PROJECT DOCUMENTATION

STAGE PLAN SPRINT2

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

Release:	July 2023
Date:	27th July 2023

PRINCE2

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Client:	Caramels and Almonds by Senuthi Wijesinghe
Document Ref:	StagePlan_Sprint2_CaramelsandAlmonds
Version No:	1.1

1   Stage Plan 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

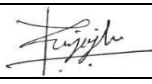## 1.2   Revision History

Date of this revision: 27/07/2023
Date of Next revision:

Revision date	Previous revision date	Summary of Changes	Changes marked
27/07/2023	06/07/2023	Updated up to Sprint 02	
06/07/2023	-	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	29/07/2023	1.1
Pruthuvi Wijesinghe	*(signature)*	Project Manager	29/07/2023	1.1
Miss. Senuthi Wijesinghe	*(signature)*	Client	29/07/2023	1.1

1.4   Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version
Pruthuvi Wijesinghe	Project Manager	29/07/2023	1.1
R.S Senarathna	Quality Manager	29/07/2023	1.1
A.S De Silva	Risk Manager	29/07/2023	1.1
H.M. Pumudi Herath	Start-up Manager	29/07/2023	1.1
Hasini Jayasekara Vithanage	Scheduling Manager	29/07/2023	1.0

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Stage Plan

3   Purpose

<u>Sprint 01</u>

The sprint 01 begins on June 30, 2023, and ends on July 13, 2023. At the end of Sprint 01, a launched version of the proposed website with some content that is accessible to all those with the URL should have been created.

The team member in charge of each task should inform the project manager of its progress at the end of every working day so that the project manager will have a thorough understanding of how the project is proceeding. As a result, the project manager can quickly take action when it's needed.

The Sprint's progress will be evaluated in relation to the project's Gantt chart. The quality manager will use a predetermined set of test cases to test the final product at the end of the sprint in order to assess the project's quality and completion.

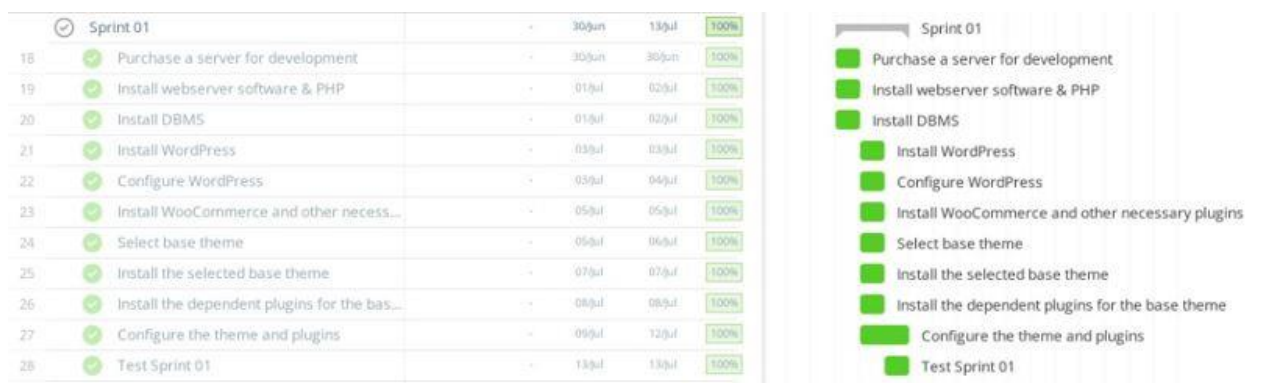The following work must be performed during this sprint:

Figure 3. 1: Sprint 01

<u>Sprint 02</u>

The Sprint 02 begins on July 14, 2023, and ends on July 26, 2023. At the end of Sprint 02, a launched version of the proposed website is created with some content accessible to all with URL.

The team should finish and test sprint one before starting sprint two. At the end of each day, the person in charge of the work should update the project manager on its status. The project manager has a clear understanding of how the project is moving as a result of the frequent updates. The project manager can easily react as needed as a result. By comparing the sprint's progress to the Gantt chart, the sprint's progress will be evaluated. The quality manager will evaluate the project's quality and thoroughness at the conclusion of the sprint by testing the completed product using a predetermined set of test cases.

