

## PROJECT DOCUMENTATION

# WORK PACKAGE

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

**Release:** June 2023

**Date:** 08<sup>th</sup> July 2023

**Team/Person  
Authorised:** Group 5

## PRINCE2

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**Owner:** Dr. Yasas Jayaweera (Project Executive)

**Client:** Caramels and Almonds by Senuthi Wijesinghe.

**Document Ref:** WorkPackage\_CaramelsandAlmonds

**Version No:** 1.0

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# 1 Work Package History

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## 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

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## 1.2 Revision History

Date of this revision: 08/07/2023

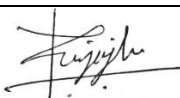

Date of Next revision:

Revision date	Previous revision date	Summary of Changes	Changes marked
08/07/2023	-	First issue	

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## 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	09/07/2023	1.0
Pruthuvi Wijesinghe		Project Manager	09/07/2023	1.0
Miss.Senuthi Wijesinghe		Client	09/07/2023	1.0

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## 1.4 Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version
Pruthuvi Wijesinghe	Project Manager	09/07/2023	1.0
R.S Senarathna	Quality Manager	09/07/2023	1.0
A.S De Silva	Risk Manager	09/07/2023	1.0
Hasini Jayasekara Vithanage	Scheduling Manager	09/07/2023	1.0
H.M.Pumudi Herath	Start-up Manager	09/07/2023	1.0

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## **Work Package**

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### **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.

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### **4 Work Package Description**

A work package is a tool that makes it easier to plan, identify key project milestones, and make decisions. This work package outlines the development, testing, and delivery processes for the proposed website. This also refers to how the work was distributed among the team members over the assigned time period, as well as how the system requirements were gathered. The project manager should have enough information from this package to make an accurate time plan and budget estimate. This document also explains how modifications are reported, assessments are conducted to verify the system's accuracy, and problem-solving measures are taken.

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### **5 Product Description(s)**

The end result will be an e-commerce website assisted by an AI-based chatbot that satisfies all of the client's needs. Users can browse the categories of cakes that are offered, examine the description and availability of the cakes, and view other basic business data. All online features, including the ability to buy cakes and examine order histories, are available to registered users. The admin may control all of the content and orders from the backend. This website seeks to make order management simpler.

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### **6 Techniques/Processes/Procedures**

The completed website should be simple to use and navigate because both end users and the owner of Caramels and Almonds will use it. 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. The AI-powered chatbot will be built using DialogFlow, which has already been trained for natural language processing, so the project team only needs to train the model to function in this particular situation.

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## **7 Interfaces**

The final goal is to gather all customer requirements, analyze them, and decide on a plan of action to satisfy each requirement in order to meet project goals. The project team will get together once a week to go over the tasks, threats, and mitigation strategies for the proposed project. Each function created will be presented to the client and project board for approval so that work can continue uninterrupted.

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## **8 Quality Checking Method**

Since it is crucial to guarantee the system's needed quality, test cases will be used for every feature that must be present during consumption. Selenium, an interface testing framework, will be used in addition to manual testing to enhance user experience. This will aid developers in finding any problems if there are any.

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## **9 Configuration Management Requirements**

The complete version includes all essential features and supporting features. Sub-functions will include the spinning wheel, on which customers will be able to win gifts, and a payment gateway, which handles the payment function. Additionally, a sub-feature of the chatbot function provides instructions for users and search results for products.

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## **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 by the customer, allowing the team to spend up to 154,000 LKR before needing additional clearance. To ensure good performance and a timely fulfilment of the deadline, the project manager allocates each team member to the appropriate task. Additionally, the project manager will monitor the project's development and update the project board on its current state.

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## **12 Sign-Off Requirements**

The project manager will analyse 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 and whether they need to be changed. If the website that was supplied and the customer agreement line up, the project manager checks to see if there are any additional features and approves the completion of the project. 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 project manager should review all of the tests to ensure there are no additional bugs or difficulties before turning over the proposed system.

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## **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 final outcome. This only applies to the elements that were agreed upon by both parties at the time of contract signing, though.

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## **14 Completion**

The project team is made up of five members, including the project manager, scheduling manager, start-up manager, risk manager, and quality manager. The team's project manager, Pruthuvi Wijesinghe, is accountable for the project's success. 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. 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. The project's quality manager, R.S Senarathna, will carry out testing and raise the project's total quality. 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.

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## **15 Constraints**

There are a few things to think about when it comes to constraints. The team should be able to finish the task on schedule, and the weekly report must be delivered on time. The team must stick to and not exceed their budget, which is the next constraint.

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## **16 Independent Quality Checking Arrangements**

Along with internal Quality control tests. Once all the necessary components have been finished, the product will be presented to the client to conduct an independent quality assessment and obtain their comments.

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## **17 Reporting**

Reports were submitted to the project board via Google Drive every week. All team members are expected to attend the once-weekly meetings. Furthermore, board meetings will be held once a week in front of the project board and the team members. A client meeting will be held twice a month to provide updates on the project's status unless a need for more frequent meetings appears.

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## **18 Problem Handling and Escalation**

Using the risk log and a risk plan, the risk manager will offer a mitigation plan to deal with the risks that have been identified. The project manager will be informed if the risk manager is unable to offer a fix for the detected problem. Project board members will be consulted for solutions if the project manager is also unable to resolve the conflict within the team.