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## **Project Management Plan CookBook**

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## VERSION HISTORY

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Version	Revised by	Revised date	Changes
1.0	Dharmay	01/31/2023	
2.0	Dharmay	02/17/2023	

## INTRODUCTION

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### Purpose of Plan

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The CookBook Project Management Plan will provide a definition of the project, including the project's goals and objectives. The Project Management Plan is an agreement amongst the project team members and the project supervisor. This plan represents a common understanding of the project for the facilitating communication between the project supervisor and the team to set authorities and limits for the project manager along with the team. The Project Management Plan includes everything relating to the project to business objectives and defining the boundaries of the project like the approach, deliverables, milestones, and budget.

### Background Information

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Cookbook Network is web application that will gather information from local food markets, and user input of at home cooking inventory to deliver recipe recommendations, and retail resources for purchasing ingredients to cook meals. Research from the Health & Nutrition Department of Tufts University says that 28 % of people do not know how to cook and 66 % of people are visiting the supermarket to buy household items to make recipes. Cookbook Network is targeting these people. In this system customers can choose available ingredients at their home to check possible recipes that can be made. Our system has an additional feature that customers can order missing grocery items using Google Search engine. The purpose of this project is to increase engagement in the average American cooking habits, possibly raising the amount of revenue being generated from the food retail industry. The web application will serve a general purpose of attracting users with little-time to cook, searching for new recipes to cook, sharing recipes with an avid community of users enthusiastic about cooking, and developing a user-friendly environment for cooking within the community guidelines.

Cookbook Network is the online web application which helps users by giving recommendations of the possible receipt after the user uploads available ingredients in Kitchen.

### **Project Approach**

This section gives an outline of the phases we will go through this project until it's deliverable. We will be following the Agile method to develop the web application concurrently. Will be using Front end - CSS, HTML, JAVASCRIPT, AJAX, JQuery Backend - PHP Database - MySQL

**Overall Project Schedule:** From 01/17/2023 to 04/20/2023

#### **Break down of the Schedule:**

Phase	Start Date	Due Date	Description
Phase 1	01/17/2023	02/15/2023	Database Hold data for Recipes, Ingredients, and Account Data Homepage, Setting up Accounts and User types , Search functionality - Search by Image, and text ,ingredients, lifestyle, culture Add to shopping cart
Phase 2	02/15/2020	03/30/2023	Test Case and Test Plan. User Check-in System. CookBook Requirements
Phase 3	03/30/2020	04/20/2023	-summary report feature -Final tests, -Creating Test plan

### **GOALS AND OBJECTIVES**

Accomplish project business goals and objectives within this project's budget and time limit. Goal and objective are to make a web app which will enable me to monitor tutoring programs and provide analytics for decision making.

CookBook Solutions is implemented to achieve the goals as below:

- Cookbook Network is a website that compiles data from local food markets and user inventories for in-home cooking to provide recipe recommendations and retail outlets for meal ingredient purchases.

## SCOPE

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### Scope Definition

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Project Scope is part of project planning involving determination and documentation of specific project goals, deliverables, tasks, costs and deadlines. By the end of the timeline, Web Application should be tested successfully to deploy where users will be able to monitor and search local food market data to make a best meal by themselves along with the below mentioned features.

- Allow users to sign-in and sign-up.
- Systems should have 2 types of users: first it is a guest user and second is subscription based users .
- System should allow guest user to view recipes, input items that they have at their disposal to cook
- System should generate a recommended receipt based on the input.
- The subscription based users will allow users to upload content to the site and expand the dishes that will be on the site.
- System Allow user to look for recipe videos
- Provide Market place to order missing ingredient online
- Provide Time efficiency and cost saving
- Allow users to have a secure login

### Items Beyond Scope

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N/A

### Projected Budget

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Budget Estimate and Financial Analysis  
\$ 55 if we need to use MongoDB cluster

### Risk Assessment

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Initial Risk Assessment attempts to identify, characterize, prioritize and document a mitigation approach relative to those risks which can be identified prior to the start of the project.

Risk Assessment will be monitored continuously and updated throughout the project with weekly assessments which will be included in the weekly progress report.

Project Manager can possibly make any adjustments and recommendation to the team members weekly, if not more frequently as conditions may vary.

### Initial Project Risk Assessment

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Risk	Priority	Risk Level L/M/H	Likelihood of Event	Mitigation Strategy
Collect recipe data along with the actual meal plan	1	M	Somewhat likely	
Try to find best way for user to review recipe details	2	H	Not Likely	
Data breach	1	H		
Application performance	1	H		

## ASSUMPTIONS

### Project Assumptions

The following assumptions were made in preparing the Project Plan:

- Application will be used regularly by the user who does not know how to plan their meal

## CONSTRAINTS

### Project Constraints

The following represent known project constraints:

- We are trying our best to accomplish the project so far.
- Struggling to find relevant data with having particular ingredients to provide best options for meals.

### Critical Project Barriers

Unlike risks, critical project barriers are intractable issues that can be critical to a project's initiative. In this project, the following are possible critical barriers:

- Requesting permission to test our software in .

