PROJECT DOCUMENTATION

STAGE PLAN

Project: LifeCare Online Pharmacy System

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PRINCE2

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Stage Plan

1. Stage Plan History

1.1 Document Location

This document is only valid on the 03.07.2025 printed.

1.2 History

Revision date	Previous revision date	Summary of Changes	Changes marked
03.07.2025		First Issue	

1.3 Approvals

This document requires the following approvals.
Signed approval forms are filed in the Management section of the project files.

Name	Signature	Title	Date of Issue	Version
Dr K.Amirthagajanan		Owner of LifeCare Online Pharmacy System	06.07.2025	1.1
Dr. Nipunika Vithana		Project Supervisor	06.07.2025	1.1

1.4 Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version
B.Ravikanth	Project Manager	03.07.2025	1.1
K.Aruljaenanee	Quality Manager	03.07.2025	1.1
Anojan Ramesh	Scheduling Manager	03.07.2025	1.1
Fathima Afla Thaha	Risk Manager	03.07.2025	1.1
Perinpanayagam Gajan	Startup Manager	03.07.2025	1.1

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2. Table of Contents

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3. Purpose

The purpose of this Stage Quality Plan is to define a focused and systematic approach to managing quality during the current stage of the *LifeCare Online Pharmacy System* project. It outlines the specific quality expectations, control measures, and responsibilities that will apply to this stage, ensuring that all deliverables meet defined acceptance criteria and stakeholder requirements. This plan aligns with the overarching Quality Plan in the Project Initiation Documentation (PID) and adheres to the principles of the PRINCE2 methodology. It serves as a formal reference for quality assurance and control throughout the stage and provides a basis for monitoring, verification, and approval of all quality-related activities. Any substantial changes to this plan will be subject to formal review and approval by designated stakeholders.

4. Plan Description

The stage plan for the LifeCare Online Pharmacy System adopts a structured, phased approach covering planning, development, implementation, and evaluation to ensure successful delivery of key functionalities. Developed Agile Scrum methodology, this stage emphasizes clear objectives, resource allocation, iterative development, and continuous feedback. Features built during this stage are thoroughly tested, deployed, and supported with user training to ensure smooth adoption. System performance is then evaluated, and enhancements are identified for future iterations. This systematic process ensures a reliable, user-friendly pharmacy system that effectively manages medicine inventory, prescriptions, and orders.

5. Quality Plan

Please refer to the Project Quality Plan Version 1.1

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6. Plan Prerequisites

Fundamental aspects that must be in place for the plan to succeed are as follows,

- Requirement gathering.
- Proper implementation plan.
- Established Agile Scrum schedule
- Final budget calculation.

7. External Dependencies

- Timely stakeholder feedback
- Reliability and stability.
- External security audits or assessments

8. Sign-Off Requirements

Time Tolerance:
The estimated duration for this stage is 8 weeks, with a tolerance of ±1 week. Any delay beyond this range will require formal review and approval.

Cost Tolerance:
The estimated financial cost is LKR 1,263,000, including a refundable amount of LKR 50,000.

Working Hours:
The team is expected to work weekdays from 12:00 PM to 7:00 PM. Variations in working hours are allowed only with prior approval, provided they do not impact overall timelines or deliverables.

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9. Monitoring and Control

During this stage, monitoring and control will be carried out through regular Scrum meetings, progress tracking against the sprint backlog, and periodic reviews with stakeholders. Key performance indicators (KPIs) such as task completion rate, bug count, and sprint velocity will be used to assess progress. Any deviations from the plan in terms of time, cost, or quality will be identified early through continuous integration and testing. Issues and risks will be logged, monitored, and addressed promptly to ensure the stage stays on track and aligned with project objectives.

10. Reporting

Reporting for this stage will be conducted through weekly progress reports, sprint reviews, and daily Scrum updates. These reports will summarize completed tasks, ongoing work, issues encountered, and planned activities. Key metrics such as task status, timeline adherence, and quality indicators will be documented and shared with stakeholders. Additionally, end-of-stage reports will provide a summary of outcomes, lessons learned, and recommendations for the next stage, ensuring transparency and informed decision-making.

