

E-COMMERCE WEB APPLICATION

APPROPRIATE PROJECT PLAN

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INTRODUCTION

The Project Management Plan Document also known as Project Plan Document or simply Project Plan is a document that contains the strategy for managing the project and the processes related to all areas of the project scope, cost, schedule, quality, etc.

The project aims to provide a complete web-based e-commerce solution and an administration section. This project is based on Business to Consumer model where a business sells a good or service to an individual consumer (e.g. You buy a pair of shoes from an online retailer). The objective of this project is to develop an e-commerce store where any kind of product can be bought from the comfort of home through the internet. Customers can browse the catalog and select products of interest. The selected items may be collected in a shopping cart. Finally, the customer can check out using available payment options. Administration panel helps the shop manager/admin to add new products, delete products, edit products, get the list of new orders and edit or add new categories.

The system combines web-mediated advising, a well thought algorithm, database technology by using Java Script (es6) scripting language for coding, mongodb database system for accessing user records and products.

PROJECT MANAGEMENT APPROACH

The project Manager, has the overall authority and responsibility for managing and executing this project according to this Project Plan and its Subsidiary Management Plans. The project team will consist of personnel from the coding group, quality control/assurance group, technical writing group, and testing group. The project manager will work with all resources to perform project planning. All project and subsidiary management plans will be reviewed and approved by the project client/client. All funding decisions will also be made by the project client/client. Any delegation of approval authority to the project manager should be done in writing and be signed by both the project client/client and project manager.

The project team will be a matrix in that team members from each organization continue to report to their organizational management throughout the duration of the project. The project manager is responsible for communicating with organizational managers on the progress and performance of each project resource.

MILESTONE LIST

The below chart lists the major milestones for the ‘e-commerce solution’ project.

This chart is comprised only of major project milestones such as completion of project phase or gate review. There may be smaller milestones which are not included on this chart. If there are any scheduling delays which may impact a milestone or delivery date, the project manager must be notified immediately so proactive measures may be taken to mitigate slips in dates. Any approved changes to these milestones or dates will be communicated to the project team by the project manager. Here is a milestone for the ‘e-commerce solution’ with an estimated start and end date and the total duration of the project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task ID | Phase Name | Estimated  Start Date | Estimated  End Date | Estimated  Duration |
| 1 | Requirement Analysis | 10/11/2020 | 16/11/2020 | 6 days |
| 2 | Planning | 16/11/2020 | 26/11/2020 | 10 days |
| 3 | Web UI Design | 26/11/2020 | 01/12/2020 | 5 days |
| 4 | Home Page (start implementation) | 01/12/2020 | 02/12/2020 | 1 day |
| 5 | Login/Register Page | 02/12/2020 | 03/12/2020 | 1 day |
| 6 | Back-end (start implementation) | 03/12/2020 | 05/12/2020 | 2 days |
| 7 | Database Creation and Connection | 05/12/2020 | 08/12/2020 | 3 days |
| 8 | Shop page, Filters and History | 08/12/2020 | 10/12/2020 | 2 days |
| 9 | Product Card and Description Page | 10/12/2020 | 12/12/2020 | 2 days |
| 10 | Implementing Cart System | 12/12/2020 | 15/12/2020 | 3 days |
| 11 | Admin Products Page | 15/12/2020 | 17/12/2020 | 2 days |
| 12 | Admin Create and Edit Product | 17/20/2020 | 20/12/2020 | 3 days |
| 13 | Admin Category and History | 20/12/2020 | 22/12/2020 | 2 days |
| 14 | Payment System Integration | 22/12/2020 | 24/12/2020 | 2 days |
| 15 | Merge Backend with Frontend | 24/12/2020 | 28/12/2020 | 4 days |
| 16 | Fixing Issues and Finalizing | 28/12/2020 | 31/12/2020 | 3 days |
| 17 | Domain Registration and Web hosting | 31/12/2020 | 03/01/2021 | 3 days |
| 18 | Mobile Application Development | 03/01/2021 | 15/01/2021 | 12 days |
| 19 | Testing | 15/01/2021 | 20/01/2021 | 5 days |
| 20 | Delivery | 20/01/2021 | 21/01/2021 | 1 day |
| 21 | Installation & Maintenance | 21/01/2021 | 23/01/2021 | 2 days |
| Total Days | | 10/11/2020 | 23/01/2021 | 74 days |

COMMUNICATION MANAGEMENT PLAN

This Communications Management Plan sets the communications framework for this project. It will serve as a guide for communications throughout the life of the project and will be updated as communication requirements change. This plan identifies and defines the roles of ‘e-commerce solution’ project team members as they pertain to communications. It also includes a communication matrix which maps the communication requirements of this project, and communication conduct for meetings and other forms of communication.

