|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name** | D&S (Delivery and Shipping service) | | |
| **Project Description** | A service that finds the best delivery option in your local area based on the type, location, size and weight of the product to be delivered with an affordable price and an android application. | | |
| **Project Manager** | Anthony Adams | | [anthonyadams@gmail.com](mailto:anthonyadams@gmail.com) |
| **Project Sponsor** | Bill Madrona | [billmadron@gmail.com](mailto:billmadron@gmail.com) | |
| **Business Case** | People are looking for an easy and fast way to send and receive parcels without getting lost or being sent to the wrong place, so this application delivers the package to the right destination at an affordable price from your place to your destination. | | |
| **Team Members** | Rola Nashaat | | |
| Remonda Wageh | | |
| Sara Raouf | | |
| Rana Osama | | |
| **Available Resources** | **Budget:**  Budget allocated for this project is 305,000$.  **Software:**  Software licenses for android apps. | | |
| **Milestone Timeline** | **Jan 2022:** project start.  **After 2 months:** check point 1.  **After 6 months:** check point 2.  **After 8 months:** check point 3.  **After 8 months and 2 weeks (35 Weeks):** launch the application. | | |
| **Potential Risks** | Risks in marketing.  Taking a long time to gain the trust of a large number of users. | | |
| **Assumptions** | All the members continue to the end of the project.  The application will be used considerably. | | |

**Project Charter**

**Project Scope**

**Project Description:**

An android application that helps people to send any postal parcel to anywhere in Egypt and according to its weight and size the team decides the best way to send it.

Parcels are delivered on time and at the best prices.

There is a team in each city that is responsible for delivering parcels within the city and there is another team that delivers mail outside the city to anywhere in Egypt.

The application sends a notification to the sender the moment the parcel is delivered to the destination.

**Product Acceptance Criteria:**

* Ease of use as the user can use it from home.
* The user does not need to do anything other than fill in the parcel information and specify its location and destination.
* Express delivery.
* Timely delivery.
* Affordable price.

**Project Deliverables:**

* A shipping and delivering company and an android application

**Project Exclusions:**

* This application is not responsible for the lack of credibility of the parcel, and it is an application whose purpose is delivery only.
* This application does not allow the transfer of parcels until after checking them and making sure of their safety (does not contain any prohibitions).
* This application works only inside Egypt.

**Project Constraints:**

* The budget doesn’t exceed the allocated budget.
* Theproject must be delivered on time.
* This application works only inside Egypt.

**Project Assumptions:**

* In the future, the app will work on iOS devices as well.
* There will be official places in Cairo and other cities.

**WBS**

1.1 Planning

1.1.1 Project Team

1.1.2 Project Plan

1.2 Execution

1.2.1 User Requirement

1.2.2 Create Graphic Design

1.3 Development

1.3.1 Building Database

1.3.1.1 Create Tables

1.3.1.2 Create Relations

1.3.1.3 Test Database

1.3.2 Building Front End Interface

1.3.3 Building Back End and Dashboard

1.3.4 Testing Application

1.3.5 Push the application on the server

1.4 Control

1.4.1 Resources management

1.4.2 Cost management

1.4.3 Risk management

1.5 Closure

1.5.1 Finalize product

1.5.2 Review & Accept

1.5.3 Documentation

**WBS Dictionary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | WBS | Description | Cost | Duration |
| 1 | 1.1.1 | Project Team | \_\_\_\_\_ | 1 Week |
| 2 | 1.1.2 | Project Plan | 5,000$ | 1 Week |
| 3 | 1.2.1 | User Requirement | 10,000$ | 1 Week |
| 4 | 1.2.2 | Create Graphics Design | 10,000$ | 4 Weeks |
| 5 | 1.3.1 | Building Database | 50,000$ | 4 Weeks |
| 6 | 1.3.1.1 | Create Tables |  | 2 weeks |
| 7 | 1.3.1.2 | Create Relations |  | 1 week |
| 8 | 1.3.1.3 | Test Database |  | 1 week |
| 9 | 1.3.2 | Building Front End Interface | 20,000$ | 3 Weeks |
| 10 | 1.3.3 | Building Back End and Dashboard | 20,000$ | 4 Weeks |
| 11 | 1.3.4 | Testing Application | 10,000$ | 2 weeks |
| 12 | 1.3.5 | Push the application on the server | 30,000$ | 4 Weeks |
| 13 | 1.4.1 | Resources management | 40,000$ | 4 Weeks |
| 14 | 1.4.2 | Cost management | 60,000$ | 2 Weeks |
| 15 | 1.4.3 | Risk management | 30,000$ | 2 Weeks |
| 16 | 1.5.1 | Finalize product |  | 4 Weeks |
| 17 | 1.5.2 | Review & Accept |  | 3 weeks |
| 18 | 1.5.3 | Documentation | 20,000$ | 1 week |

