

Project Plan

TimeMaster

Industry Partner	
Primary Instructor	Anjana Shah
Team Member	Josiah Galloway
Team Member	Umit Kilinc
Team Member	Ravkeerat Singh
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Document Revision History

Revision #	By	Date
1.1	R.K.	January 10, 2023
1.2	U.K.	January 11, 2023
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1. Executive Summary

The following describes the project to be executed.

Objective	We aim to implement our Time Management and Scheduling Application to assist businesses in overcoming their time management issues.
Goals Addressed	Businesses can easily create and maintain employee schedules and track time-off requests with the help of our scheduling tools and real-time updates. By offering a scheduling solution, we seek to support small businesses in time saving, eliminating stress, and increasing production.
Planned Start Date	01-02-23
Planned End Date	31-03-23

2. Project Approvers, Reviews and Distribution List

Approvers, reviewers, and distribution list

Project Role	Name	E-mail	Date
Program Coordinator	Anjana Shah	ashah@georgebrown.ca	January 8, 2023
Owner / Developer	Ravkeerat Singh	ravkeerat.singh@georgebrown.ca	January 8, 2023
Owner / Developer	Josiah Galloway	josiah.galloway@georgebrown.ca	January 8, 2023
Owner / Developer	Umit Kilinc	umit.kilinc@georgebrown.ca	January 8, 2023
Owner/Developer	Edward Entecott	edward.entecott@georgebrown.ca	February 5, 2023

3. Scope

Define the sum of all its products and their requirements or features:

In Scope	Out of Scope
Sign up and login page for employees/managers to register/login to gain access to the application	Sign up and login page for users to register outside the business.
Home page with relevant information regarding the employee hours and schedule	Access to the application by social media (third parties app) login to access the home page and see employee breakdown.
Schedule page with relevant information about employee's schedule.	Access to the schedule without logging in or signing up.
Request time-off page with date and comments to request time-off for employee	Employee requesting time-off without logging into the application or submitting the request.
Timecard page for employee to start and end their shift.	Employee punching in or punching out without physically being at work

4. Deliverables

This project will deliver the following.

Deliverable	Description
Login Page	Page where existing employee login using their credentials.
Signup Page	Page where new employees signs up using their credentials.
Home Page	Landing page where it shows the breakdown of the employee (general information).
Schedule Page	Page where employees can check their schedule.
Request Page	Page for requesting time-off.

Timecard Page	Page for employee to punch-in and punch-out for their shift.
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5. Assumptions

This project makes the following assumptions:

- All employees will receive training on how to use the new web-based application.
- The project has support from the owner/developers.
- Easy to use application for newly hired employees.
- Assuming time zone is set correctly in the device
- Syncing the work schedule with the phone calendar (google or apple)
- Displaying it in various formats such as list and calendar view
- Able to adjust for time-off requests.
- Having a user-friendly and intuitive interface

6. Dependencies

The following are the internal and external dependencies that will have to be acknowledged and addressed:

- Internet access
- Database (MongoDB)
- IDE (VS Code)
- Client Hardware
- Client Software
- Documentation
- Frameworks (Express.js, Bootstrap)
- Libraries (ReactJS)

7. Risk Management

Potential Risk	Severity (H/M/L)	Probability (H/M/L)	Management Strategy
Team involvement in the project	H	L	The team should be able to contribute to the project no matter what. In case they cannot, they should let the other owner/developers know about the situation.
Poor functionality of the application	M	M	Team should implement what we have learned through in school and successfully deliver the working application.
Estimated project schedule	H	H	Finishing project before deadline
Team size	H	M	Communication plan, frequent meetings, and supervision of the project.
Low level of knowledge	L	M	Assign functionalities based on the ability of the team.
Going out of project scope	M	L	Not doing unnecessary work that was not described in the project scope

8. Communication

Reporting

The following reports will be produced:

Report	Audience	Frequency
Tasks completed in previous meeting.	Team members	Weekly
Scheduled tasks for the next meeting.	Team members	4 days a week
Issue/error status and resolution.	Team members	Whenever there is an issue.
Project plan	Team members Primary instructor	Once
Project vision	Team members Primary instructor	Once
High Level Requirements	Team members Primary instructor	Once
Mock-ups/Prototype	Team members Primary instructor	Once
Project summary	Team members Primary instructor	Once

