**Project Plan, Team Charter**

**Comfy™**

**HSAS Inc. - Sprint 2.**

|  |  |
| --- | --- |
| Team Member | Modar Hamdan - 101125014 |
| Team Member | Amarjit Sidhu - 101134771 |
| Team Member | Semir Aman - 101142654 |
| Team Member | Kevin Sabas - 101049251 |

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**1. Executive Summary**

The following describes the project to be executed.

|  |  |
| --- | --- |
| Objective | The objective of this project is to build an online real estate hub through this app. A safe digital environment for property/real estate vendors and owners to visit and contribute to, allowing them to buy and sell property/services, as well as inform and educate others. Having users and experts curate a lot of the content on the app aligns well with our desired brand identity for Comfy™, as an inclusive, collaborative, and cooperative environment. |
| Corporate Goals Addressed | Development of an established and verified digital marketplace for online real estate shopping, as well as the curation and design of an online directory of information pertaining to different topics related to property ownership, real estate, interior design, landscaping, etc. |
| Planned Start Date | September 29th, 2019 |
| Planned End Date | March 27, 2020 |

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

Approvers, reviewers and distribution list

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | E-mail | Date |
| Project Sponsor | Modar Hamdan | MHamdan@HSAS.ca | 10/07/2019 |
| Project Manager | Semir Aman | SAman@HSAS.ca | 10/07/2019 |
| Developer | Kevin Sabas | KSabas@HSAS.ca | 10/07/2019 |
| Project Participant | Amarjit Sidhu | ASidhu@HSAS.ca | 10/07/2019 |

**3. Scope**

|  |  |
| --- | --- |
| In Scope | Out of Scope |
| Property advertising and cataloguing | Allowing users to purchase property through the site |
| User to user communication | Transaction processing system |
| Ability for users to post content other than property listings | Legal permits and documents cannot be provided or approved through the site |
| Vendor/contractor advertising |  |

**4. Deliverables**

|  |  |
| --- | --- |
| Deliverable | Description |
| Property viewing marketplace | Property listings pages |
| User forum | Message boards for users to discuss different topics |
| Article library/archives | Content curated by experts and other verified users |
| Gallery | Gallery for images posted by users |
| Direct messaging system | DM system for users to communicate with each other and facilitate sales |
| Vendors/contractors directory and ad pages | App pages for vendors/contractors to advertise their services |

**5. Assumptions**

This project makes the following assumptions;

-All HSAS developers and executives understand that this project will not be a facilitator between buyers and sellers and will not participate in any transactions; monetary or otherwise

-The project sponsor and manager have absorbed the responsibilities of the steering committee and will be responsible for funding and resource allocation, while ensuring the project stays on track with the requirements.

-Project participants will only test the components that they are asked to test.

-Updates to the status of deliverables will be provided daily in order to mitigate delays

**6. Dependencies**

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

Internal:

-Development of backend infrastructure to store all data from site

-Development of core features that interface with backend

-Designing UI that permits use of all required features and access to all data

External:

-Experts must contribute verified and credible content

**7. Risk Management**

|  |  |  |  |
| --- | --- | --- | --- |
| Potential Risk | Severity (H/M/L) | Likelihood (H/M/L) | Management Strategy |
| Users misreporting information to, or scamming other users | M | M | Authenticate users, and inform users to be aware of fake listings and always ensure their safety when coordinating a sale. |
| Breach of user data | H | M | Build necessary security measures in the app. |
| Downtime | H | L | Strict backup routine; inform users of all expected downtime and maintenance. |

**8. Communication**

**Reporting**

The following reports will be produced;

|  |  |  |
| --- | --- | --- |
| Report | Audience | Frequency |
| UI Version | Developer, Project Manager | Weekly |
| Task Completion | Project Manager, Developer, Project Participant | Daily |

**Meetings**

The following meetings/communication will be established;