**Responsabilsility Matrix**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Project Manager | Leader | sponsor | Developer | Testers | Marketing |
| planning | A | A |  |  |  |  |
| User requirement | A | C |  |  |  |  |
| Graphic  design | R | A | R | C |  |  |
| database | A | P | R | C |  |  |
| Front end | A | A | R | C |  |  |
| Back end | A |  | R | C |  |  |
| Testing | P | P | P | P | P |  |
| Advertisements | R |  | A |  |  | P |

**The legend for this matrix**:

A = Approves

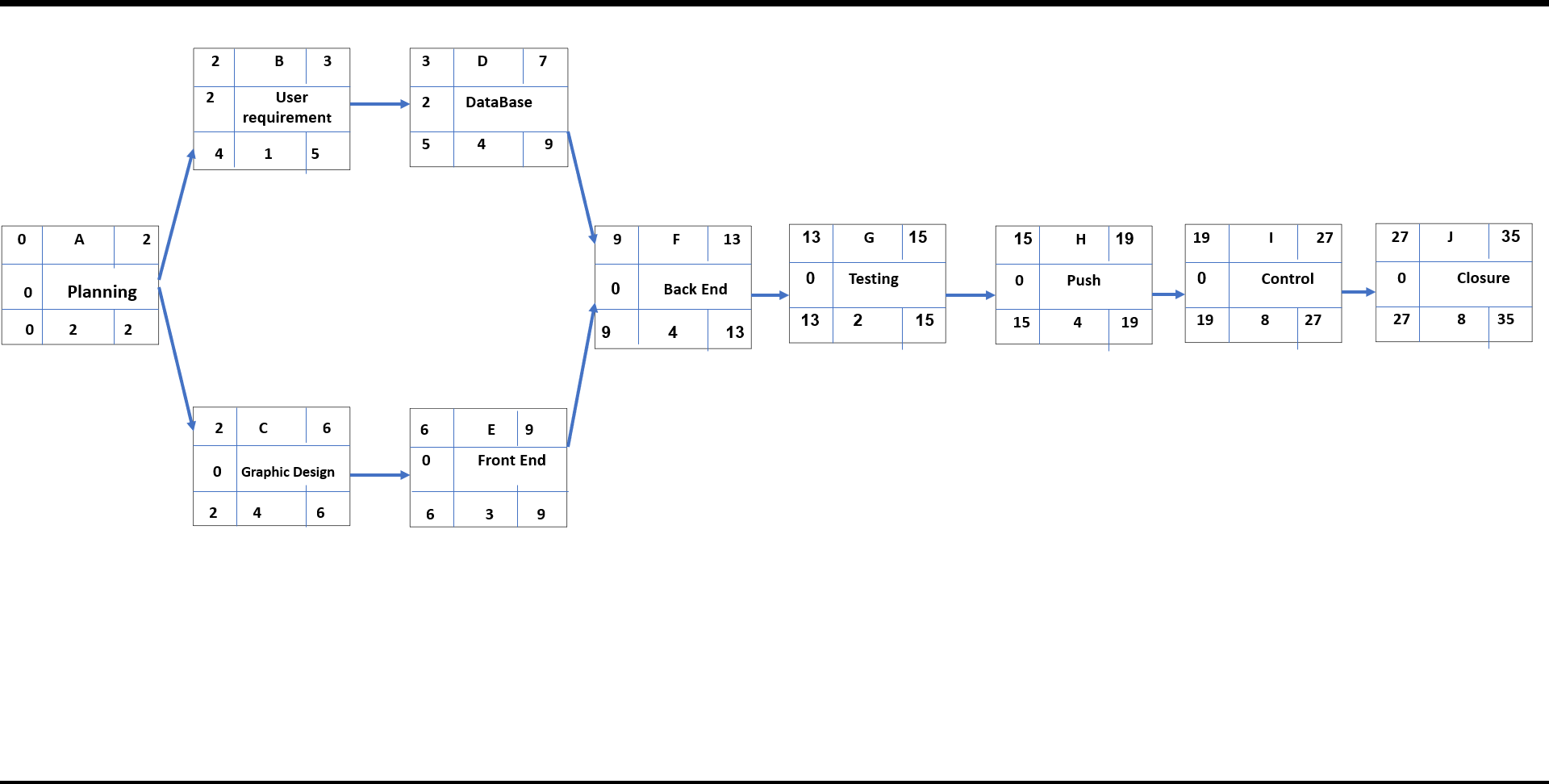
R = Reviews

P = Participant

C = Create

**Network**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | | Activity | Description | Preceding Activity | Activity Time  (week) | | A | Planning | None | 2 | | B | User Requirement | A | 1 | | C | Graphic Design | A | 4 | | D | Database | B | 4 | | E | Front End | C | 3 | | F | Back End | D, E | 4 | | G | Testing | F | 2 | | H | Push | G | 4 | | I | Control | H | 8 | | J | Closure | I | 8 | |

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**Resource Constrained**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A | 4P | 2 | 0 | 2 | 0 | 4 | 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B | 4P | 1 | 2 | 5 | 2 |  |  | 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C | 7P | 4 | 2 | 6 | 0 |  |  | 7 | 7 | 7 | 7 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| D | 10P | 4 | 9 | 13 | -4 |  |  |  |  |  |  |  |  |  | 10 | 10 | 10 | 10 |  |  |  |  |  |  |
| E | 5P | 3 | 6 | 9 | 0 |  |  |  |  |  |  | 5 | 5 | 5 |  |  |  |  |  |  |  |  |  |  |
| F | 5P | 4 | 13 | 17 | -4 |  |  |  |  |  |  |  |  |  |  |  |  |  | 5 | 5 | 5 | 5 |  |  |
| G | 4P | 2 | 13 | 15 | 0 |  |  |  |  |  |  |  |  |  |  |  |  |  | 4 | 4 |  |  |  |  |
