**SyncInCorp Crèche Management Mobile Application**

**Sprint Planning Document**

**Project:** Crèche Management Mobile Application  
**Team:** SyncInCorp  
**Module:** INSY7315 - Work Integrated Learning  
**Institution:** Varsity College  
**Facilitator:** Mr D S Govender  
**Period:** March 31, 2025 - October 31, 2025

### **Session 1-2 - Introduction**

**By Nosipho kubheka and Minenhle Dladla**

**1. Introduction**

This document outlines the Work Integrated Learning (WIL) project for the INSY7315 module, facilitated by Mr. D.S. Govender. The WIL program bridges theoretical learning with practical workplace application. The project, titled “Crèche Management Mobile Application,” was assigned to the student group SyncInCorp to design, develop, and document a mobile application for a crèche client.

The document includes the work agreement, short-term goals, project overview, and minutes of meetings held since the inception of the project (March 2025).

2. WIL Role Players

| **Role** | **Participant** |
| --- | --- |
| **Students** | SyncInCorp Team |
| **WIL Coordinator** | Mr. D.S. Govender |
| **Lecturers** | INSY7315 ( Mr. D.S. Govender) |
| **Client** | External Crèche Client |

3. Short-Term Goals

**Select Team Members**  
Completed — SyncInCorp formed (March 2025).

1. **Identify Team Leader**  
   Project Manager: Minenhle Dladla.
2. **Develop Work Agreement/Contract**  
   Finalized and signed (31 March 2025).
3. **Meet with the Client**  
   Initial meeting held (2 April 2025).
4. **Develop Project Charter**  
   Charter created using the Project Manager template (April 2025).
5. **Group Registration**  
   Completed via institutional form (April 2025).
6. **Set Up Development Environment**  
   GitHub repository established, and CI/CD pipeline initialized (May 2025).
7. **Create Product Backlogs**  
   Completed (June 2025) — Product backlog includes story IDs, descriptions, acceptance criteria, sprints, and estimated efforts.

Group Submission

•The registration link will require you to insert the following:

•Group Name

•Student Number

•Name

•Surname

•Email Address

•Contact Number

•1 selected Project

•Group number(Denzyl will allocate)

Project Charter — SyncInCorp Crèche App

|  |  |
| --- | --- |
| Section | Details |
| Project Title | Crèche Management Mobile Application |
| Project Start Date | 2 April 2025 |
| Planned End Date | 30 October 2025 |
| Project Sponsor / Client | [Name of Crèche / Client Representative] |
| Project Manager | Minenhle Dladla |
| Project Purpose / Vision | To deliver a mobile application that streamlines parent & child registration, attendance tracking, event notifications, payment, and communication for the crèche, improving efficiency and parent engagement. |
| Objectives / Goals | 1. Enable secure user management for Admin, Staff, and Parents.2. Implement parent & child registration with detailed profiles.3. Provide real-time attendance tracking and notifications.4. Support event creation and calendar syncing functionality.5. Integrate a secure payment gateway with reminders and receipts.6. Enable messaging, announcements, media sharing, and lunch ordering features. |
| Success Criteria / Key Deliverables | • Completed app modules matching functional requirements.  • Parent & teacher adoption rate (e.g. > 80%).  • Less than 5% reported bugs in UAT.  • On-time delivery per sprint milestones.  • Stakeholder approval and client sign-off. |
| Scope (In-Scope) | • Mobile app (iOS & Android).• Back-end API and database.  • Authentication, registration, attendance, event, payment, messaging, media, lunch ordering.  • Notifications, calendar integration.  • UI/UX design, documentation, testing. |
| Exclusions (Out-of-Scope) | • Web-based administration portal (unless explicitly agreed).  • Offline-first synchronization (beyond basic caching).  • Third-party learning modules.  • Hardware procurement. |
| Milestones |  |
| – Project charter approved | 10 April 2025 |
| – DevOps & repo setup complete | 5 May 2025 |
| – Backend & API scaffold ready | 25 May 2025 |
| – Basic user registration & login done | 20 June 2025 |
| – Attendance & notification module complete | 20 August 2025 |
| – Payment & event modules complete | 30 September 2025 |
| – Media & lunch ordering modules complete | 20 October 2025 |
| – Final testing & bug fixes | 31 October 2025 |
| – Client UAT and sign-off | 2025 |
| Assumptions | • Client will provide timely feedback.  • Required APIs and services (payment, calendar) remain available.  • Team members remain available during project.  • Necessary infrastructure (cloud, storage) will be provisioned. |
| Constraints | • Fixed academic deadlines.  • Budget limited to in-house resources.  • Dependencies on external service APIs.  • Time constraints per sprint. |
| Risks & Mitigation Strategies |  |
| Risk: Delay in client feedback | Medium |
| Risk: API or payment gateway integration failures | High |
| Risk: Team member unavailability | Medium |
| Risk: Scope creep | High |
| Stakeholders |  |
| Role | Name / Organization |
| Client / Sponsor | [Crèche Owner / Manager] |
| WIL Coordinator | Mr. D.S. Govender |
| Lecturers / Module Lead | INSY7315 Faculty |
| Project Team | SyncInCorp members |
| Parents & Teachers | End users |
| Team & Roles |  |
| Name | Role / Responsibility |
| Minenhle Dladla | Project Manager, UX/UI |
| Msizi Lamula | Back-end developer/front end developer |
| Amahle Gcumisa | Back-end developer/front end developer |
| Lungelo Duma | UX / UI designer |
| Shaldon Sindraj | Documentation |
| Nosipho Kubheka | Documentation, Minute taking |
| Darren Dhanasar | Documentation, reporting |
| Change Control Process | All change requests must be documented, reviewed by Project Manager and client, and logged in a Change Request register. Only approved changes are propagated into backlog. |
| Approval Signatures |  |
| Name | Role |
| [Client Rep] | Client / Sponsor |
| Minenhle Dladla | Project Manager |
| Mr. D.S. Govender | WIL Coordinator |

# References

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