Meetings

The following meetings/communication will be established:

Meeting	Purpose	Attendees	Frequency
Project plan	Defining executive summary, scope, deliverables, assumptions, dependencies, risk management, communication, task listing, Gantt chart, milestones, and RAM	Josiah Galloway, Ravkeerat Singh, Umit Kilinc	3 times
Project summary	Defining Project Description, Problem/	Josiah Galloway, Ravkeerat Singh, Umit Kilinc	2 times

	Opportunity Assessment, Desired Project Outcomes/ Requirements, Key Deliverables to be produced by students,		
High Level Requirements	Defining Business Context Diagram, Requirements Scope Statements, High Level Business Requirements (HLR) Traceability, High Level Business Requirements Sign-Off	Josiah Galloway, Ravkeerat Singh, Umit Kilinc	2 times
Project vision	Defining Introduction, Positioning, Stakeholder and User Descriptions, Stakeholder Requirements, System Features, Assumptions, Constraints	Josiah Galloway, Ravkeerat Singh, Umit Kilinc	4 times
Mock-ups/Prototype	Defining the Mock-up of the application	Josiah Galloway, Ravkeerat Singh, Umit Kilinc	3 times

9. Task Listing (WBS- Work Breakdown Structure)

The following resource proposal template summarizes the resource hours committed to this project, upon final approval of this document.

Reference	Tasks	Duration	Dependency
Login page	Create a login page. <ul style="list-style-type: none"> • Design front-end. • Create HTML, CSS, JS files. • Add security. • Connect it to database. • Create classes, methods, and variables. 	5 days	<ul style="list-style-type: none"> • Internet access • Database (MongoDB) • IDE (VS Code) • Client Hardware • Client Software • Documentation • Frameworks (Express.js, Bootstrap) • Libraries (ReactJS)
Signup Page	Create a Signup page. <ul style="list-style-type: none"> • Design front-end. • Create HTML, CSS, JS files. • Add security. • Connect it to database. • Create classes, methods, and variables 	5 days	<ul style="list-style-type: none"> • Internet access • Database (MongoDB) • IDE (VS Code) • Client Hardware • Client Software • Documentation • Frameworks (Express.js, Bootstrap) • Libraries (ReactJS)
Home page	Create a Home page. <ul style="list-style-type: none"> • Design front-end. • Create HTML, CSS, JS files. • Create classes, methods, and variables. • Display necessary information. 	3 days	<ul style="list-style-type: none"> • Internet access • Database (MongoDB) • IDE (VS Code) • Client Hardware • Client Software • Documentation • Frameworks (Express.js, Bootstrap)

			<ul style="list-style-type: none"> Libraries (ReactJS)
Schedule page	Create a Schedule page. <ul style="list-style-type: none"> Design front-end. Design back-end. Create HTML, CSS, JS files. Create classes, methods, and variables. Connect to database. Display necessary information for employees to view their schedule. 	7 days	<ul style="list-style-type: none"> Internet access Database (MongoDB) IDE (VS Code) Client Hardware Client Software Documentation Frameworks (Express.js, Bootstrap) Libraries (ReactJS)
Requests page	Create a Requests page. <ul style="list-style-type: none"> Design front-end. Design back-end. Create HTML, CSS, JS files. Create classes, methods, and variables. Connect to database. Display necessary information for employees to view their requested offs. Implement necessary requirements for employees to request time-off 	7 days	<ul style="list-style-type: none"> Internet access Database (MongoDB) IDE (VS Code) Client Hardware Client Software Documentation Frameworks (Express.js, Bootstrap) Libraries (ReactJS)
Timecard page	Create a Timecard page. <ul style="list-style-type: none"> Design front-end. Design back-end. Create HTML, CSS, JS files. Create classes, methods, and variables. Connect to database. Display necessary information for employees to view their schedule breakdown. 	7 days	<ul style="list-style-type: none"> Internet access Database (MongoDB) IDE (VS Code) Client Hardware Client Software Documentation Frameworks (Express.js, Bootstrap) Libraries (ReactJS)

10. Gantt Chart

Gantt chart created from task listing. It tells how much time we will spend on one page.

