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| Philadelphia Nkuna |
| PROG6212- PART1 |
| PROJECT PLAN |

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# 1. Project Overview

## 1.1 Project Name

Contract Monthly Claim System (CMCS)

## 1.2 Project Plan Description

The Contract Monthly Claim System (CMCS) is a web-based application built on the .NET framework. It aims to simplify the monthly claim submission and approval process for Independent Contractor (IC) lecturers. The system automates the calculation of claims based on the hours worked and the corresponding hourly rates. Additionally, it offers functionalities for submitting claims, uploading necessary documents, and obtaining approvals from Program Coordinators and Academic Managers.

## 1.3 Project Objective

**Objectives:**

* Create an intuitive and efficient platform for IC lecturers to file their monthly claims.
* Streamline the claim approval process through automation to minimize manual work and errors.
* Ensure secure management of documents supporting the claims.

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## 1.4 Project Scope

**In Scope:**

* Develop a non-functional prototype featuring a fully designed front-end GUI using .NET Core and WPF.
* Design a UML class diagram and database schema.
* Implement user roles (Lecturer, Program Coordinator, Academic Manager) within the GUI.

**Out of Scope:**

* Complete backend development and integrate the database.
* Deploy the system for practical use.
* Implement real-time data processing and analytics.

## 1.5 Deliverables

**Deliverables:**

* Comprehensive Requirement Specification Document.
* UML Class Diagram for the database.
* Prototype GUI created using WPF in .NET Core.
* Final Project Report with documentation and design rationale

## 1.6 Assumptions and Constraints

**Assumptions:**

* Necessary development tools and software licenses will be available.
* The user requirements will remain stable throughout the project.
* Stakeholders will provide timely feedback on the design prototypes.

**Constraints:**

* Limited development time (7 weeks).
* The project is constrained by the technical capabilities of the .NET Core framework.
* No backend functionality will be implemented during the prototype phase.

# 2. Project Organization

## 2.1 Stakeholders

Stakeholders:

* Program Coordinators
* Lecturers
* Academic Managers

## 2.2 Project Team

* Project Manager: Musa
* Team Members:
* Lead Developer: Naledi
* UI/UX Designer: Glody
* Documentation Specialist: Siza

## 2.3 Roles and Responsibilities

**Roles and Responsibilities:**

# 3. Project Phases and Milestone

* Project Manager: Manages the project, ensures deadlines are adhered to, and facilitates communication among stakeholders.
* Lead Developer: Responsible for coding and developing the GUI prototype.
* UI/UX Designer: Creates the user interface and user experience components of the system.
* Documentation Specialist: Compiles all project documentation, including reports and diagrams.

## 3.1 Initiation Phase

**Tasks:**

* Collect initial requirements from stakeholders.
* Establish project objectives and scope.
* Determine key project deliverables.

**Milestones:**

* Completing the Requirement Specification Document.

## 3.2 Planning Phase

**Tasks:**

* Design initial UI mockups.
* Create UML class diagram and database schema
* Create the project plan, including a detailed schedule and resource allocation.

**Milestones:**

* Approval of UML Class Diagram and Database Schema.
* Completion of Project Plan.

## 3.3 Execution Phase

**Tasks:**

* Develop the front-end GUI using WPF in .NET Core.
* Implement UI components for all user roles.
* Integrate mockup feedback and refine the UI.

**Milestones:**

* Completion of the GUI Prototype.
* Initial User Acceptance Testing (UAT).

## 3.4 Monitoring and Controlling Phase

**Tasks**

* Monitor project progress against the plan.
* Manage changes to project scope and schedule.
* Conduct regular team meetings and stakeholder reviews.

**Milestones:**

* Regular status reports.
* Approval of the final prototype design.

## 3.5 Closure Phase

**Tasks:**

* Compile final project documentation.
* Conduct a project review and gather lessons learned.
* Close the project and hand over deliverables.

**Milestones:**

* Submission of the Final Project Report.
* Project closure and sign-off.

# 4. Project Schedule

## 4.1 Key Dates

* Start Date: 9 August 2024

End Date: 23 November 2024

# 5. Budget and Resource

## 5.1 Budget

* Estimated Budget: R200k
* Software Licenses: R50000
* Hardware: R40000
* Contingency: R20000

## 5.2 Resource Allocation

* **Resources Required:**
* Development Tools: Five licenses for Visual Studio IDE, including the .NET Core SDK.
* UI/UX Design Software: Two licenses for either Adobe XD or Figma.
* Testing Devices: Three Windows PCs or laptops.

# 6. Risk Management

## 6.1 Risk Identification

**Risks:**

* Delays in stakeholder feedback.
* Scope creep due to changing requirements.
* Technical challenges in UI design.

## 6.2 Risk Mitigation Plan

**Mitigation Strategies:**

* Stakeholder Feedback: Arrange consistent check-ins and keep communication channels open.
* Scope Creep: Establish a formal process for handling change requests.
* Technical Challenges: Dedicate extra time for research and prototyping

# 7. Communication Plan

## 7.1 Communication Methods

**Methods:**

* Instant Messaging: Tools like Slack or Microsoft Teams for quick, real-time communication.
* Video Conferencing: Platforms like Zoom or Microsoft Teams for virtual face-to-face meetings.
* Phone Calls: Direct voice communication for urgent or personal matters.
* Project Management Tools: Platforms like Trello or Asana for task and project updates.
* Intranet or Internal Blogs: For sharing company news and updates.
* Surveys and Feedback Forms: To gather input from team members and stakeholders.
* Social media: For external communication and engagement with a broader audience.
* Workshops and Training Sessions: For skill development and knowledge sharing.
* Bulletin Boards: Physical or digital boards for posting important information.
* Newsletters: Regular updates sent via email to keep everyone informed.

## 7.2 Frequency

**Frequency:**

* Team meetings: Held every week.
* Stakeholder updates: Conducted every two weeks.
* Project reviews: Organized on a monthly basis.

# 8. Quality Management Plan

## 8.1 Quality Objectives

**Objectives:**

* Ensure the GUI design is intuitive and user-friendly.
* Adhere to best practices in .NET Core development.

## 8.2 Quality Assurance

* Regular peer reviews of code and design.
* Adherence to coding standards.

## 8.3 Quality Control

* QC Activities:
* Conduct user testing sessions.
* Validate the GUI against initial requirements.

# 9. Change Management Plan

## 9.1 Change Request Process

**Process:**

* Submit change requests through a formal document.
* Review and approve changes based on impact analysis.
* Update project documentation to reflect approved changes.

## 9.2 Change Log

* Change Log:

[https://docs.google.com/spreadsheets/d/1KZJRoNTDE8m0A4ziSeHqiGinFy8VjQ1Q-iuJrE\_K9Kg/edit?usp=sharing]

# 10. Project Closure

## 10.1 Final Deliverables

**Deliverables:**

* Final GUI Prototype
* Project Documentation
* Final Project Report
* UML Diagram

## 10.2 Lessons Learned

Lessons Learned:

* The critical role of engaging stakeholders early in the project.
* Difficulties in controlling scope within strict deadlines.
* The advantages of using iterative design in UI development.

## 10.3 Project Review

Review Activities:

* Hold a final project review meeting with all stakeholders.
* Record feedback and suggestions for future projects.

# References

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