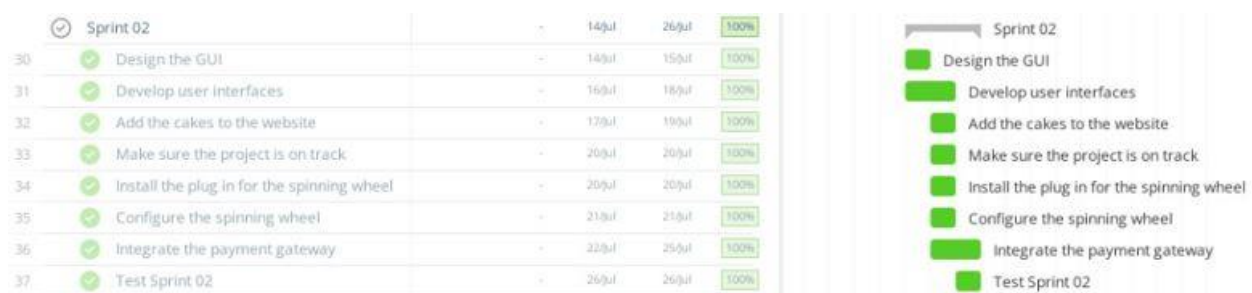The following work must be performed during this sprint:

Figure 3. 2: Sprint 02

4   Plan Description

A description of how and when the project's goals will be achieved, along with information about the project's valuable components, activities, and resources, are included in the project plan. It offers a review of project costs and management stages, as well as other crucial control issues, for the business case. It provides the project board with an ideal location to start tracking the progress of the project. All team members should stick to the documentation's directions for the plan to be successful. The methodology that follows to develop the system is the agile methodology.

5   Quality Plan

The Quality Plan version 1.1 document is uploaded to the project's Github repository.

(https://github.com/PruthuviWijesinghe00/SPPM-Project/blob/main/Week%2004%20docs/Quality%20Plan%20version%201.1.pdf)

6   Plan Prerequisites

The approach implies that every requirement has been gathered and decided upon. The budget has also been agreed upon with the client. The time plan is also created. To understand how other systems in this area operate, similar systems must be examined.

7   External Dependencies

The design and development of the e-commerce platform for the proposed project mainly relies on the WordPress and WooCommerce platforms. Additionally, the project depends on the provider of shared hosting services to deliver uninterruptible hosting both throughout project development and after deployment. The third-party payment gateway is crucial to the project's ability to safely and consistently manage online transactions. Finally, the project should include AI-based chatbot assistance as well.

8   Tolerances

The extent to which you can modify your project without needing to submit it once again for approval is controlled by tolerances. We might slightly go above or below the tolerance and won't need to continually return to our project sponsor to get any adjustments approved.

However, decisions made by the project sponsor that have any effect on the project's budget and schedule will differ from the original plan. A budget of 140,000 LKR with a 10% tolerance has been granted by Miss Senuthi Wijesinghe, meaning we can spend up to 154,000 LKR before requesting approval. A time tolerance is a chance during which we can fall behind or advance the project schedule's deadlines. The client was kind enough to grant an additional month for the full implementation due to the team members' responsibilities to their undergraduate projects, jobs, and personal lives. However, the project could not in any way be of low quality.

9   Monitoring and Control

The goal of controlling a stage process is to separate the team member's responsibilities for keeping track of it, including updating the project board on the state and taking the necessary steps to ensure that the stage continues within tolerance.

The team members have Zoom meetings once a week to discuss how the project is going and the tasks for the coming week. The work will then be organized by the project manager using Trello, which is the project management tool, in accordance with the scheduling manager's plans. There, the tasks are divided into to-do, doing, and done. Every modification made to the project will be committed at the conclusion of each working day using the version control system Git. Furthermore, the WhatsApp group chat is also used to give updates about the project.