The Project Manager will take the lead role in ensuring effective communications on this project. The communications requirements are documented in the Communications Matrix below. The Communications Matrix will be used as the guide for what information to communicate, who is to do the communicating, when to communicate it, and whom to communicate.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Communication  Type | Description | Frequency | Format | Participants | Deliverable | Owner |
| Weekly status report | Email summary of project status | weekly | Email | Project Client, Team and Stakeholders | status report | Project Manager |
| Weekly Project Team Meeting | Meeting to review action register and status | Weekly | In Person | Project Team | Updated Action Register | Project Manager |
| Project Monthly Review (PMR) | Present metrics and status to team and client | Monthly | In Person | Project Client, Team and Stakeholders | Status and Metric Presentation | Project Manager |
| Project Gate Reviews | Present closeout of project phases and kickoff next phase | As Needed | In Person | Project Client, Team and Stakeholders | Phase completion report and phase kickoff | Project Manager |
| Technical Design Review | Review of any technical designs or work associated with the project | As Needed | In Person | Project Team | Technical Design Package | Project Manager |

Communications Conduct:

* Meetings: The Project Manager will distribute a meeting agenda at least 2 days prior to any scheduled meeting and all team members are expected to review the agenda prior to the meeting. During all project meetings the timekeeper will ensure that the group adheres to the times stated in the agenda and the recorder will take all notes for distribution to the team upon completion of the meeting. It is imperative that all participants arrive to each meeting on time and all cell phones should be turned off or set to vibrate mode to minimize distractions. Meeting minutes will be distributed no later than 24 hours after each meeting is completed.
* Email: All email pertaining to the Online Advising Project should be professional, free of errors, and provide brief communication. Email should be distributed to the correct project participants in accordance with the communication matrix above based on its content. All attachments should be in one of the organization’s standard software suite programs and adhere to established company formats. If the email is to bring an issue forward then it should discuss what the issue is, provide a brief background on the issue, and provide a recommendation to correct the issue. The Project Manager should be included on any email pertaining to the Online Advising Project.
* Informal Communications:While informal communication is a part of every project and is necessary for successful project completion, any issues, concerns, or updates that arise from informal discussion between team members must be communicated to the Project Manager so the appropriate action may be taken.

COST MANAGEMENT PLAN

The Project Manager will be responsible for managing and reporting on the project’s cost throughout the duration of the project. The Project Manager will present and review the project’s cost performance during the monthly project status meeting. Using earned value calculations, the Project Manager is responsible for accounting for cost deviations and presenting the Project Client with options for getting the project back on budget. All budget authority and decisions, to include budget changes, reside with the E-commerce Solution Project Client. For the E-commerce Solution Project, control accounts will be created at the fourth level of the WBS which is where all costs and performance will be managed and tracked. Financial performance of the E-commerce Solution Project will be measured through earned value calculations pertaining to the project’s cost accounts. Work started on work packages will grant that work package with 50% credit; whereas, the remaining 50% is credited upon completion of all work defined in that work package. Costs may be rounded to the nearest dollar and work hours rounded to the nearest whole hour. Cost and Schedule Performance Index (CPI and SPI respectively) will be reported on a monthly basis by the Project Manager to the Project Client. Variances of 10% or +/- 0.1 in the cost and schedule performance indexes will change the status of the cost to yellow or cautionary. These will be reported and if it’s determined that there is no or minimal impact on the project’s cost or schedule baseline then there may be no action required. Cost variances of 20%, or +/- 0.2 in the cost and schedule performance indexes will change the status of the cost to red or critical. These will be reported and require corrective action from the Project Manager in order to bring the cost and/or schedule performance indexes back in line with the allowable variance. Any corrective actions will require a project change request and be must approved by the CCB before it can be implemented. Earned value calculations will be compiled by the Project Manager and reported at the monthly project status meeting. If there are indications that these values will approach or reach the critical stage before a subsequent meeting, the Project Manager will communicate this to the Project Client immediately.

|  |  |  |
| --- | --- | --- |
| Project Phase | Budgeted Total | Comments |
| Planning |  | Includes work hours for all project team members for gathering requirements and planning project. |
| Design |  | Includes work hours for all project team members for work on E-commerce Solution conceptual design. |
| Coding |  | Includes all work hours for coding of E-commerce Solution |
| Testing |  | Includes all work hours for testing (including beta testing) of E-commerce Solution software. |
| Transition and  Closeout |  | Includes all work hours for transition to operations and project closeout. |

SCHEDULE MANAGEMENT PLAN

Project schedules for the E-commerce Solution Project will be created using MS Project 2029 starting with the deliverables identified in the project’s Work Breakdown Structure (WBS). Activity definition will identify the specific work packages which must be performed to complete each deliverable. Activity sequencing will be used to determine the order of work packages and assign relationships between project activities. Activity duration estimating will be used to calculate the number of work periods required to complete work packages. Resource estimating will be used to assign resources to work packages in order to complete schedule development. Once a preliminary schedule has been developed, it will be reviewed by the project team and any resources tentatively assigned to project tasks. The project team and resources must agree to the proposed work package assignments, durations, and schedule. Once this is achieved the project client will review and approve the schedule and it will then be base lined. The following will be designated as milestones for all project schedules:

* Completion of scope statement and WBS/WBS Dictionary
* Baselined project schedule
* Approval of final project budget
* Project kick-off
* Approval of roles and responsibilities
* Requirements definition approval
* Completion of data mapping/inventory
* Project implementation
* Acceptance of final deliverables
* Roles and responsibilities for schedule development are as follows:

The project manager will be responsible for facilitating work package definition, sequencing, and estimating duration and resources with the project team. The project manager will also create the project schedule using MS Project 2019 and validate the schedule with the project team, stakeholders, and the project client. The project manager will obtain schedule approval from the project client and baseline the schedule.

The project team is responsible for participating in work package definition, sequencing, duration, and resource estimating. The project team will also review and validate the proposed schedule and perform assigned activities once the schedule is approved.

The project client will participate in reviews of the proposed schedule and approve the final schedule before it is base lined. The project stakeholders will participate in reviews of the proposed schedule and assist in its validation.

DELIVERABLES

Here is a list of all the Deliverables and from the project and who will be the receivers of the deliverables will be.

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Deliverables | Date | Receiver |
| 1 | Project Specification |  |  |
| 2 | Appropriate Project Plan |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

QUALITY MANAGEMENT PLAN

All members of the E-commerce Solution project team will play a role in quality management. It is imperative that the team ensures that work is completed at an adequate level of quality from individual work packages to the final project deliverable. The following are the quality roles and responsibilities for the E-commerce Solution Project:

The Project Client is responsible for approving all quality standards for the E-commerce Solution Project. The Project Client will review all project tasks and deliverables to ensure compliance with established and approved quality standards. Additionally, the Project Client will sign off on the final acceptance of the project deliverable.

The Project Manager is responsible for quality management throughout the duration of the project. The Project Manager is responsible for implementing the Quality Management Plan and ensuring all tasks, processes, and documentation are compliant with the plan. The Project Manager will work with the project’s quality specialists to establish acceptable quality standards. The Project Manager is also responsible for communicating and tracking all quality standards to the project team and stakeholders.

The Quality Specialists are responsible for working with the Project Manager to develop and implement the Quality Management Plan. Quality Specialists will recommend tools and methodologies for tracking quality and standards to establish acceptable quality levels. The Quality Specialists will create and maintain Quality Control and Assurance Logs throughout the project.

The remaining member of the project team, as well as the stakeholders will be responsible for assisting the Project Manager and Quality Specialists in the establishment of acceptable quality standards. They will also work to ensure that all quality standards are met and communicate any concerns regarding quality to the Project Manager.

Quality control for the E-commerce Solution Project will utilize tools and methodologies for ensuring that all project deliverables comply with approved quality standards. To meet deliverable requirements and expectations, we must implement a formal process in which quality standards are measured and accepted. The Project Manager will ensure all quality standards and quality control activities are met throughout the project. The Quality Specialists will assist the Project Manager in verifying that all quality standards are met for each deliverable. If any changes are proposed and approved by the Project Client, the Project Manager is responsible for communicating the changes to the project team and updating all project plans and documentation.

Quality assurance for the E-commerce Solution Project will ensure that all processes used in the completion of the project meet acceptable quality standards. These process standards are in place to maximize project efficiency and minimize waste. For each process used throughout the project, the Project Manager will track and measure quality against the approved standards with the assistance of the Quality Specialists and ensure all quality standards are met. If any changes are proposed and approved by the Project Client, the Project Manager is responsible for communicating the changes to the project team and updating all project plans and documentation.

RISK MANAGEMENT PLAN

The approach for managing risks for the E-commerce Solution Project includes a methodical process by which the project team identifies, scores, and ranks the various risks. Every effort will be made to proactively identify risks ahead of time in order to implement a mitigation strategy from the project’s onset. The most likely and highest impact risks were added to the project schedule to ensure that the assigned risk managers take the necessary steps to implement the mitigation response at the appropriate time during the schedule. Risk managers will provide status updates on their assigned risks in the bi-weekly project team meetings, but only when the meetings include their risk’s planned timeframe.

Upon the completion of the project, during the closing process, the project manager will analyze each risk as well as the risk management process. Based on this analysis, the project manager will identify any improvements that can be made to the risk management process for future projects. These improvements will be captured as part of the lessons learned knowledge base.

CONCLUSION

The Project Management Plan Document contains the strategy for managing the project and the processes related to all areas of the project scope, cost, schedule, quality, etc. This Project Plan is being prepared for the project “E-commerce Solution”.

Here I will conclude these reports in a properly written predicated or in a well-organized way in different aspects of task management.