## PROJECT MANAGEMENT APPROACH

### Project Timeline

Phase	Start Date	End Date	Duration	Resources
Phase 1	01/17/2023	03/15/2023	7 Weeks	Dharmay Jaineel Can Jose Michael
Phase 2	03/15/2020	03/30/2023	2 Weeks	Dharmay Jaineel Can Jose Michael

Phase 3	03/30/2020	04/20/2023	4 Weeks	Dharmay Jaineel Can Jose Michael
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### Project Roles and Responsibilities

Role(s)	Responsibilities	Participant(s)
Project Stakeholders	<ul style="list-style-type: none"> <li>▪ Provide knowledge and recommendations</li> <li>▪ Review some project elements</li> <li>▪ Lend expertise and guidance as needed</li> </ul>	Dr. Jing-Chiou Liou
Project Supervisor	<ul style="list-style-type: none"> <li>▪ Provide knowledge and recommendations</li> <li>▪ Review some project elements</li> <li>▪ Lend expertise and guidance as needed</li> </ul>	Dr. Jing-Chiou Liou
Project Manager	<ul style="list-style-type: none"> <li>▪ Manage project to proceed as accordingly to project plan</li> <li>▪ Serve as liaison to the Project Supervisor</li> <li>▪ Supervise team members</li> <li>▪ Provide overall project direction</li> <li>▪ Direct/lead team members toward project objectives</li> <li>▪ Handle problem resolution</li> <li>▪ Coordinates participation of work groups, individuals</li> <li>▪ Provide knowledge and recommendations</li> <li>▪ Help identify and remove project barriers</li> <li>▪ Assure quality of products that will meet the project goals and objectives</li> <li>▪ Identify risks and issues and help in resolutions</li> <li>▪ Lend expertise and guidance as needed</li> <li>▪ Project Management Plan (PMP)</li> </ul>	Jose Serra
Project Developer	<ul style="list-style-type: none"> <li>▪ Understand user needs and business processes of their area</li> <li>▪ Provide knowledge and recommendations</li> <li>▪ Lend expertise and guidance as needed</li> <li>▪ Software Design Document (SDD)</li> <li>▪ Develop working product</li> <li>▪ Develops the product based on requirements</li> </ul>	Jaineel Shah & Jose Serra
Project Analyst Developer	<ul style="list-style-type: none"> <li>▪ Understand user needs and business processes of their area</li> <li>▪ Provide knowledge and recommendations</li> <li>▪ Lend expertise and guidance as needed</li> <li>▪ Software Design Document (SDD)</li> </ul>	Dharmay & Jaineel Shah



	<ul style="list-style-type: none"> <li>▪ Assist develop working product</li> <li>▪ Assist develop the product based on requirements</li> </ul>	
Project Tester	<ul style="list-style-type: none"> <li>▪ Understand user needs and business processes of their area</li> <li>▪ Provide knowledge and recommendations</li> <li>▪ Lend expertise and guidance as needed</li> <li>▪ Test Case and Test Plan</li> <li>▪ Test the mobile application               <ul style="list-style-type: none"> <li>▪ Using user stories</li> </ul> </li> </ul>	Jaineel Shah & Dharmay

## Issue Management

There is always the possibility of making any changes in the Project Management Plan as the project progresses. When those changes do occur, it is important to note any changes to the Project Plan so the team knows what kind of impact those changes will bring.

The decision to make any modifications to the Project Plan should be coordinated using the following process:

**Step 1:** As soon as a change occurs which will impact project scope, schedule, staffing or spending is identified, the Project Manager will document the issue.

**Step 2:** Project Manager will review changes to determine what kind of impact this will have on the project. Any issues along with any recommendations will be forwarded to Product team members.

**Step 3:** Product Supervisor will be notified of any changes that were made.

## Communications Plan

Project members should know the status of the project and if there are any changes, how they are affected. The more people know about the progress of the project, the better their input will be to support each other. Involvement will increase the participation and that will create more support for all the team members.

This plan provides how everyone in the team will get informed, involved, and obtained from all team members throughout the duration of the project.

### Communications Methodology

Communication Methodology is used to research, create, and execute a communication plan for a project that targets key audience groups.

The Communication Methodology is:

- **Scalable:** The methods and templates apply to communication efforts big and small, internal and external.
- **Widespread:** Nearly every communication effort includes these components.
- **Iterative:** Communication planning is an iterative process. Completion of components is not always sequential.

### **Audience**

This communication plan is for the following audiences:

- Project Stakeholder
- Project Supervisor
- Project Manager
- Project Team Members

### **Communications Outreach**

The following is a list of communication events that are established for this project:

#### **Weekly Status Reports:**

The Project Manager will provide weekly written status reports which will include the following information:

- Summary of tasks completed in previous week
- Summary of tasks scheduled for completion in following week
- Summary of issue status and resolutions

#### **Weekly Project Team Status Meeting:**

These status meetings are held every week on Saturday and Monday where all the members of this project team are invited to participate. Project Manager will share the status report prior to the meeting on Discord and GitHub which every team member has access to so that everyone can review in advance. Additionally, all the documentations will be uploaded on GitHub which can be accessed by all team members. In between the weekly meetings, team members communicate through Discord to discuss if there is any problem or concerns about the project.

## **ATTACHMENTS/APPENDICES**

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*Appendices/Attachments may be included in a hardcopy form*

- Project High-Level Description (HLD) Document
  - Business Case
  - Project Charter
  - Project Description
  - Statement of Work

## **APPROVALS**

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### **Sign-off Sheet**

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*I have read the above Project Plan and will abide by its terms and conditions and pledge my full commitment and support for the Project Plan.*

**Project Manager: JOSE SERRA**

Signature

Date