**NPAPERS**

**Project Report**

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**Document Approvals**

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| --- | --- | --- | --- |
| **Role** | **Name** | **Signature©** | **Date** |
| Project Sponsor |  |  |  |
| Project Review Group |  |  |  |
| Project Manager |  |  |  |
| Quality Manager  *(if applicable)* |  |  |  |
| Procurement Manager  *(if applicable)* |  |  |  |
| Communications Manager  *(if applicable)* |  |  |  |
| Project Office Manager  *(if applicable)* |  |  |  |

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1. **Planning Basis**
   1. **Objectives**

* Create a website where students can get all the exam materials in one place
* Create a visually appealing and user-friendly website
* Enhance online presence
* Enhanced navigation
* Increase user engagement
* Design a functional and responsive website
* Content presentation
* Security
* User satisfaction
  1. **Scope**
* Website Design
* Design an informative homepage with a visually appealing layout
* Develop a user-friendly navigation system with a clear menu structure
* Use consistent and aesthetically pleasing page layout for each section of the website
* Ensure responsiveness with various devices and browsers
* Visual Elements
* Maintain a specific colour theme with the brand
* Use appropriate fonts, high-quality images and graphics
* Functionality and Features
* Use interactive elements and smooth transitions
* Design user-friendly contact forms
* Technical Requirements
* Ensure cross-browser compatibility
* Mobile Responsiveness
* Deliverables
* Provide visual representations of the website’s layout and design
* Deliver HTML, CSS, and any other essential assets
* Provide reports on cross-browser testing, mobile responsiveness and overall functionality
* Project Timeline
* Start Date: 1st of December,2023
* End Date: 25th of January,2024
  1. **Milestones**
* Business Case approved
* Project Charter approved

List and describe the key project milestones within the following table:

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Description** | **Delivery Date** |
| Business Case Approved | The business case has been documented and was approved by the Project Sponsor. | 5th, December,2023 |
| Feasibility Study approved |  |  |
| Project Charter approved |  |  |
| Project Team appointed |  |  |
| Project Office established. |  |  |

* 1. **Phases**

|  |  |  |
| --- | --- | --- |
| **Phase** | **Description©** | **Sequence** |
| Project Initiation | Defining the project by developing a business case, feasibility study and Project Charter as well as recruiting the project team and establishing the project office. | Phase # 1 |
| Project Planning |  |  |
| Project Execution |  |  |
| Project Closure |  |  |

* 1. **Tasks**

|  |  |  |  |
| --- | --- | --- | --- |
| **Phase** | **Activity** | **Task** | **Sequence** |
| Project Planning | Develop Quality Plan | Identify Quality Targets  Identify Quality Assurance Techniques  Identify Quality Control Techniques  Document Quality Plan | 1st  2nd  3rd  4th |
|  |  |  |  |
|  |  |  |  |

* 1. **Effort**

|  |  |
| --- | --- |
| **Task©** | **Effort** |
| Identify Quality Targets  Identify Quality Assurance Techniques  Identify Quality Control Techniques  Document Quality Plan | *no. days*  *no. days*  *no. days*  *no. days* |
|  |  |
|  |  |

* 1. **Resources**

For each task identified, list the resources allocated to complete the task.

|  |  |
| --- | --- |
| **Task©** | **Resource** |
| Identify Quality Targets  Identify Quality Assurance Techniques  Identify Quality Control Techniques  Document Quality Plan | *name*  *name*  *name*  *name* |
|  |  |
|  |  |