| H | 3P | 4 | 15 | 19 | 0 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 3 | 3 | 3 | 3 |
| **Total Resource Load** | | | | | | 4 | 4 | 11 | 22 | 22 | 22 | 8 |  |  | 5 | 5 | 5 | 5 | 4 | 4 | 3 | 3 | 3 | 3 |
| **Resource Available** | | | | | | 13 | **13** | **13** | **13** | **13** | **13** | **13** | **13** | **13** | **13** | **13** | **13** | **13** | **13** | **13** | **13** | **13** | **13** | **13** |

**ID RES ID RES DUR ES LF SL 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| I | 2P | 8 | 19 | 27 | 0 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |  |  |  |  |  |  |  |  |
| J | 1P | 8 | 27 | 35 | 0 |  |  |  |  |  |  |  |  | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| **Total Resource Load** | | | | | | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| **Resource Available** | | | | | | **13** | **13** | **13** | **13** | **13** | **13** | **13** | **13** | **13** | **13** | **13** | **13** | **13** | **13** | **13** | **13** |

**ID RES ID RES DUR ES LF SL19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35**

**Matrix of Activity with cost**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ID** |  |  |  |  |  |  |  |  |
| **A** | 2000 | 3000 |  |  |  |  |  |  |
| **B** | 10000 |  |  |  |  |  |  |  |
| **C** | 3000 | 2000 | 3000 | 2000 |  |  |  |  |
| **D** | 10000 | 10000 | 10000 | 20000 |  |  |  |  |
| **E** | 5000 | 5000 | 10000 |  |  |  |  |  |
| **F** | 5000 | 5000 | 5000 | 5000 |  |  |  |  |
| **G** | 5000 | 5000 |  |  |  |  |  |  |
| **H** | 10000 | 10000 | 5000 | 5000 |  |  |  |  |
| **I** | 15000 | 15000 | 15000 | 15000 | 15000 | 15000 | 15000 | 25000 |
| **J** | 2500 | 2500 | 2500 | 2500 | 2500 | 2500 | 2500 | 2500 |