Task Name	Planned Start Date	Planned Finish Date	Planned Duration	Percent Complete	Priority
Log-in page	16-01-2023	23-01-2023	6 days	1%	High
Sign-up page	23-01-2023	29-01-2023	6 days	1%	High
Home page	29-01-2023	01-02-2023	3 days	1%	High
Schedule page	01-02-2023	08-02-2023	7 days	1%	High
Requests page	09-02-2023	15-02-2023	6 days	1%	High
Timecard page	16-02-2023	23-02-2023	7 days	1%	High
Testing and debugging	01-01-2023	31-03-2023	55 days	0%	Critical

11. Milestones

Major Activity or Milestone	Estimated Milestone Target date	Owner/Reviewer Team Members
Project plan	January 13, 2023	Anjana Shah (Primary Instructor), Josiah Galloway, Ravkeerat Singh, Umit Kilinc
Project summary	January 13, 2023	Anjana Shah (Primary Instructor), Josiah Galloway, Ravkeerat Singh, Umit Kilinc
High Level Requirements	January 13, 2023	Anjana Shah (Primary Instructor), Josiah Galloway, Ravkeerat Singh, Umit Kilinc
Project vision	January 13, 2023	Anjana Shah (Primary Instructor), Josiah Galloway, Ravkeerat Singh, Umit Kilinc

Mock-ups/Prototype	January 13, 2023	Anjana Shah (Primary Instructor), Josiah Galloway, Ravkeerat Singh, Umit Kilinc
Log-in page	January 23, 2023	Anjana Shah (Primary Instructor), Josiah Galloway, Ravkeerat Singh, Umit Kilinc, Edward Entecott
Sign-up page	January 29, 2023	Anjana Shah (Primary Instructor), Josiah Galloway, Ravkeerat Singh, Umit Kilinc , Edward Entecott
Home page	February 1, 2023	Anjana Shah (Primary Instructor), Josiah Galloway, Ravkeerat Singh, Umit Kilinc, Edward Entecott
Schedule page	February 8, 2023	Anjana Shah (Primary Instructor), Josiah Galloway, Ravkeerat Singh, Umit Kilinc, Edward Entecott
Requests page	February 15, 2023	Anjana Shah (Primary Instructor), Josiah Galloway, Ravkeerat Singh, Umit Kilinc, Edward Entecott
Timecard page	February 23, 2023	Anjana Shah (Primary Instructor), Josiah Galloway, Ravkeerat Singh, Umit Kilinc , Edward Entecott
Testing and debugging	March 31, 2023	Anjana Shah (Primary Instructor), Josiah Galloway, Ravkeerat Singh, Umit Kilinc, Edward Entecott

12. RAM – Responsibility Assignment Matrix

RAM table created on the basis of Gantt chart and random estimation

Task	Josiah Galloway	Ravkeerat Singh	Umit Kilinc	Edward Entecott
Design the front-end	P	P	P	P
Create necessary supporting files (HTML, CSS, JS)	P	P	P	P

Defining type of information and the way it will be displayed in home page	S	S	S	S
Define the information that the Schedule page will contain to show to the employees	S	S	S	S
Define the information that the Timecard page will contain to show to the employees	S	S	S	S
Define the information that the Requests page will contain to show to the employees	S	S	S	S
Define and create variables, create classes, methods, and add functionality to the application	P	P	P	S
Create database connectivity	P	S	P	P
Add security	P	P	P	P
Test and Debug	P	P	P	P
P = Primary		S = Secondary		

13. Approval

The signatures below indicate their approval of the contents of this document.

Project Role	Name	Signature	Date
Developer/Owner	Josiah Galloway	J.G.	January 10, 2023
Developer/Owner	Umit Kilinc	U.K.	January 12, 2023
Developer/Owner	Ravkeerat Singh	R.S.	January 12, 2023
Developer/Owner	Edward Entecott	E.E	February 05,2023

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