

PROJECT DOCUMENTATION

PROJECT INITIATION DOCUMENT (PID)

Project: **E-commerce website for Caramels and Almonds**

Release: June 2023

Date: 25th June 2023

PRINCE2

Author: Hasini Jayasekara Vithanage(Scheduling Manager)
 A.S De Silva (Risk Manager)
 R.S Senarathna (Quality Manager)

Owner: Dr Yasas Jayaweera (Project Executive)

Client: Caramels and Almonds by Senuthi Wijesinghe

Document Ref: ProjectInitiationDocument_CaramelsandAlmonds

Version No: 1.0

1 Project Initiation Document History

1.1 Document Location

This document is only valid on the day it was printed.

The source of the document will be found on the project's PC in location

1.2 Revision History

Date of this revision: 25/06/2023

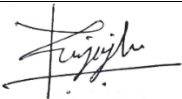

Date of Next revision: -

Revision date	Previous revision date	Summary of Changes	Changes marked
25/06/2023	-	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 Yasas Jayaweera		Project Board	25/06/2023	1.0
Pruthuvi Wijesinghe		Project Manager	25/06/2023	1.0
Miss. Senuthi Wijesinghe		Client	25/06/2023	1.0

1.4 Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version
Pruthuvi Wijesinghe	Project Manager	25/06/2023	1.0
R.S.Senarathna	Quality Manager	25/06/2023	1.0
A.S.De Silva	Risk Manager	25/06/2023	1.0
Hasini Jayasekara Vithanage	Scheduling Manager	25/06/2023	1.0
H.M.Pumudi Chamalka Kumari Herath	Start-up Manager	25/06/2023	1.0

2 Table of Contents

1	Project Initiation Document History	2
1.1	Document Location	2
1.2	Revision History	2
1.3	Approvals	2
1.4	Distribution	2
2	Table of Contents	3
	Project Initiation Document	4
3	Purpose of Document	4
4	Background	4
5	Project Definition	5
5.1	Project Objectives	5
5.2	Defined Method of Approach	5
5.3	Project Scope	5
5.4	Project Deliverables and/or Desired Outcomes	6
5.5	Exclusions	6
5.6	Constraints	6
5.7	Interfaces	6
5.8	Assumptions	6
6	Project Organisation Structure	7
6.1	Project Management Team Structure	7
6.2	Job Descriptions	8
7	Communication Plan	9
8	Project Quality Plan	9
9	Project Controls	9
10	<i>Initial Business Case</i>	10
11	<i>Initial Project Plan</i>	10
12	<i>Initial Risk Log</i>	10

Project Initiation Document

3 Purpose of Document

The objectives of this document are to define the project, give a structure for managing it, and assess the project's overall success. It includes details on the project's background, goals, environment, team, and collaboration. The primary information needed to accurately describe and plan the project is gathered and stored in the PID (Project Initiation Document). It should go into more detail about the project's goal as well as its aims and objectives. It also explains why achieving the stated objectives is essential. It also includes a list of all parties involved with the project from the beginning to the end, along with an explanation of their roles and responsibilities. This document serves as justification for the project's choices. Furthermore, it is advisable to pay attention to the project's accurate scope, work within the allocated timeframe, and stick to the budget. This document has been produced to identify the importance of the project and provide an in-depth analysis of the project.

4 Background

'Caramels and Almonds', owned by Miss Senuthi Wijesinghe, is a well-reputed online cake business in Sri Lanka. We understood the need for an e-commerce website to help the client expand their customer base and enable them to buy cakes online. The proposed website allows users to sign in or login to the system, browse available cake categories, view details, and check their availability. The owner of the business, who is our client, will act as the administrator of this website. The admin has access to check customer orders, manage orders, add cakes to the system, update details about cakes, and delete cakes from the system. Registered customers will get access to all available functionalities. The website created for 'Caramels and Almonds' will be strong, adaptable, and simple to use. The primary goal is to provide all the necessary requirements that the client needs.

5 Project Definition

5.1 Project Objectives

- To create an informative and user-friendly e-commerce website.
- To deploy the newly created e-commerce website within the given time period.
- Ensure the proposed system provides all the functions for the current and potential customers of the client.
- Provide user manuals for the client.
- To ensure the deployed website captures all the requirements specified by the client.

5.2 Defined Method of Approach

The PRINCE2 methodology is used to manage the project. The website will be developed for 'Caramels and Almonds' by Senuthi Wijesinghe. The development will be faster due to the ready-made components, and the user-friendly GUIs are another benefit. The system features will be developed according to the requirements provided by the client.

5.3 Project Scope

This project aims to develop an e-commerce website assisted by an AI-based chatbot for 'Caramels and Almonds,' which is an online cake business. The objectives include creating an attractive and user-friendly website, enabling users to browse the categories and their details and place orders, implementing secure payment gateways, and providing an intuitive admin panel for managing cakes and orders. The website will have features such as user login and registration, a shopping cart, a payment gateway, a chatbot, a spinning wheel, and product search. The project will follow a timeline, allocate a budget, and address potential risks. The successful implementation of the website will bring convenience to customers and benefit the cake business.

5.4 Project Deliverables and/or Desired Outcomes

The following elements will be delivered when the project is completed:

- A fully functional e-commerce website with an admin panel.
- An AI-based chatbot integrated with the website to assist customers.

5.5 Exclusions

The proposed system is a fully responsive e-commerce website compatible with all devices. We will develop a website that assists in reaching a wide range of customers and delivering an outstanding online experience. After the initial deployment, the client is responsible for updating the details of the website, such as cake details, prices, availability status, etc.

