

**Meeting**

The development team will conduct a 10 minutes standup meeting every day, to check the progress of work assigned to each team member. Meeting up with the project sponsors will be held fortnightly to review the progress of the project as well and feedbacks will be given through this meeting.

PROJECT APPROVAL

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ismail Kazmi, Project Sponsor Mission Ready HQ