Additionally, all the tasks that have been completed are delivered back to the controlling stage to be assessed so that the scheduling manager can make sure that the project sticks to the schedule.

10   Reporting

If the time allotted is insufficient, each team member must inform the scheduling manager. Then the scheduling manager will adjust the schedule at their request in accordance with the project sprint's flow and let the project manager know about the changes. Also, if problems related to the project come up, the entire team will notify the project manager, who will then provide the necessary instructions. Then the project board and the client will be informed of the problems and the status of the project.

11   Planning Assumptions

The Project Plan version 1.1 document is uploaded to the project's GitHub repository.

(https://github.com/PruthuviWijesinghe00/SPPM-

Project/blob/main/Week%2004%20docs/Project%20Plan%20version%201.1.pdf)
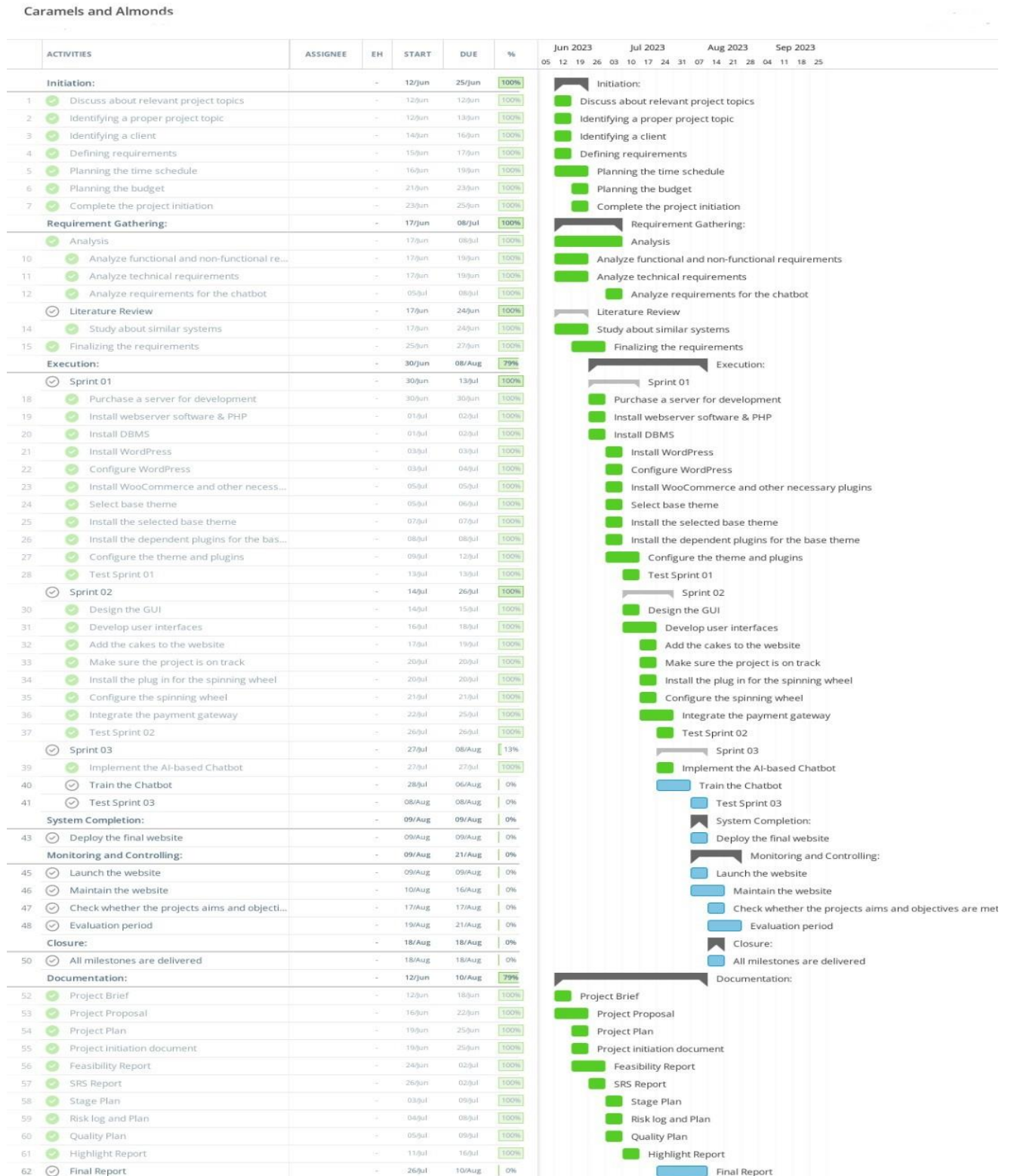
12   Graphical Plan