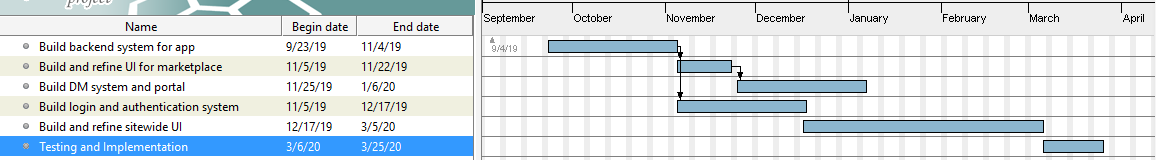
|  |  |  |  |
| --- | --- | --- | --- |
| Meeting | Purpose | Attendees | Frequency |
| Daily stand-up | Updates and concerns about daily tasks and progress | Project manager, developer, project participant | Daily |
| Sprint | Review previous sprint | Project Sponsor, Project Manager, Project Participant | End of every sprint |

**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 - Build backend system for app | -Construct tables based on type of data being stored  -Add relationships between data to optimize backend | 1 Month | N/A |
| B - Build and refine UI for marketplace | -Make Catalogue searchable  -Allow for filtering by price, location, etc. | 2 Weeks | A |
| C – Build DM system and portal | -Setup private user to user chat.  -Allow for other chat options such as sending attachments | 1 Month | B |
| D – Build login and authentication system | -Users must be authenticated (2-factor, captcha, email)  -Login system with registration page; also documenting logins. | 1 Month | A |
| E- Build and refine  Sitewide UI | -Set up navigation links and tools (navbar, arrow links)  -Add graphic design  -Create all non-marketplace content pages | 2 Months | A |
| F – Testing and Implementation | -Attempt to break all features and UI  -Unit, integration, system, acceptance testing | 2 Weeks | E |

**10. Gantt Chart**



**11. Milestones**

|  |  |  |
| --- | --- | --- |
| Major Activity or Milestone | Estimated Milestone Target date | Owner/Reviewer Team Members |
| Build Backend for app | 11/04/2019 | Project Sponsor, Project Manager, Developer |
| Design Sitewide UI | 03/11/20 | Project Sponsor, Project Manager, Developer |
| Design and Setup all specific features | 03/11/20 | Project Sponsor, Project Manager, Developer |
| Testing and Implementation | 03/25/20 | Project Sponsor, Project Manager, Developer |

**12. RAM – Responsibility Assignment Matrix**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Modar** | **Semir** | **Kevin** | **Amar** |
| Build backend system |  | **S** | **P** |  |
| Build and Refine UI for Marketplace | **S** | **S** | **P** |  |
| Build DM System and Portal |  | **S** | **P** |  |
| Build login and authentication system |  | **P** | **S** |  |
| Build and Refine Sitewide UI |  | **P** | **S** |  |
| Testing and Implementation |  | **S** | **S** | **P** |

**13. Approval**

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

|  |  |  |
| --- | --- | --- |
| Project Role | Name | Date |
| Sponsor | Modar Hamdan | 10/07/2019 |
| Manager | Semir Aman | 10/07/2019 |
| Developer | Kevin Sabas | 10/07/2019 |
| Participant | Amarjit Sidhu | 10/07/2019 |

**TEAM CHARTER**

1. **Purpose**

The purpose of this team is to evaluate and understand the driving factors behind modern practices in real estate shopping and translate those factors into a digital environment allowing for advanced consultation and cooperation in the buying/selling process.

2. **Background**

The team would like to empower property owners and industry professionals to maximize their returns with few costs associated to the process. This app would allow for a more direct approach to real estate, connecting buyers and sellers. Users would encompass property owners, contractors, and informational experts.

3**. Scope**

This app is strictly meant to operate as a digital consultant, directory, and guide. It does not facilitate any sort of transactions, or legal document approvals. The team is responsible for bringing together several different information streams (articles from experts, property listings from users, contractor ads, etc.) and organizing them in a pleasing and intuitive way.

4. **Team composition**

Project organization and analysis - Project Sponsor: Modar Hamdan, Project Manager - Semir Aman

Project Development and Testing – Developer: Kevin Sabas, Participant: Amarjit Sidhu

5. **Team empowerment**

The team is currently familiar with and proficient in the backend and front end requirements to build the app. A UX engineer or designer may be required for the site wide UI.

6. **Team operations**

-All code pushed to central repository, with version tracking

-Absences and leaves from work should be pre notified if possible

-Daily standup meetings to take place for all updates and concerns the team may have

-Meetings also to occur at the end of every sprint.

7. **Team Performance Assessment**

-Team must communicate all requirements and changes as soon as possible

-Task tracking required to measure level of progress

-Record all code pushed and include version tracking

8. **Signature Page**

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