PROJECT DOCUMENTATION

WORK PACKAGE

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

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Team/Person Authorised: Group 5

PRINCE2

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

Owner: Dr. Yasas Jayaweera (Project Executive)

Client: Caramels and Almonds by Senuthi Wijesinghe.

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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

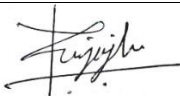## 1.2 Revision History

Date of this revision: 11/07/2023
Date of Next revision:

Revision date	Previous revision date	Summary of Changes	Changes marked
11/07/2023	08/07/2023	Modified the document in accordance with Sprint 1	
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	16/07/2023	1.1
Pruthuvi Wijesinghe		Project Manager	16/07/2023	1.1
Miss. Senuthi Wijesinghe		Client	16/07/2023	1.1

1.4 Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version
Pruthuvi Wijesinghe	Project Manager	16/07/2023	1.1
R.S Senarathna	Quality Manager	16/07/2023	1.1
A.S De Silva	Risk Manager	16/07/2023	1.1
Hasini Jayasekara Vithanage	Scheduling Manager	16/07/2023	1.1
H.M.Pumudi Herath	Start-up Manager	16/07/2023	1.1

2 Table of Contents

Work Package

3   Purpose

The primary goal of this document is to offer details about the necessary milestones created by the project manager to formally allocate job responsibilities to a team member. The project manager can outline the tasks necessary 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 the project initiation and database environment setup, and it includes all the tasks and deliverables related to Sprint 1 of the project. It includes activities such as purchasing a domain and server, installing DBMS and WordPress, and selecting and installing a base theme.

5   Product Description(s)

a)   Purchasing a domain and server: The team will purchase a domain name for the website and set up a dependable hosting environment. In Sprint 1, a safe hosting environment and a distinctive online identity are guaranteed for the website.

b)   Installing DBMS and WordPress: To effectively handle the website's data, the project team will install an appropriate database management system (DBMS). Additionally, the WordPress platform, which acts as the website's content management system and enables simple content generation and maintenance, will be deployed.

c)   Installing the base theme: A user-friendly and visually appealing base theme will be chosen and installed. This theme will provide the basic layout and design elements for the website, creating an attractive and intuitive user interface.

6 Techniques/Processes/Procedures

When Sprint 1 is done, all the primary tasks will be completed by the project team. As a result, Wordpress and WooCommerce will be utilized to create the website and e-commerce platform since they are tried-and-true technologies used all over the world to create top-notch, user-friendly e-commerce platforms. Also, as the database, MySQL will be used. Trello will be used as the project management tool. It will be updated weekly by the team members.

7 Interfaces

- Client interface: Communicate with the client to learn about their needs and expectations. Make sure they are included at every step of the project start process.

- Project team interface: Working closely with the project team members to determine the goals, criteria, and initial preparation of the project.

- Technical expertise interface: Consult technical experts for advice and insight.

- Organizational interface: Comply with organizational rules, practices, and guidelines on project launch, data management, and security.

8 Quality Checking Method

- Document review: Conduct a thorough review of project documents by quality

- 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 1.0 document is uploaded to the project's GitHub repository. (https://github.com/PruthuviWijesinghe00/SPPM-
Project/blob/main/Week%2004%20docs/stageplan.pdf)

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 1 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 45% 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 1
- Time: Sprint 1 only has a certain amount of time. Make sure that all initiation and database implementation tasks are finished in the allotted period.
- Resources: The availability of resources, including personnel and expertise, may be limited.
- Organizational Constraints: Agree with and respect all organizational rules, regulations, and policies.

16   Independent Quality Checking Arrangements

Once all the necessary components of Sprint 1 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

- Risk identification: Determine any possible risks and uncertainties that might affect the successful completion of Sprint 1 while taking into consideration variables like resource constraints, time constraints, stakeholder alignment, and technical dependencies.

- Change management: Create a change management plan outlining the modifications to the system and procedure.