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## **Project Management Plan CookBook Network**

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Creation Date: 01/31/2023

Last Revised: 02/13/2023

Version: 2.0

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## VERSION HISTORY

Version	Revised by	Revised date	Changes
1.0	Dharmay	01/31/2023	Initial Draft
2.0	Jose Miguel Serra Jr,	02/13/2023	Baselined Version

## INTRODUCTION

### Purpose of Plan

The CookBook Network Project Management Plan (PMP) will provide a definition of the project, including the project's goals and objectives. The PMP is an agreement amongst the project team members and the project manager. This plan represents a common understanding of the project for the facilitating communication between the project manager and the team to set authorities and limits for the project manager along with the team. The PMP 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

Cookbook Network is web application that connects users via a social platform providing them an arena for them to connect to and share recipes. 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 users can choose available ingredients at their home to check possible recipes that can be made in their kitchens. Our system has an additional future that customers can see grocery items using a 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 recipe after the user uploads available ingredients in Kitchen.

### **Project Approach**

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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	03/15/2023	<ul style="list-style-type: none"><li>• Front-End Design of sign-up, login pages, and landing pages of the project.</li><li>• Test Case and Plan developed for the Front-End Design</li></ul>
Phase 2	03/15/2023	03/29/2023	<ul style="list-style-type: none"><li>• Back-End Design of user login pages</li><li>• Test Case and Plan developed for Back-End Design</li></ul>
Phase 3	03/29/2020	04/19/2023	<ul style="list-style-type: none"><li>• Summary report feature</li><li>• Final Test Case and Plan is developed for full project</li></ul>

### **GOALS AND OBJECTIVES**

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Objectives is of this project is to create a web application that fosters community via a social network of food enthusiasts, cooking learners, and anybody interested in cooking. Our goals are to foster an increase in revenue generated by food retail stores, and promote customer saving by providing an increase in accessibility to recipes from various cultures, dietary restrictions, etc.

### **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 use the available functionality for Guest Users, Registered Not-Paying Users, Registered Paying Users, and Admin Users. Allow users to sign-in and sign-up.

The goals surrounding the guest user is that the website will provide an incentive for the user to signup to have personalized content delivered to them via the web services that are being provided via the sign up process. Several users functionality include signup, login, upgrading to premium account, and admin privileges.

## Items Beyond Scope

N/A

## Projected Budget

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

## Risk Assessment

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

Risk	Priority	Risk Level L/M/H	Likelihood of Event	Mitigation Strategy
Team members workload	1	H	Likely	Balance role and scope of application with semester workload
Team members quitting	2	H	Likely	Reshape project to lessen stress of semester and workload
Application performance	1	H	Likely	Dedicate more time to finding bugs during the debugging phase to ensure that

## 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	02/08/2020	03/15/2023	2 Weeks	Dharmay Jaineel Can Jose Michael
Phase 3	03/15/2020	04/20/2023	4 Weeks	Dharmay Jaineel Can Jose Michael

## 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>	<a href="#">Jose Serra</a>
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>	Jose Serra Dharmay Jaineel Shah
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> <li>▪ Assist develop working product</li> <li>▪ Assist develop the product based on requirements</li> </ul>	Dharmay & <a href="#">Jaineel Shah</a>



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>	<a href="#">Jaineel Shah</a> & Dharmay
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## **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 M Serra Jr 2/20/2023**

Signature

Date