Project Plan, Team Charter

Breadmin

Forno Cultura

|  |  |
| --- | --- |
| Industry Partner | Jan Streekstra |
| Primary Instructor | Anjana Shah |
| Team Member | Sean Price |
| Team Member | Nooran El-Sherif |
| Team Member | Dylan Roberts |

# Document Revision History

|  |  |
| --- | --- |
| Revision # | Date |
| 0.1 | October 10, 2017 |
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Table of Contents  
Project Plan

[Document Revision History 1](#_Toc495682261)

[1. Executive Summary 3](#_Toc495682262)

[2. Project Approvers, Reviews and Distribution List 3](#_Toc495682263)

[3. Scope 4](#_Toc495682264)

[4. Deliverables 4](#_Toc495682265)

[5. Assumptions 5](#_Toc495682266)

[6. Dependencies 5](#_Toc495682267)

[7. Risk Management 6](#_Toc495682268)

[8. Communication 7](#_Toc495682269)

[9. Task Listing (WBS- Work Breakdown Structure) 8](#_Toc495682270)

[10. Milestones 8](#_Toc495682271)

[11. RAM – Responsibility Assignment Matrix 9](#_Toc495682272)

[12. Approval 9](#_Toc495682273)

Team Charter

[1. Purpose 11](#_Toc495682274)

[2. Background 11](#_Toc495682275)

[3. Scope 11](#_Toc495682276)

[4. Team Composition 12](#_Toc495682277)

[5. Team Empowerment 12](#_Toc495682278)

[6. Team Operations 12](#_Toc495682279)

[7. Team Performance Assessment 13](#_Toc495682280)

[8. Signature Page 13](#_Toc495682281)

# 1. Executive Summary

The following describes the project to be executed.

|  |  |
| --- | --- |
| Objective | This team has been formed to complete our capstone assignment as part of course T127. Our overall objectives are to master and present the mastery of the technologies used in our application for our final report and presentation. |
| Corporate Goals Addressed | The main goals described by the project stakeholder are securing correct and concise order information, streamlining the order to production scheme, collaboration between user roles through some form of information sharing, and reduction of cognitive load on bakers/laborers. |
| Planned Start Date | September 20, 2017 |
| Planned End Date | March 30, 2017 |

# 2. Project Approvers, Reviews and Distribution List

Approvers, reviewers and distribution list

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | E-mail | Date |
| Stakeholder | Jan Streekstra | jamyesterday.jamtomorrow@gmail.com | 13/10/2017 |
| Professor | Anjana Shah | ashah@georgebrown.ca | 13/10/2017 |

# 3. Scope

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

|  |  |
| --- | --- |
| In Scope | Out of Scope |
| Order Functionality | Inventory management |
| Production Functionality | Financial management |
| Management Functionality | Co-ordination with other Forno Cultura locations |
| Analytics |  |

# 4. Deliverables

This project will deliver the following.

|  |  |
| --- | --- |
| Deliverable | Description |
| Project Vision | Outlines requirements of stakeholder |
| Project Summary | Basic outline of project goals |
| Business High Level Requirements | Outline of the requirements the project needs to meet |
| Project Plan | Outline the planning of the project |
| Team Charter | Outlines team purpose and individual roles as well and establishes procedures |
| Meeting Minutes | Tracks what happens in all meetings in an easy to read documents |
| Requirements Analysis and Design | Outlines the requirements for the analysis and design of the project |
| Wireframes/ Prototype | Basic UI design of the project |
| Wireframes/Prototype Course Reflection | No description available |

# 5. Assumptions

This project makes the following assumptions:

1. The Client will input orders to the system so it may process order data. We will not be providing the orders.
2. Bakery Manager and Order Takers will have unrestricted access to the internet.
3. Forno Cultura will have enough ingredients in stock to fulfill the orders.
4. The Users of Breadmin speak English.

# 6. Dependencies

This project is going to be planned and implemented using Agile software development principles. Because of this, the tasks of each iteration will be dependent on the feedback from the previous prototype.

In addition, the following are the internal and external dependencies that will have to be acknowledged and addressed:

1. The design of the database depends on the external input from the Stakeholder: the classes will be designed around the available equipment and their properties, the recipes and their ingredients and processes.
2. The design of the system depends on the business requirements.
3. The development of the system and database depend on the design of the system and database.
4. The creation of the first prototype will depend on an iteration of the database and the system.
5. The testing of the prototype will depend on the building of the prototype
6. Receiving feedback on the prototype will depend on the building and testing of the prototype.
7. The analytics feature of the project will depend on the production and ordering features; in order to perform analytics it is required to have data from orders and production schedules.

# 7. Risk Management

|  |  |  |  |
| --- | --- | --- | --- |
| Potential Risk | Severity (H/M/L) | Likelihood (H/M/L) | Management Strategy |
| Single Stakeholder | H | L | Find a potential backup stakeholder who could handle any questions should problems arise with current stakeholder |
| External Relationship with Client | M | M | Create a good working relationship by continuously keeping client informed and active in reviewing and giving feedback of prototypes |
| Foreign/ Unfamiliar production method | M | H | Familiarize selves with production methods using information from Stakeholder (e.g. production methods, equipment, recipes) |
| Use of new technologies | M | H | Familiarize selves with the technologies, create and test prototypes, consult each other and outside sources for further support |
| Physical Location of Team | L | L | Continue with weekly meetings, use Slack for check-ups and continuing communication, use GitHub and the server to collaborate effectively |

# 8. Communication

Reporting

The following reports will be produced;

|  |  |  |
| --- | --- | --- |
| Report | Audience | Frequency |
| Team Meeting Minutes | Dylan, Sean, Nooran, Anjana | Weekly |
| Stakeholder Meeting Minutes | Dylan, Sean, Nooran, Jan, Anjana | Every three weeks |

