

PROJECT DOCUMENTATION

WORK PACKAGE

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

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**Team/Person
Authorised:** Group 5

PRINCE2

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Version No: 1.1

1 Work Package 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	08/07/2023	Updated up to Sprint 02	
08/07/2023	-	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		Project Manager	29/07/2023	1.1
Miss. Senuthi Wijesinghe		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
Hasini Jayasekara Vithanage	Scheduling Manager	29/07/2023	1.1
H.M.Pumudi Herath	Start-up Manager	29/07/2023	1.1

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Work Package

3 Purpose

The primary goal of this document is to offer details about the necessary milestones to formally allocate job responsibilities to each team member. The team members can outline the necessary tasks to finish the project using a WBS component. This work package document also provides a technique for estimating project costs that makes sure none of the important outcomes are minimized. The team members can work on several areas of a project at once using work packages. Additionally, this document is helpful for allocating resources.

4 Work Package Description

This Work Package document focuses on all the tasks and deliverables related to Sprint 2 of the project. It includes activities such as designing the GUI, developing user interfaces, adding cakes to the website, installing plugins for the spinning wheel, configuring the spinning wheel, and integrating the payment gateway.

5 Product Description(s)

- a) Design the GUI: The team will concentrate on creating the website's graphical user interface. To maintain an aesthetically pleasing and professional look, this requires establishing visually appealing layouts and choosing the right colors, fonts, and pictures.

- b) Develop User Interfaces: The team will continue by creating the user interfaces for various website sections based on the GUI design. The homepage, shop page, product detail pages, shopping cart, and payment procedure are all included in this. The interfaces will be made simple to use and accessible.

- c) Integrate the Payment Gateway: To enable safe and efficient online transactions, the Payment Gateway will be integrated. This entails setting up the payment gateway to accept a number of payment options and ensuring the security of client payment data.

d) Install Plugins for the Spinning Wheel: Appropriate plugins or tools will be used to include the spinning wheel feature into the website. A gamified aspect will be added by the spinning wheel, inviting users to interact with the website in the hopes of winning rewards or discounts.

6 Techniques/Processes/Procedures

To speed up the development process and guarantee efficient project management in Sprint 2, the team makes use of several strategies and technologies. WordPress and WooCommerce are used as the main platforms for building the website. WordPress, a popular content management system, offers a user-friendly interface for creating and maintaining websites. The team can smoothly implement crucial online purchasing functions thanks to WooCommerce, a powerful e-commerce plugin for WordPress. Additionally, MySQL is used as the database management system to effectively store and manage data related to cake listings, user accounts, and orders. Then Trello, a project management tool, is used within the team to maintain organization and cooperation. Finally the team uses the agile methodology for development. This technique encourages incremental and iterative development, which enables the project to be broken up into smaller sprints. Each sprint is focused on certain deliverables and goals, allowing the team to adapt to changing requirements and client input.

7 Interfaces

a) Customer side interfaces

- Login and Sign-up Interfaces: These interfaces allow customers to create accounts and log in to the website.
- Shop page interface: It allows customers to browse all available cakes and other sweet items.
- Product details interface: It allows the customers to check all the necessary details about the cakes. Also, select the quantity and add reviews.
- Shopping Cart interface: The shopping cart interface allows customers to add cakes they wish to purchase and review their selected items before proceeding to checkout.

- Checkout interface: It allows the customer to add all necessary details in order to place the order successfully.
- Spinning Wheel interface: The spinning wheel interface is an engaging feature that allows customers to participate in a gamified activity.

b) Admin side interfaces

- Login and Sign-up: Similar to the customer side, the admin interfaces include login and sign-up features. The admin can log in to the website with their credentials to access the administrative functionalities.
- Perform Add, Update, and Delete Operations: The admin interface enables the administrator to manage cakes, add new cakes, update existing cake details, and delete cakes as needed.
- View Customer Orders: The admin can access an interface to view and manage customer orders.
- Manage reviews: The admin can view all the reviews published by the customers. The admin can delete or reply to the reviews as well.

8 Quality Checking Method

- Document review: Conduct a thorough review of project documents by the quality manager.
- Client feedback: Gather feedback from the client and adjust all necessary requirements.
- Expert reviews: Seek reviews from subject matter experts.
- Risk analysis: Conduct a risk analysis session by the risk manager to identify potential risks.
- Quality assurance checks: Perform all quality checks by the quality manager.

9 Configuration Management Requirements

The Configuration Management Plan document is uploaded to the project's Github repository.

(<https://github.com/PruthuviWijesinghe00/SPPM-Project/blob/main/Week%2004%20docs/Configuration%20Management%20Plan.pdf>)

10 Stage Plan Extracts

The Stage Plan version 2.0 document is uploaded to the project's GitHub repository.

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11 Agreements

The cost of the project is covered by the client. A budget of 140,000 LKR with a 10% tolerance has been agreed upon by the customer, allowing the team to spend up to 154,000 LKR before needing additional clearance. To ensure good performance and timely fulfillment of the deadline, the project manager assigns each team member to the appropriate task.

12 Sign-Off Requirements

The quality manager will analyze reports and milestones in depth before submitting them to the project board and client. The project manager will evaluate every part of the work, including the features of the website that have been developed within Sprint 2 and whether they need to be changed. The project manager should also make sure that the client is informed of any new features that should be included or missing features that cannot be implemented. The risk manager should perform all the tests to ensure there are no additional bugs or difficulties.

13 Work Return Arrangements

The project team will collaborate to create improvements that satisfy the client's needs if they decide they do not like the website. This only applies to the elements that were agreed upon by both parties at the time of contract signing, though.

14 Completion

- ✓ Approximately 75% of the proposed project has been completed.

The project team is made up of five members, including the project manager, quality manager, risk manager, scheduling manager, and start-up manager. The team's project manager, Pruthuvi Wijesinghe, is accountable for the project's success. The project's quality manager, R.S Senarathna, will carry out testing and raise the project's total quality. The risk manager, A.S De Silva, is in charge of identifying potential risks that can arise and have an influence on the project and assisting the team in mitigating and overcoming them. Hasini Jayasekara Vithanage is the scheduling manager and is in charge of managing the schedule and strategy to meet the project's goals. The project's start-up manager, H.M. Pumudi Herath, is in charge of interacting with the client and the project team to successfully meet the client's needs while achieving the project's milestones. Pruthuvi Wijesinghe, R.S Senarathna, and A.S De Silva will also perform these essential duties in addition to serving as project developers, while Hasini Jayasekara Vithanage and H.M Pumudi Herath will be in charge of the documentation.

15 Constraints

There are a few things to think about when it comes to constraints.

- Budget: Agree with the financial limitations set for Sprint 2.
- Time: Sprint 2 is time-bound, and the team completed all the identified tasks and deliverables within the allocated time frame.
- Resources: The availability of resources, including personnel and expertise, may be limited.
- Testing and Quality Assurance: Proper testing and quality assurance are essential to identify and fix any issues or bugs that may arise during the development process.

16 Independent Quality Checking Arrangements

Since all the necessary components of Sprint 2 have been finished, the product will be presented to the client to conduct an independent quality assessment and obtain comments.

17 Reporting

Reports were submitted to the project board via Google Drive every week. All team members are expected to attend the weekly team meetings. Furthermore, board meetings will be held once a week with the project board. Client meetings were held via the Zoom platform.

18 Problem Handling and Escalation

- During the UI Development, the Client may request UI change.
- Problem might occur when connecting the previously owned domain to hosting service.