**Project Plan**

**Virtual Assistant**

|  |  |
| --- | --- |
| Primary Instructor | Anjana Shah |
| Team Member 1 | Pruthvi Soni |
| Team Member 2 | Sahay Patel |
| Team Member 3 | Namya Patel |
| Team Member 4 | Saumya Mistry |
| Team Member 5 | Vraj Soni |

Document Revision History

|  |  |
| --- | --- |
| Revision # | Date |
| 2 | 1 February 2022 |

**Table of Contents**

**1. Executive Summary**

The following describes the project to be executed.

|  |  |
| --- | --- |
| Objective | Objective of this project is to have someone to do small and easy but time-consuming tasks. |
| Planned Start Date | 25th September |
| Planned End Date | 30th March |

**2. Project Approvers, Reviews and Distribution List**

Approvers, reviewers and distribution list

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | E-mail | Date |
| Technology reviewr | Pruthvi Soni | PruthviPrakash.Soni@georgebrown.ca | 1 February 2022 |
| Project Manager | Sahay Patel | SahayMayurbhai.Patel@gerogebrown.ca | 1 February 2022 |
| Requirement engineer | Namya Patel | NamyaVipulkumar.Patel@georgebrown.ca | 1 February 2022 |
| System Analyst | Vraj Soni | VrajKalpeshkumar.Soni @georgebrown.ca | 1 February 2022 |
| Software architect | Saumya Mistry | SaumyakumarAjitkumar.Mistry@georgebrown.ca | 1 February 2022 |

**3. Scope**

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

|  |  |
| --- | --- |
| In Scope | Out of Scope |
| Search with voice commands | Wake up assistant with voice command |
| Basic math operation. | Complex mathematical conversions |
| Reminder and To-Do application | Schedule messages |
| Wikipedia to show meaning | Web scrapping |
| Weather Forecasting Application. | Financial calculations |
| Multi language support |  |

**4. Deliverables**

This project will deliver the following.

|  |  |
| --- | --- |
| Deliverable | Description |
| Web scraping | We will implement a way to access any website manually. E.g., opening virtual classroom of whatever subject class is going on blackboard. |
| Multi Language Support | User can use multi language to access our implemented voice commands. |
| Schedule message | User can schedule messages to send whatever he wants. |
| Weather forecast | User can see the weather forecast on our application. |
|  |  |

**5. Assumptions**

* The Steering Committee will participate in the timely execution of the Project Plan (i.e., timely approval cycles and meeting when required).
* Failure to identify changes to draft deliverables within the time specified in the project timeline will result in project delays.
* Project team members will adhere to the Communications Plan.
* Mid and upper management will foster support and “buy-in” of project goals and objectives.
* The city will ensure the existence of a technological infrastructure that can support the new mobile technology.
* All project participants will abide by the guidelines identified within this plan.
* The Project Plan may change as new information and issues are revealed.
* Out of scope can be completed.
* User Interface can take some extra time.

**6. Risk Management**

| **Risk** | **Risk Level**  **L/M/H** | **Likelihood of Event** | **Mitigation Strategy** |  |
| --- | --- | --- | --- | --- |
| **Project Size** |  |  |  |  |
| Estimated Project Schedule | **M:** Over 8 months | **Likely** | Created comprehensive project timeline with frequent baseline reviews |  |
| **Project Definition** |  |  |  |  |
| Narrow Knowledge Level of Users | **M:** Knowledgeable of user area only | **Likely** | Assigned Project Manager(s) to assess global implications |  |
| Available documentation clouds establishment of baseline | **H** | **Certainty** | Balance of information to be gathered by consultant |  |
| Project Scope Creep | **L:** Scope generally defined, subject to revision | **Unlikely** | Scope intially defined in project plan, reviewed monthly by three groups (Project Manager and Steering Committee) to prevent undetected scope creep |  |
| Vendor Project Deliverables | **M:** Estimated, not clearly defined | **Somewhat likely** | Included in project plan, subject to amendment |  |
| Timeline Estimates Unrealistic | **L:** Timeline assumes no derailment | **Somewhat likely** | Timeline reviewed monthly by three groups (Project Manager and Steering Committee) to prevent undetected timeline departures |  |
| Achiving out of scope features | **M: Time consuming** | **Somewhat likely** | Saving time by achiving in scope task before deadline |  |
| **Project Leadership** |  |  |  |  |
| Steering Committee existence | **L:** Identified and enthusiastic | **Unlikely** | Frequently seek feedback to ensure continued support |  |
| Absence of Commitment Level/Attitude of Management | **L:** Understands value & supports project | **Unlikely** | Frequently seek feedback to ensure continued support |  |
| Absence of Commitment Level/Attitude of Users | **L:** Understands value & supports project | **Unlikely** | Frequently seek feedback to ensure continued support |  |
| Absence of Mid-Management Commitment | **L:** Most understand value & support project | **Unlikely** | Frequently seek feedback to ensure continued support |  |
| **Project Staffing** |  |  |  |  |
| Project Team Availability | **M:** Distributed team makes availability questionable | **Somewhat likely** | Continuous review of project momentum by all levels. Consultant to identify any impacts caused by unavailability. If necessary, increase committmment by participants to full time status |  |
| Project Team’s Shared Work Experience creates poor working relationship | **M:** Some have worked together before | **Somewhat likely** | Comprehensive Communications Plan |  |
| **Software Vendor** |  |  |  |  |
| Number of Times Team Has Done Prior Work with Vendor Creates Foreign Relationship | **H:** Never | **Certainty** | A comprehensive vendor evaluation and selection process (incorporated into Project Plan) will be employed to predict and define the relationship between the department and the vendor |  |
| Team’s Lack of Knowledge of Package | **M:** Conceptual understanding | **Somewhat likely** | Comprehensive vendor evaluation and selection process incorporated into Project Plan will assist the team in better understanding the package offering(s) |  |
| Poor Functional Match of Package to Initial System Requirements | **L:** Minimal customization required | **Unlikely** | Although a package has not yet been selected, the Consultant has compared the initial requirements with available functionality and determined that a functional match to the initial requirements is very likely. Vendor selection will be based, in part, on how well the proposed application matches defined functional specifications. |  |
| Team’s Involvement in Package Selection Impacts Success of Implementation | **L:** High involvement in selection | **Unlikely** | Comprehensive vendor evaluation and selection process incorporated into Project Plan |  |