5.6 Constraints

E-commerce websites are constantly growing and evolving, yet for certain potential customers, such as those in rural areas, getting an internet connection is still expensive and difficult. In order to achieve the estimated milestones of the project, the team has to work for 10 weeks. (Working hours: 7 hours per day.)

5.7 Interfaces

User-friendly interfaces should be created utilizing the shop's themes and logos and should be tailored to the needs of the client. Website interfaces should be attractive because they will be visible to the public.

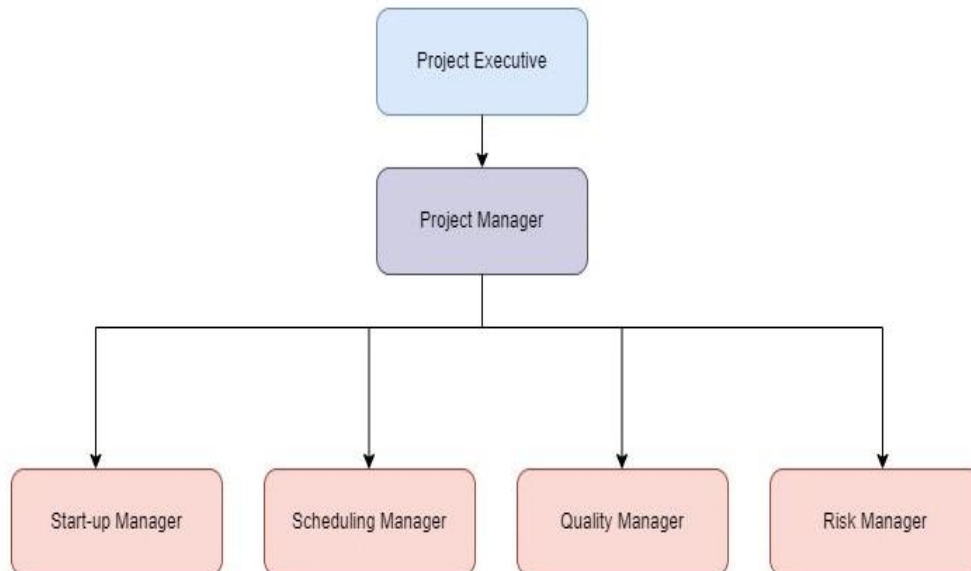
5.8 Assumptions

Even though e-commerce websites are continually growing and developing quickly, some potential customers, such as those who live in rural areas, still find internet connections to be expensive. In addition, approximately 129,000 LKR is available to fund the project and its operations.

6 Project Organisation Structure

6.1 Project Management Team Structure

- **Project Executive:** Dr. Yasas Jayaweera
- **Project Sponsor:** Miss. Senuthi Wijesinghe
- **Project Manager:** Pruthuvi Wijesinghe
- **Risk Manager:** A.S De Silva
- **Quality Manager:** R.S Senarathna
- **Scheduling Manager:** Hasini Jayasekara Vithanage
- **Start-up Manager:** H.M.Pumudi Chamalka Kumari Herath



6.2 Job Descriptions

Responsible for the role of the workplace management team, focusing on short- and long-term projects.

Project Sponsor: Give specific information about the business and its requirements and monitor the progress of the project.

Project Manager: A project manager is in charge of initiating, planning, designing, implementing, monitoring, and supervising a project as well as ensuring that it is completed successfully. Any additional choices pertaining to the project will also be the responsibility of the project manager.

Risk Manager: Identify potential risks that could impact the project. Create contingency plans for things that go wrong and determine how to prevent, minimize, or transfer risk. Prepare risk plans and logs.

Quality Manager: Ensure that the system's quality fulfils the specified requirements before handing over the system to the client. Develop the project's quality management plan. Identify areas that could be improved and recommend corrective actions. Monitor the quality of the project deliverables.

Start-up Manager: Facilitate effective communication between the client and project team. Gathering and documenting the client's requirements. Ensure client satisfaction throughout the project life cycle.

Scheduling Manager: Responsible for collaborating with the team members to develop the project plan and timeline. Provide reminders to the project team about the upcoming deadlines. Responsible for scheduling and coordinating team and client meetings.

7 Communication Plan

Refer to the communication plan.

Team meetings will be held weekly and whenever required, and the work will be managed through the Wrike project management tool. The reminders will be given by the Project manager to the team members through the WhatsApp group. Client meetings are held twice a month via Zoom.

8 Project Quality Plan

Quality assurance, quality control, and quality improvement will occasionally be carried out to reach the desired quality. Delivering a flawless product that was developed with maximum efficiency is the main objective of this project. The quality log will be consistently updated to provide the desired final output. Additionally, a quality checklist will be completed for each significant output as part of the quality control process.

9 Project Controls

- Pruthuvi Wijesinghe is in charge of the overall project management by monitoring and leading the project team to achieve the desired goals of the project.
- R.S Senarathna evaluates and assesses the entire project's quality and also the project documents in order to achieve project goals.

-
- A.S De Silva is in charge of identifying potential risks that could impact the project and providing mitigation strategies in order to meet project objectives.
 - H.M.Pumudi Chamalka Kumari Herath maintains a strong relationship between the client and project team by providing all necessary information to both parties.
 - Hasini Jayasekara Vithanage schedules all tasks and activities related to the project and is responsible for keeping the project on schedule in order to achieve project goals.

10 Initial Business Case

Refer the Initial Business Case

The initial business case is conducted in order to enhance business strategies, expand the audience, and resolve present issues with user communication.

11 Initial Project Plan

Refer the project plan

The Gantt chart attached to the project proposal will help in planning and scheduling the project. Moreover, it will assess how long a project should take, determine the resources needed, and plan the order of tasks to be completed. In addition, it helps to manage the dependencies between tasks.

12 Initial Risk Log