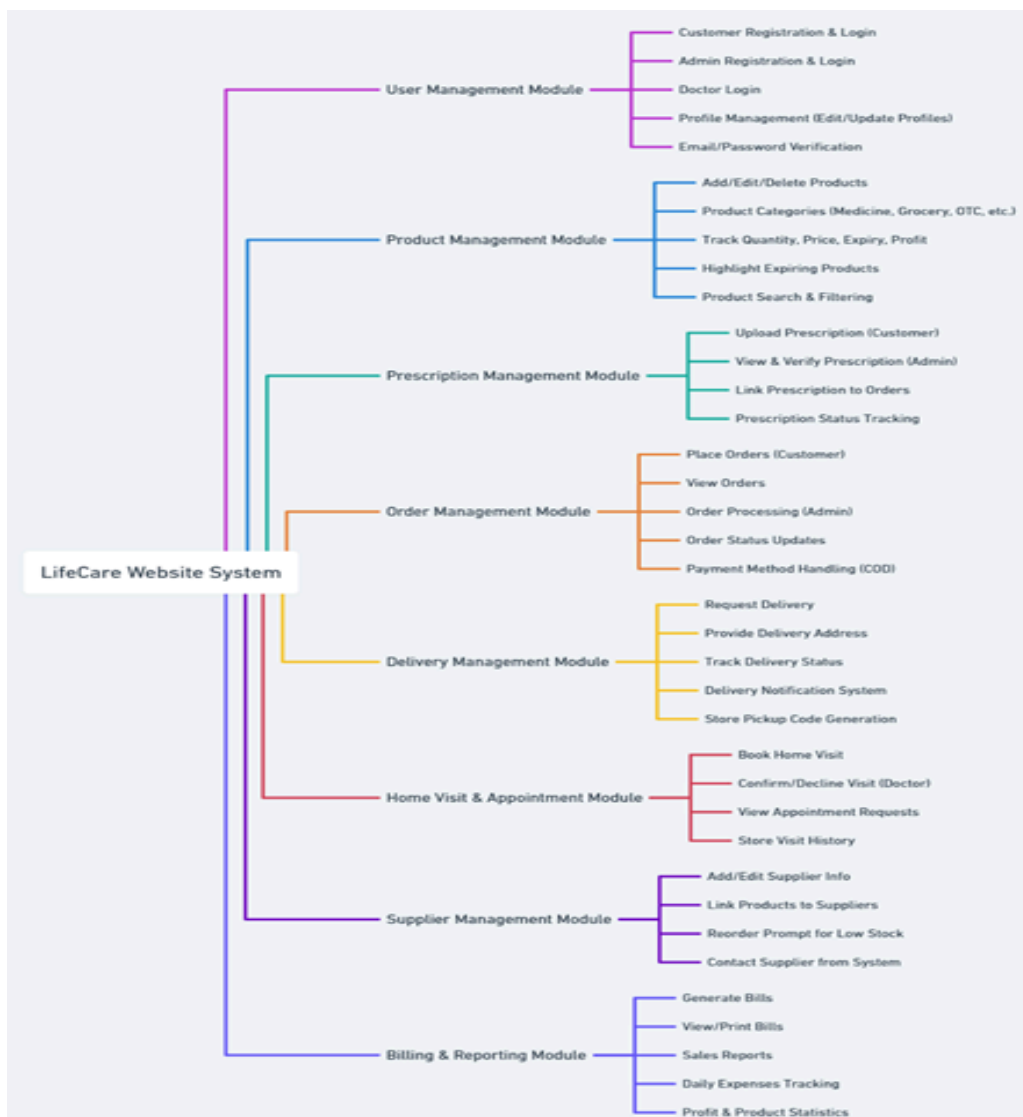## 11. Planning Assumptions

Please refer to the Project Plan version 1.1

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12. Graphical Plan