**7. Communication**

**Reporting**

The following reports will be produced.

|  |  |  |
| --- | --- | --- |
| Report | Audience | Frequency |
| Scrum Master | All team members | Every Tuesday |

**Meetings**

The following meetings/communication will be established.

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting | Purpose | Attendees | Frequency |
| On Black Board Collaborate | Discuss project progress | All Team members | Every Wednesday |
| On team viewer | Tech review | Tech reviewer and software architect | Every Sunday |

**8. 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 |
| Sprint 5 | Project Status Report 1, Revised Project Plan, Minutes of Meetings | 1 weeks |
| Sprint 6 | Presentation Material, Minutes of Meeting | 2 weeks |
| Initial project setup | Implementing UI, able to take voice command | 2 weeks |
| Connecting database | Using firebase NoSQL as database | 1 week |
| Voice search setup | Search online for whatever was asked | 1 day |
| Get feedback | Save wrong action to database to resolve in next update | 5 days |
| Math operation | Able to do basic calculations | 1 week |
| Set reminders, alarms | Set or delete reminders, alarms, timers | 5 days |
| Weather forecast | Showing weather properly on UI | 5 days |
| Multi language support | Implementing more than one language to give commands | 1 week |
| User Interface | Implementing user interface for virtual assistant | 3 weeks |
| Out of scope | Implementing out of scope functions | 1 month |

**9. Gantt Chart**

Create a detailed Gantt Chart from your Task Listing (Use any software tool and paste the image or upload as a separate file that can be opened as pdf/doc/xls)

**10. Milestones**

|  |  |  |
| --- | --- | --- |
| Major Activity or Milestone | Estimated Milestone Target date | Reviewer Team Members |
| Sprint5 | 11 February 2022 | Namya |
| Sprint 6 | 11 February 2022 | Namya |
| Presentation | 11 February 2022 | Namya |

**11. RAM – Responsibility Assignment Matrix**

Create a RAM from your Task Listing. A sample is shown below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task** | **Pruthvi** | **Sahay** | **Namya** | **Saumya** | **Vraj** |
| Initial project setup | P |  | S |  | S |
| Connecting database | P |  | S | S |  |
| Voice search setup |  | P |  | S | S |
| Get feedback |  | P | S |  | P |
| Math operation |  | S |  | P | P |
| Set reminders, alarms | S | P | S |  |  |
| Weather forecast | S |  |  |  |  |
| Multi language support | P | S |  |  | S |
| Out of scope | P | P | P | P | P |

**12. Approval**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | Signature | Date |
| Technology reviewr | Pruthvi Soni | P.P.Soni | 1 February 2022 |
| Project Manager | Sahay Patel | S.M.Patel | 1 February 2022 |
| Requirement engineer | Namya Patel | N.V.Patel | 1 February 2022 |
| System Analyst | Vraj Soni | V.K.Soni | 1 February 2022 |
| Software architect | Saumya Mistry | S.A.Mistry | 1 February 2022 |