

Project Plan

Online Tutoring Web

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Team Member	Safa Ary
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Document Revision History

Revision #	Date
1.0	Monday October 3 rd 2022

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1. Executive Summary

The following describes the project to be executed.

Objective	Build a comprehensive, modern, and affordable online tutoring service for students to get help in no time for their class assignments.
Corporate Goals Addressed	<ul style="list-style-type: none"> • Increase student productivity • Improve educational outcomes
Planned Start Date	January 9 th 2023
Planned End Date	April 21 st 2023

2. Project Approvers, Reviews and Distribution List

Approvers, reviewers and distribution list

Project Role	Name	E-mail	Date
Web Development	Mohammed Vepari	Mohammed.Vepari@georgebrown.ca	Monday October 3 rd 2022
Android Application Development	Safa Aru	101331910@georgebrown.ca	Monday October 3 rd 2022
iOS/Administration Portal App development	Rodrigo Elustondo	101342857@georgebrown.ca	Monday October 3 rd 2022
Project reviewer	Hakan Inel	Hakan.Inel@georgebrown.ca	Monday October 3 rd 2022

3. Scope

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

In Scope	Out of Scope
Instant help for students who need help, with tutors available online	
Online Library, where students could read their pdf	
Whiteboards to facilitate video chat	
Digital Library resource for students	

4. Deliverables

This project will deliver the following.

Deliverable	Description

5. Assumptions

This project makes the following assumptions;

6. Dependencies

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

7. Risk Management

Potential Risk	Severity (H/M/L)	Likelihood (H/M/L)	Management Strategy

8. Communication

Reporting

The following reports will be produced;

Report	Audience	Frequency

Meetings

The following meetings/communication will be established;

Meeting	Purpose	Attendees	Frequency
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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			
B			
C			
D			
E			

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)

Below is an example:

Task	Period										Completed
	Dates	Dates	Dates	Dates	Dates	Dates	Dates	Dates	Dates	Dates	

11. Milestones

Major Activity or Milestone	Estimated Milestone Target date	Owner/Reviewer Team Members

12. RAM – Responsibility Assignment Matrix

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

Project Team Responsibilities

Project Name: New Package Installation
Project Manager: Al Q. Hall

Task	John	Frank	Linda	Jean	Larry
Assess Requirements	P	S	S		
Design Business System			S	P	
Modify Purchased Package	S	P			
Modify In-House Procedures			P	S	
Testing	S				P
Implement New Package		P		S	
Train Staff		S		S	P

P = Primary S = Secondary

13. Approval

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

Project Role	Name	Signature	Date