12.1 Gantt or Bar Chart

Figure 12.1. 1: Gantt chart

12.2   Product Breakdown Structure
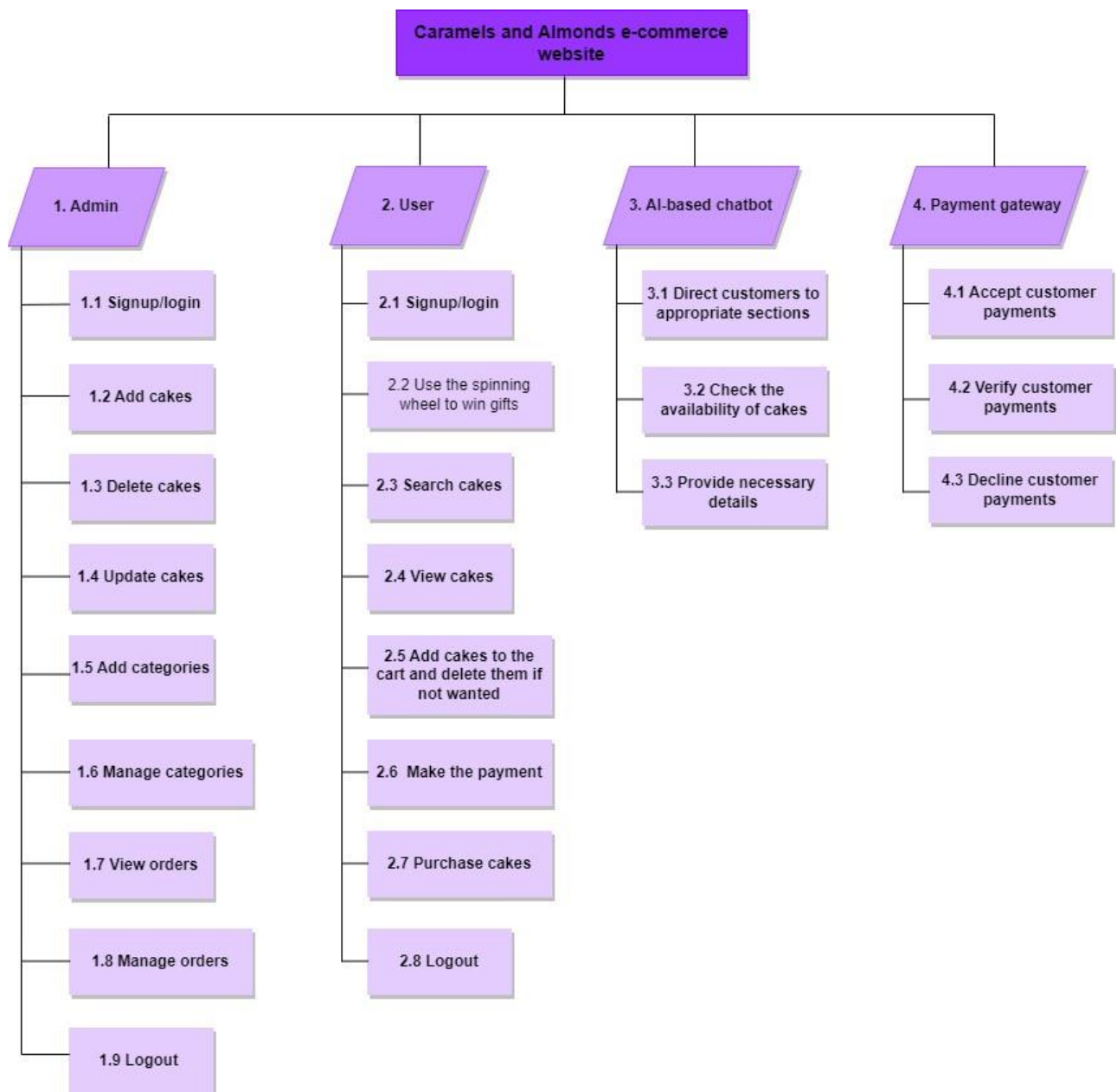

