

## PROJECT DOCUMENTATION

# PROJECT PLAN

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

Release:           June 2023

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## PRINCE2

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# 1 Project 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: 06/07/2023

Date of Next revision:

Revision date	Previous revision date	Summary of Changes	Changes marked
06/07/2023	25/06/2023	Added the financial budget, tolerance, and project management tool	
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 Executive	09/07/2023	1.1
Pruthuvi Wijesinghe		Project Manager	09/07/2023	1.1
Miss. Senuthi Wijesinghe		Client	09/07/2023	1.1

## 1.4 Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version
Pruthuvi Wijesinghe	Project Manager	09/07/2023	1.1
A.S. De Silva	Risk Manager	09/07/2023	1.1
R.S. Senarathna	Quality Manager	09/07/2023	1.1
H.M. Pumudi Herath	Start-up Manager	09/07/2023	1.1
Hasini Jayasekara Vithanage	Scheduling   Manager	09/07/2023	1.1

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## **Project Plan**

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### **3 Purpose**

This project plan will provide a description of how the objectives of the e-commerce website for 'Caramels and Almonds' are to be achieved and the time and resources that are required to complete the proposed system within the estimated budget. The project manager will use this document to plan and manage the project, as well as monitor and track the progress of the project according to the schedule. It serves as a baseline against which the project board may track the progress and costs of the project, stage by stage. The team members will also use this document to plan their tasks properly.

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### **4 Plan Description**

The project plan will include every diagram necessary for project planning, such as the Project Breakdown Structure (PBS), Product Flow Diagram (PFD), Gantt chart, and financial budget for the website. The project plan includes a full description of the project and the development process.

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### **5 Prerequisites**

When starting the project, a few crucial aspects must be taken into consideration. To make a project a success, you need capable people on your team. One of the most crucial duties of the project is to have discussions with the client and collect the appropriate requirements. The project must then be planned carefully and precisely in order to lay a solid foundation, and the plan must be followed precisely in order to complete the project efficiently. Throughout the duration of the project, every team member and the project board must be updated on the project's status. The team should share similar visions for the project and aim for success. When the project team is working on a specific schedule, it is important that the team remain well-informed in every aspect of the project. For the project team to produce a high-quality result, effective client communication is crucial.

## **6 Dependencies**

'Trello' is used as the project management tool in this project. This tool provides the facilities to work according to the plan and get reminders as well. The benefits of using this tool lead to achieving the project goals on time, and it reduces issues in time management as well. Also, Zoom is used to communicate with the client and team members. Microsoft Word is used to prepare the project documents.

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## **7 Assumptions**

The team made the assumption that the admin, users, and employees use a proper internet connection and devices in good condition. Also, the team assumes that there might be issues when the admin handles the system because 'Caramels and Almonds has not used such a system before.