12.1 Gantt or Bar Chart

12.2 Product Breakdown Structure

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12.3 Product Flow Diagram
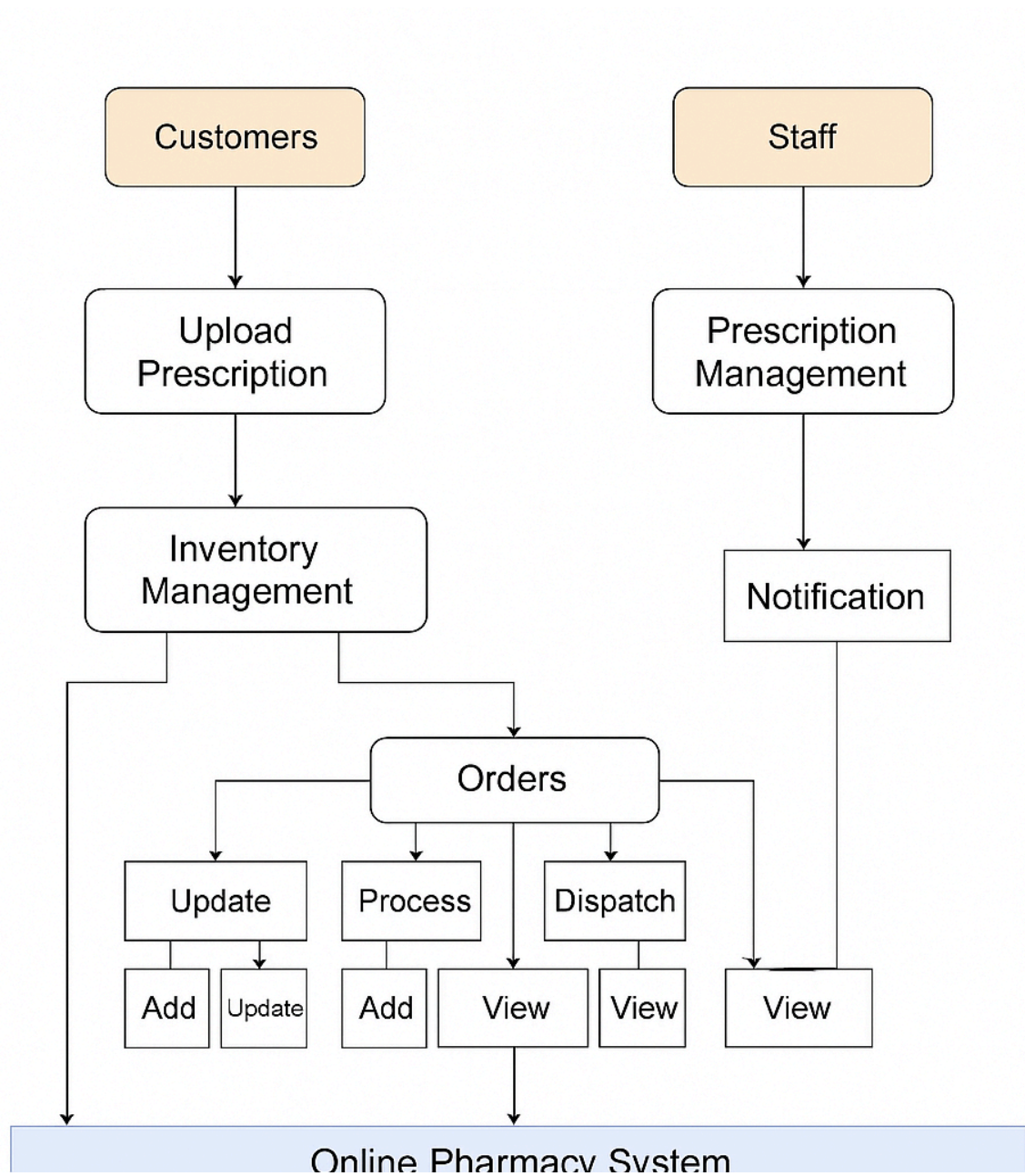
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12.4 Activity Network
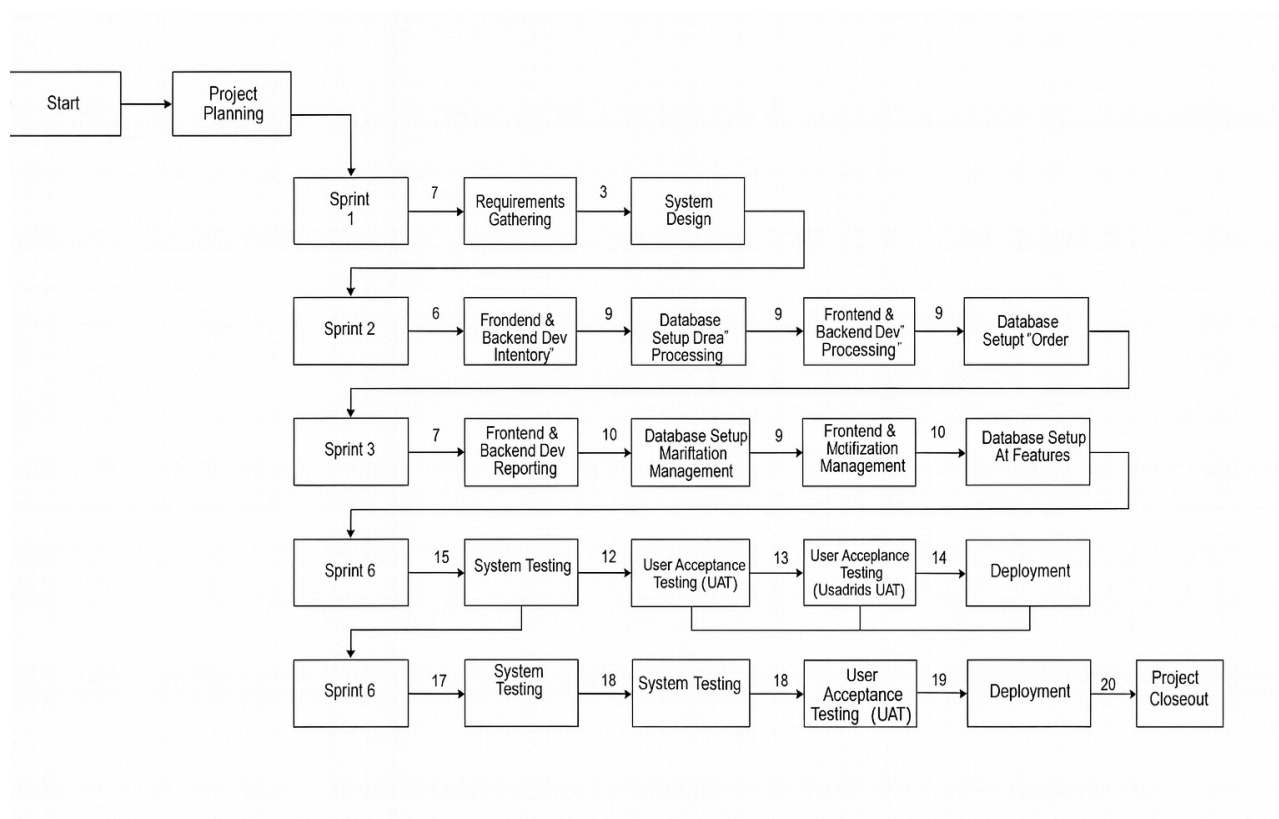
12.5 Financial Budget