Figure 12.2. 1: Product Breakdown Structure
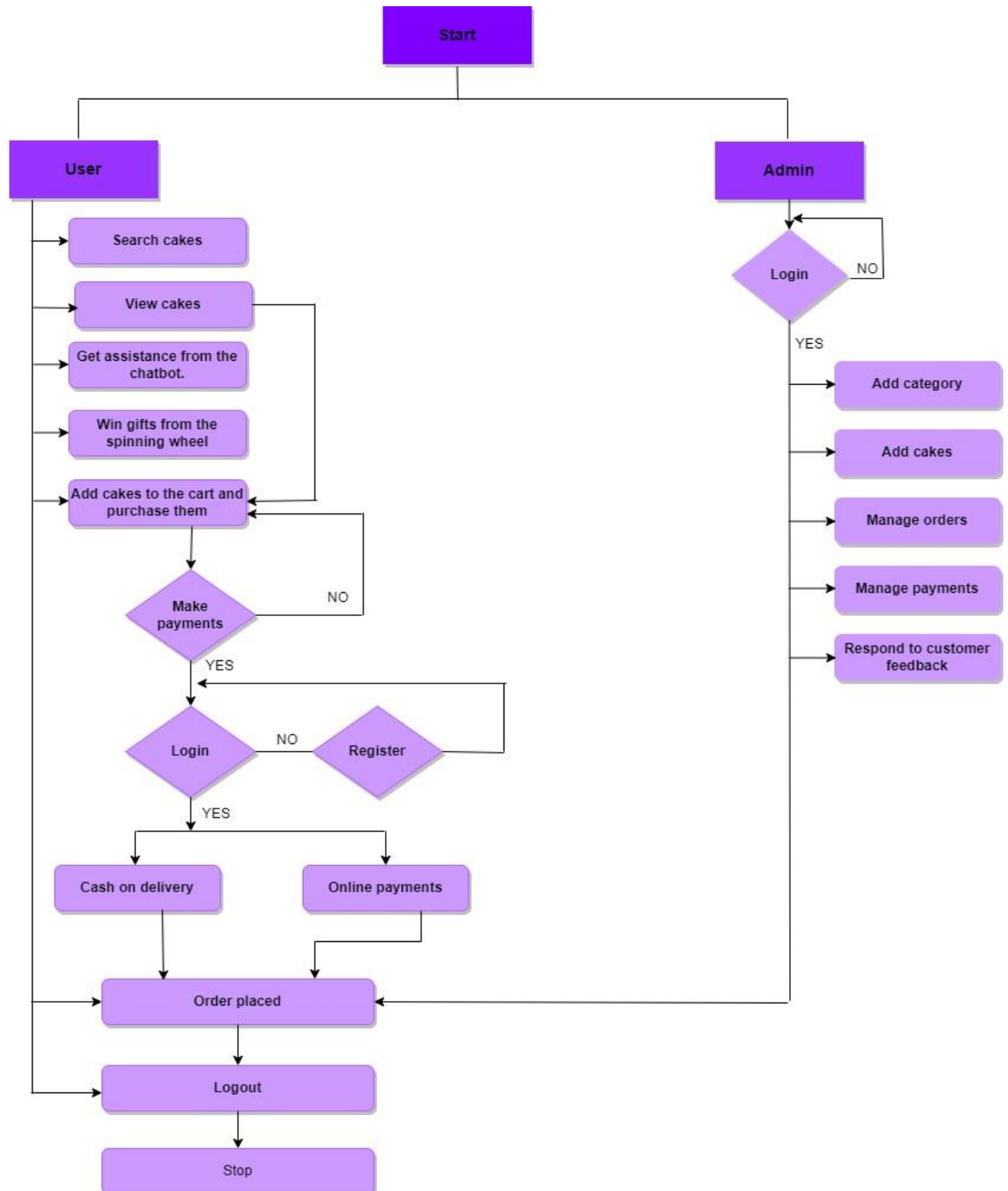
12.3   Product Flow Diagram