**Baseline Budget**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ID Budget 0 1 2 3 4 5 6 7 8 9** | | | | | | | | | | |
| **A** | 5000 | 2000 | 3000 |  |  |  |  |  |  |  |
| **B** | 10000 |  |  | 10000 |  |  |  |  |  |  |
| **C** | 10000 |  |  | 3000 | 2000 | 3000 | 2000 |  |  |  |
| **D** | 50000 |  |  |  | 10000 | 10000 | 10000 | 20000 |  |  |
| **E** | 20000 |  |  |  |  |  |  | 5000 | 5000 | 10000 |
| **Total** | --------- | 2000 | 3000 | 13000 | 12000 | 13000 | 12000 | 25000 | 5000 | 10000 |
| **Commutative** | | 2000 | 5000 | 18000 | 30000 | 43000 | 55000 | 80000 | 85000 | 95000 |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ID Budget 9 10 11 12 13 14 15 16 17 18 19** | | | | | | | | | | | |
| **F** | 20000 | 5000 | 5000 | 5000 | 5000 |  |  |  |  |  |  |
| **G** | 10000 |  |  |  |  | 5000 | 5000 |  |  |  |  |
| **H** | 30000 |  |  |  |  |  |  | 10000 | 10000 | 5000 | 5000 |
| **Total** | ---------- | 5000 | 5000 | 5000 | 5000 | 5000 | 5000 | 10000 | 10000 | 5000 | 5000 |
| **Commutative** | | 100000 | 105000 | 110000 | 115000 | 120000 | 125000 | 135000 | 145000 | 150000 | 155000 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ID Budget 19 20 21 22 23 24 25 26 27** | | | | | | | | | |
| **I** | 60000 | 15000 | 15000 | 15000 | 15000 | 15000 | 15000 | 15000 | 25000 |
| **Total** | ---------- | 15000 | 15000 | 15000 | 15000 | 15000 | 15000 | 15000 | 25000 |
| **Commutative** | | 170000 | 185000 | 200000 | 215000 | 230000 | 245000 | 260000 | 285000 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ID Budget 27 28 29 30 31 32 33 34 35** | | | | | | | | | |
| **J** | 20000 | 2500 | 2500 | 2500 | 2500 | 2500 | 2500 | 2500 | 2500 |
| **Total** | 305000 | 2500 | 2500 | 2500 | 2500 | 2500 | 2500 | 2500 | 2500 |
| **Commutative** | | 287500 | 290000 | 292500 | 295000 | 2975000 | 300000 | 302500 | 305000 |

**Risk Management & Monitoring**

**Risks: -**

* Untimely andinaccurate delivery
* Damaged merchandise
* Misrouted goods
* Insufficient protection against cargo theft
* Weather Delay

**How to deal with them: -**

We will try to gather as much information as possible about the package or the product we are shipping or delivering and make sure to provide the proper environment to keep the package in a good condition.

We will ask the customer for detailed information about the destination and the receiver to avoid misrouting.

We will try our best to keep everything safe with the responsibility of everyone working, and deliver everything from one place to another safely.

Delays because of many reasons happen and all we can do is to deliver it as fast as possible after solving all the problems or waiting for an appropriate time to keep our workers safe and avoid accidents.

Mistakes happen but we have to provide our employees with the right training to realize them and solve all the problems fast with minimal losses.

**This is how we will monitor our project: -**

We will make a plan and set goals and expectations and we have to keep tracking the process from time to time. Everyone has to know their job and roles. Decide on any appropriate steps to make sure the project stays within its expected scope. Make sure that team members, management and stakeholders all know the current status of the project and the work completed