## 8 Project Plan

### 8.1 Gantt or Bar Chart

Caramels and Almonds

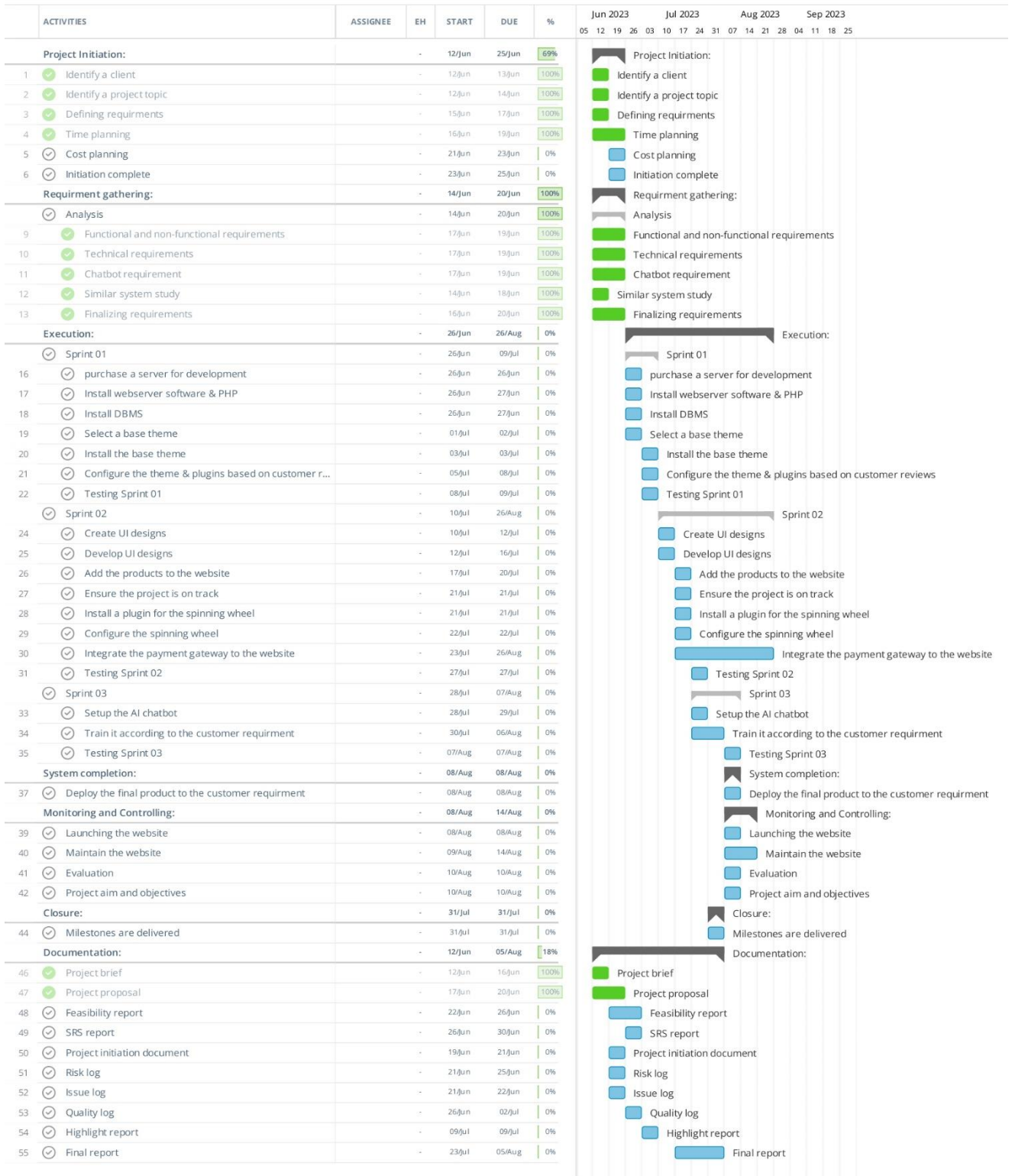


Figure 8.1. 1: Gantt chart

## 8.2 Product Breakdown Structure

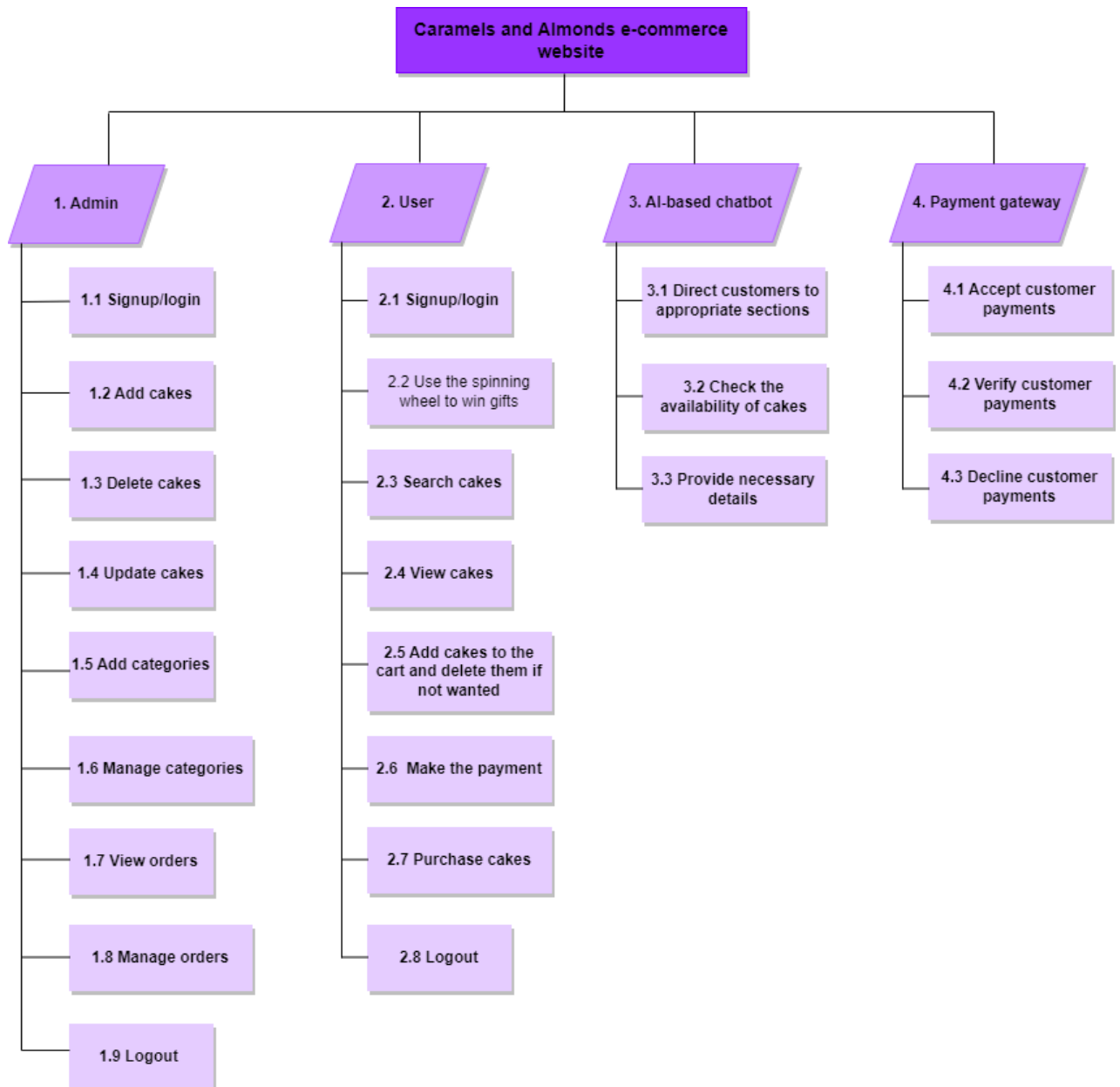


Figure 8.2. 1: Product Breakdown Structure

### 8.3 Product Flow Diagrams

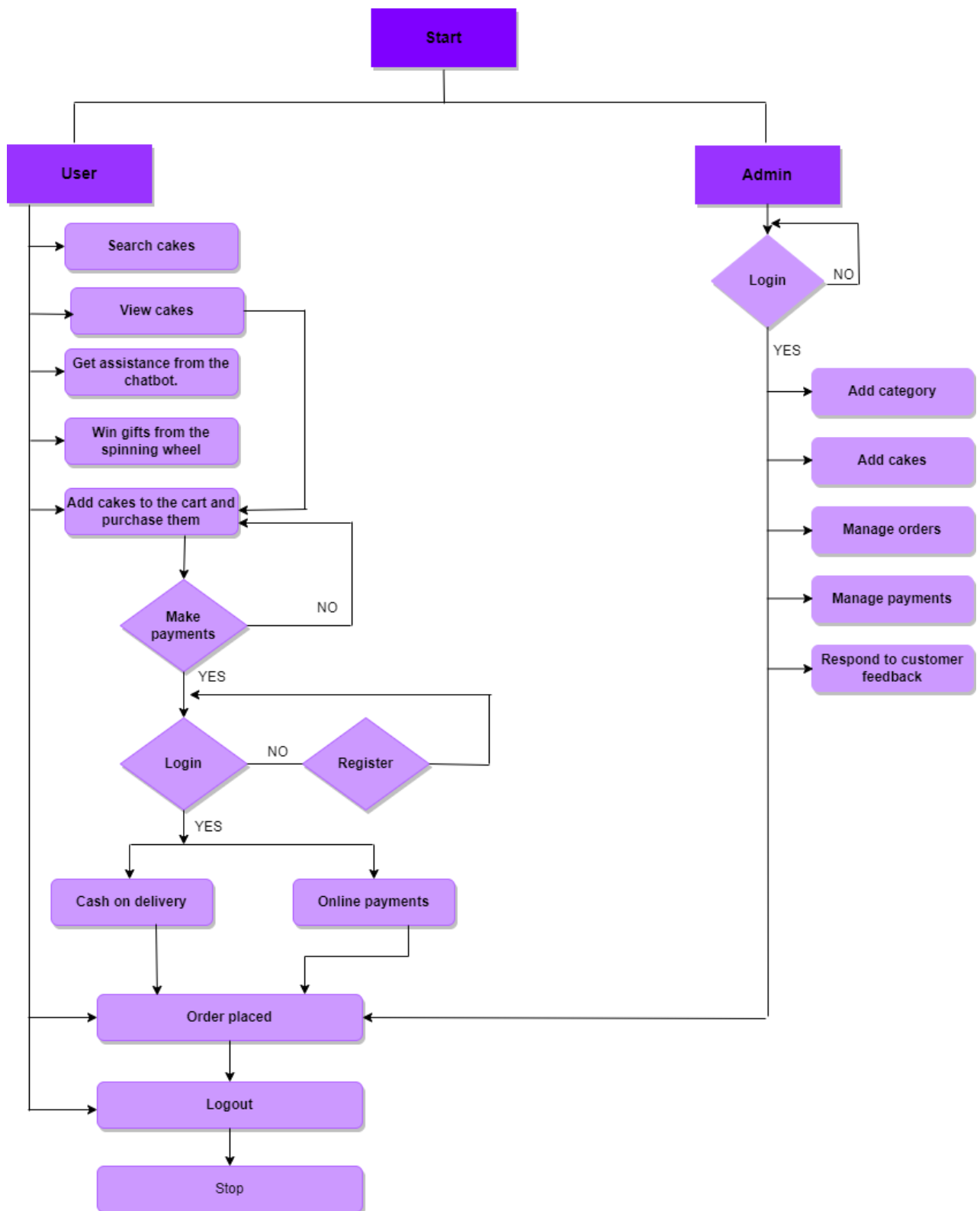


Figure 8.3. 1: Product Flow Diagram



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## **8.4 Product Descriptions**

The product's depth is described in the product description document. The final product is an e-commerce website that will be hosted on a web server that has the following features:

### Admin Panel

- Add cakes
- Update details of cakes
- Delete cakes
- View and manage customer orders
- Manage cake categories
- Update the availability of cakes