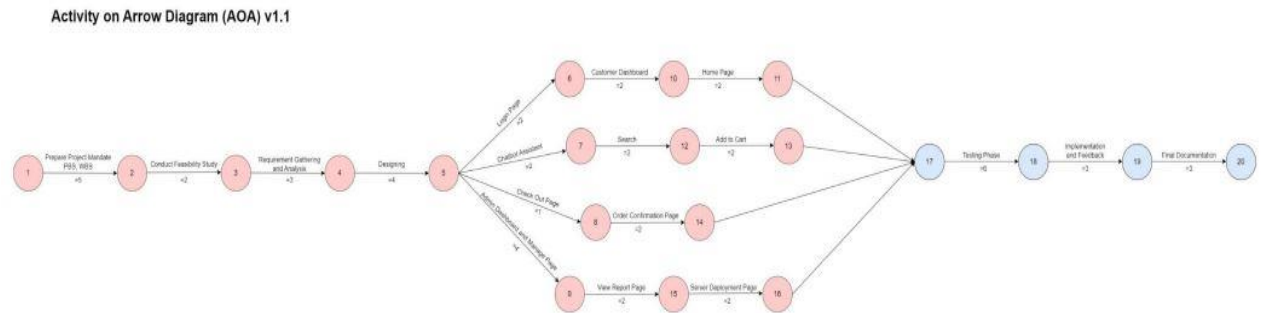*Figure 12.3. 1: Product Flow Diagram*

12.4   Activity Network

Figure 12.4. 1: Activity Network Diagram

12.5 Financial Budget

	Description	Basis	Unit	Rate	Amount
Domain	Purchase of a domain name(Local)	Annual	1	5,000	5,000
Hosting	Web hosting services	Monthly	1	2,000	2,000
Website Design	Design and development of the website	One-time	1	50,000	60,000
Ecommerce Platform	Integration of an ecommerce platform	One-time	1	20,000	20,000
Payment Gateway	Integration of a payment gateway(Basic Plan)	One-time	1	10,000	10,000
Content	Creation of website content	One-time	1	20,000	20,000
SEO	Search engine optimization	Monthly	1	7,000	7,000
Marketing	Online marketing and advertising	Monthly	1	7,000	7,000
Maintenance	Ongoing website maintenance	Monthly	1	3,000	3,000
	Client Requirement Gathering	Per Hour	2	2,000	4,000
	Other Expenses				2,000
Total					140,000

Figure 12.5. 1: Financial Budget

12.6   Resource Requirement Table

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Table 12.6. 1: Resource Requirement Table

	Resource	Details	Quantity
1	Machine	PC	5
2	Person	Team members	5
3	Person	Board member	1
4	Software	WordPress	1
5	Software	WooCommerce	1
6	Software	MySQL	1
7	Service	Zoom	1
8	Service	Google docs	1
9	Service	Payment Gateway	1
10	Service	Network connection	5

12.7 Risk Assessment

The Risk Plan version 1.4 document is uploaded to the project's GitHub repository.

(https://github.com/PruthuviWijesinghe00/SPPM-

Project/blob/main/Week%2007%20docs/RiskPlan%20version%201.4.pdf)

13   Product Descriptions

The Product Description document is uploaded to the project's GitHub repository.

(https://github.com/PruthuviWijesinghe00/SPPM-

Project/blob/main/Week%2002%20docs/Product%20Description.pdf)