Meetings

The following meetings/communication will be established;

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting | Purpose | Attendees | Frequency |
| Team Meetings | Democratic sharing of ideas, goals and concerns. Check progress on previous weekly meetings. Create action plans, decide weekly deliverables and divide tasks. Discuss feedback from previous prototype. | Sean Price  Dylan Roberts  Nooran El-Sherif | Weekly |
| Stakeholder Meetings | Demonstrate prototype, address questions and concerns, receive feedback on current iteration of product | Sean Price  Jan Streekstra | Every 3 Weeks (approx.) |

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# 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 | Assess Requirements / Assess Feedback | 2 HRS | [F] |
| B | Design System | 5 HRS | A |
| C | Design Database | 2 HRS | A |
| D | Build Prototype | 20 HRS | B, C |
| E | Test Prototype | 2 HRS | D |
| F | Present Prototype, Receive Feedback | 1 HR | E |
| G | Repeat tasks until Final Prototype | Total Duration \* Number of Iterations |  |

# 10. Milestones

|  |  |  |
| --- | --- | --- |
| Major Activity or Milestone | Estimated Milestone Target date | Owner/Reviewer Team Members |
| Purchase and Configuration of Domain Name and Server | 15/09/2017 | Sean Price |
| Completion of Wireframe | 17/11/2017 | SP, DR, NE |
| Completion of UI Design | 16/12/2017 | SP, DR |
| Completion of Project Planning Documentation | 16/12/2017 | SP, DR, NE |
| Completion of Prototype I | TBD | SP, DR, NE |
|  |  |  |

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# 11. RAM – Responsibility Assignment Matrix

Project Name: Breadmin

Project Manager: Sean Price

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Dylan** | **Nooran** | **Sean** |
| Purchase and Configuration of Domain Name and Server | S |  | P |
| Completion of Wireframe | P | S |  |
| Completion of Project Planning and Documentation |  | S | P |
| Completion of Prototype I | S | P |  |

# 12. Approval

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

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | Signature | Date |
| Team Lead | Sean Price |  | 13/10/17 |
| Back End Developer | Nooran El-Sherif |  | 13/10/17 |
| Front End Developer | Dylan Roberts |  | 13/10/17 |

**TEAM CHARTER**

Multiple reasons exist for preparing a team charter. One is to document the team's purpose and clearly define individual roles, responsibilities, and operating rules. Next, it establishes procedures for both the team and management/industry partner on communicating, reporting, and decision-making procedures. It lays out a blueprint for conducting business for the acquisition and defines how the team works in an empowered manner, including setting out responsibility and authority. Finally, it facilitates stakeholder buy in by including key members in the decision making process and obtaining their concurrence along the way.

The charter includes the following sections:

# Purpose

* + - 1. Background
      2. Scope
      3. Team Composition
      4. Team Empowerment
      5. Team Operations
      6. Team Performance Assessment
      7. Signature Page

# 1. Purpose

The individuals of our team were chosen for outstanding effort and insights during previous projects. The team consists of excellent communicators and quick adopters of new working environments and technologies, which will surely prove useful while we implement technologies new to each of us.

# 2. Background

The purpose of our project is to streamline the production and management duties of smaller-scale bakeries. Many bakeries operate in an arena of small profit margins; a boost in efficiency to production and the ordering process would provide an increase to profit margins by reducing labor costs and utilizing equipment that may otherwise be idle. The project will consider the number of products that have been ordered, the prep time needed by ingredients in those recipes, as well as the equipment/stations available and suggest a production schedule based on those parameters. This functionality will be the core feature in a suite also providing basic production analytics and order placing/tracking.

Our team will be working in an entirely external capacity during the design phase and then working closely with the client in the implementation phase to receive feedback and improved upon our product in the next phase. The users of our project are employees in managerial roles as well as order takers (in this case, receptionists).

# 3. Scope

The scope of this project is solely in the realm of large quantity order taking/tracking and production management. Inventory and financial aspects of the business have been currently deemed out of scope, though could be implemented in later versions of the application. Assistance to and the utilization of the production team is the main mission of this project. Any other features outside of the main mission will be ranked with a lower priority unless we are given instruction otherwise by the stakeholder.

# 4. Team Composition

Due to the small team size, everyone will be considered a core member. Sean will be responsible for organizing the team, liaison between the team and the stakeholder, as well as server functionality, back-end and UI/front-end. Nooran will be responsible for documentation, database architecture, and security. Dylan will be responsible for both backend and frontend architecture.

We will do our best to float between these roles and provide support where needed. Ideally, each team member will spend an equal amount of time on this project.

# 5. Team Empowerment

Sean Price will be acting as the team lead and has the authority to direct the team's work and all team members will be allocating 5 hours a week to this project. Nooran will be taking control of the Database and will have administrative permission and access to the server. Dylan will be running the front end and will have authority over the general look and feel of the application.

All three members will have administrative access to the server and application. Nooran will have administrative database access.

# 6. Team Operations

Attendance at weekly meetings is mandatory. If a team member cannot attend to a schedule meeting, we will reschedule a meeting as soon as possible. We agree to listen to concerns and ideas of our fellow team members and agree democratically on their importance to the project.

# 7. Team Performance Assessment

The team will re-cap performance in our weekly meeting so that we may dissect the reasons for or shortcomings as well as our success. We will decide if we are on track to meet our goals for the week and use those as markers for our success. If we are behind, we will allocate additional time this week to provide focus to areas where it is needed.

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# 8. Signature Page

(Each team member signs, agreeing to the contents and being held mutually accountable for adherence.)

Sean Price,



Nooran El-Sherif,

Dylan Roberts

