**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 |
|  |  |

**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. |
| Corporate Goals Addressed |  |
| 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 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**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 |
| Vocabulary App to show meanings and correct spelling errors | Web scrapping |
| Weather Forecasting Application. | Financial calculations |
| All languages 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. |
| All Language Support | User can use any 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.

**6. Dependencies**

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

**7. Risk Management**

| **Risk** | **Risk Level**  **L/M/H** | **Likelihood of Event** | **Mitigation Strategy** |
| --- | --- | --- | --- |
| **Project Size** |  |  |  |
| Estimated Project Schedule | **H:** Over 8 months | **Certainty** | 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 | **M:** Timeline assumes no derailment | **Somewhat likely** | Timeline reviewed monthly by three groups (Project Manager and Steering Committee) to prevent undetected timeline departures |
| **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 |

**8. 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 google meet | Discuss project progress | All Team members | Every Tuesday |
| On team viewer | Tech review | Tech reviewer and software architect | Every Friday |

**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 |
| A |  |  |  |
| B |  |  |  |
| C |  |  |  |
| D |  |  |  |
| E |  |  |  |

**10. 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)

Below is an example:

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Task | Period | | | | | | | | | | Completed | |
|  | 2021-10-08 | 2021-10-15 | 2021-10-22 | 2021-10-29 | 2021-11-05 | 2021-11-12 | 2021-11-26 | 2021-12-3 | 2021-12-10 | 2021-12-17 | |  | |
| Sprint 1 | -> |  |  |  |  |  |  |  |  |  | | Y | |
| Sprint 2 | -> |  |  |  |  |  |  |  |  |  | | Y | |
| Sprint 3 |  | -> | -> | -> | -> |  |  |  |  |  | |  | |
| Presentation 1 | -> | -> |  |  |  |  |  |  |  |  | |  | |
| Sprint 4 |  |  |  |  |  | -> | -> | -> | -> |  | |  | |
| Presentation 2 |  |  |  |  |  |  |  | -> | -> | -> | |  | |

**11. Milestones**

|  |  |  |
| --- | --- | --- |
| Major Activity or Milestone | Estimated Milestone Target date | Owner/Reviewer Team Members |
| Sprint 1 | 2021-10-10 |  |
| Sprint 2 | 2021-10-10 |  |
| Presentation 1 | 2021-10-23 |  |

**12. RAM – Responsibility Assignment Matrix**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task** | **Pruthvi** | **Sahay** | **Namya** | **Saumya** | **Vraj** |
| Sprint 1 | P |  | P | S | S |
| Sprint 2 | P |  | P | S |  |
| Presentation 1 |  | P |  | P | S |
| Sprint 3 | S | P | S |  | P |
| Sprint 4 |  | S |  | P | P |
| Presentation 2 | S | P | S |  |  |

**13. Approval**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | Signature | Date |
|  |  |  |  |
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