### Website (Front-End)

- Login or sign up for the system
- Search desired cakes
- View available cake categories
- View cake descriptions
- Add-to-cart function
- View and manage the shopping cart
- Make payments
- AI-based Chatbot
- Win gifts from the spinning wheel

## 8.5 Activity Network

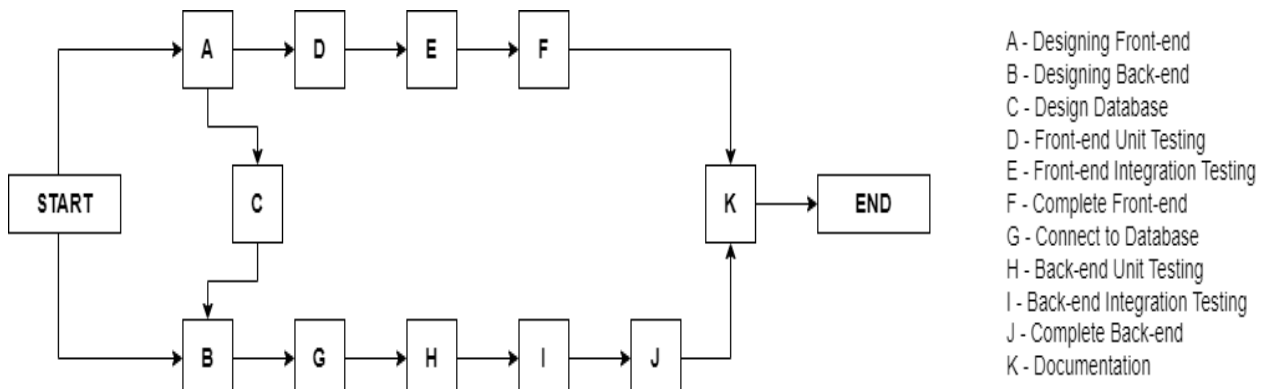


Figure 8.5. 1: Activity Network Diagram

## 8.6 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 8.6. 1: Financial Budget

The above-mentioned total budget might change if the client requests additional features and marketing.

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## **8.7 Change Budget**

There have been no changes to the financial budget at the time of writing this document.

## **8.8 Resource Requirements**

- Human resources
- Financial resources
- Hardware and software tools
- Time resources

## **8.9 Specific Resources**

There are no specific resources requested by the client. Available human resources have been assigned to different roles.

- Project Manager
- Quality Manager
- Risk Manager
- Scheduling Manager
- Start-up Manager

## **8.10 Tolerance**

Due to the commitments of the developers in their undergraduate project, work, and personal lives, the client was gracious enough to give an extra month for the full implementation on the condition that the project shouldn't be of low quality.

## **8.11 Contingency Plans**

- All documents will be saved to Google Drive in the unlikely event that they are unintentionally erased from the developers' machine.
- A daily backup will be taken and moved to a different cloud service, and any modifications will be stored in the webserver's database.