1. API Integrations: 108,000 LKR / year
   - Prescription OCR API (e.g., Google Vision)
   - Email notification services
   - Open-source medicine database integration
2. Hosting & Infrastructure: 355,000 LKR / year
   - Cloud hosting (AWS 12 months)
   - Domain registration & SSL certificates
3. Development Tools: Open Source
   - UI/UX design software (Figma)
   - IDE licenses (VS Code)
   - Version control (GitHub)

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4. Labor Costs: 500,000 LKR

   ○ Developers (frontend/backend)

   ○ QA testers

   ○ Technical writers for documentation

   ○ Managers

5. Hardware: 250,000 LKR

   ○ Testing devices (tablets, smartphones)

   ○ Backup servers

6. Buffer (Contingency): 50,000 LKR

   ○ Unplanned expenses (e.g., API rate limits, extended hosting)

Overall estimate is 1,263,000 LKR with a refundable 50,000LKR.

12.6 Resource Requirement Table

Task ID	Task Description	Sprint	Duration (Weeks)	Start Date	End Date	Dependency	Responsible Team Member
1	Project Planning	Sprint 0	1	13/06/2025	19/06/2025	-	Team Members
2	Requirement Gathering	Sprint 1	1	20/06/2025	26/06/2025	1	Team Members
3	System Design	Sprint 1	1	27/06/2025	03/07/2025	2	Project Manager, Team Members
4	Frontend & Backend Dev: User Module	Sprint 2	1	04/07/2025	10/07/2025	3	Project Manager, Dev Team, Quality Manager

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5	Database Setup: User Module	Sprint 2	1	11/07/2025	17/07/2025	4	Quality Manager
6	Frontend & Backend Dev: Inventory Module	Sprint 3	1	18/07/2025	24/07/2025	4,5	Project Manager, Quality Manager
7	Database Setup: Inventory Module	Sprint 3	1	25/07/2025	31/07/2025	4,5	Quality Manager
8	Frontend & Backend Dev: Prescription Module	Sprint 4	1	01/08/2025	07/08/2025	6,7	Project Manager, Quality Manager
9	Database Setup: Prescription Module	Sprint 4	1	08/08/2025	14/08/2025	6,7	Quality Manager
10	Frontend & Backend Dev: Order Module	Sprint 5	1	15/08/2025	21/08/2025	8,9	Project Manager, Quality Manager
11	Database Setup: Order Module	Sprint 5	1	22/08/2025	28/08/2025	8,9	Quality Manager
12	Frontend & Backend Dev: Notifications	Sprint 6	1	29/08/2025	04/09/2025	10,11	Project Manager, Quality Manager
13	Database Setup:	Sprint 6	1	05/09/2025	11/09/2025	10,11	Quality Manager

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	Notifications						
14	System Testing	Sprint 7	1	12/09/2025	18/09/2025	12,13	Quality Manager
15	User Acceptance Testing (UAT)	Sprint 7	1	19/09/2025	25/09/2025	14	Quality Manager, User, Team Members
16	Deployment	Sprint 8	1	26/09/2025	02/10/2025	15	Team Members
17	Project Closeout	Sprint 8	1	03/10/2025	09/10/2025	16	Team Members

12.7 Risk Assessment

Please refer to the Risk Plan version 1.0

13. Product Descriptions

● Project Plan – Discuss how the project will be implemented.

● Budget Plan – Describes the estimated cost of developing the project.

● Risk Analysis - Information about potential risks in the project and how to

overcome them.

● Project Proposal – Project proposal as per client requirement

● SRS Report – Describes the methodologies, tools, and how the overall project

will be implemented.

● Highlight Report – Provides a summary of the project's overall status at the time

of reaching a key milestone.

● Problem Log – Provides a brief description of the problem the team encountered,

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and the solutions found to solve those issues.

● Network and UML Diagrams – Provide a clear direction for the team.

● Final Report – Complete the project report that concludes the project.

● Website Prototype – A development version of the website used to demonstrate

key functions and features to gain client approval.

● Finalized Website – Complete the website with all the features requested by the

client.