Shiva Exports Ltd

Logistics Management System

Project Plan & Team Charter

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Table of Contents

1. Executive Summary

Objective	To design and develop a Logistics Management System aiming to streamline logistical processes and to provide high-level statistical overview of purchases and transfers for Shiva Exports Ltd. The system will package different tools to help employees with their daily logistical challenges, such as planning efficient routes, optimizing truck loads, as well as tracking truck and equipment location.
Corporate Goals Addressed	The system will improve equipment tracking from purchasing locations to warehouses. It will aid in shortening delivery times, reducing costs and minimizing human error occurrences.
Planned Start Date	2019-09-23
Planned End Date	2020-03-27

2. Project Approvers, Reviews and Distribution List

Project Role	Name	E-mail	Date
Stakeholder	Tanya Arora	tanya@copierexports.com	2019-10-06
Team Member	Saad Khan	saad.jamil.khan@gmail.com	2019-10-06
Team Member	Veronyque Lemieux	veronyque.lemieux@gmail.com	2019-10-06
Team Member	Sergio Lombana	sergiolombana101@gmail.com	2019-10-06
Team Member	Ian Miranda	ianmiranda910@gmail.com	2019-10-06
Team Member	Jeremy Thibeau	thibeau.jeremy@gmail.com	2019-10-06

3. Scope

In Scope	Out of Scope
Web Application	Mobile app for truck driver
GPS Tracking Software	Mapping of warehouse for space management
Truck Load Optimization Software	
Route Planner Software	
Notification System	

4. Deliverables

Deliverable	Description
User Interface	A simple and easy to use interface that allows users to quickly navigate from one feature to another
Database Storage	A secure and reliable database where the company can store their data
GPS Tracking Software Integration	A piece of hardware capable of sending location signals to the Inventory Management System
Truck Load Optimization Software	A feature that will increase efficiency when loading a truck by informing warehouse workers about the truck storage limits
Route Planner Software	A feature that will calculate the best route possible for the trucks by using AI
Notification System	A feature responsible for keeping all warehouses informed and aware of any changes in the procedure

5. Assumptions

The project makes the assumptions that we will be able to receive live data from Shiva Exports' current GPS tracking solution, that we will be able to get access to photocopying equipment information from Buyers Lab software, and that the users are capable of adding their order lists by importing excel files or copy-pasting tables into the system. It also assumes that team members will abide by the guidelines identified in this plan, and that the plan may change as new information or issues are revealed.

6. Dependencies

The project is dependent on data from Buyers Lab software, on Google Maps' maps, routes and places APIs, and on live data from Arion Trak's tracking software. Moreover, it will be dependent on the software's connection to a well-structured database to help support and ensure the accuracy and integrity of Shiva Exports' information.

7. Risk Management

Potential Risk	Severity (H/M/L)	Likelihood (H/M/L)	Management Strategy
Unable to fetch live data from Arion Trak's tracking software due to unavailable API	H	M	Research software during discovery phase and seek for alternatives using other GPS tracking systems
Unable to fetch data from Buyers Lab software due to unavailable API	M	M	Research software during discovery phase and consider using web scraping script to obtain data
Scope creep	M	L	Gain best understanding of business needs and emphasize inability to add features for initial release of system

Lack of business knowledge	L	L	Meet and continuously communicate with Shiva Exports Ltd to fill knowledge gaps

8. Communication

a. Reporting

| Report	Audience	Frequency
Sprint 3 Report: - System Requirements - Analysis and Design	Tanya Arora, Saad Khan, Veronyque Lemieux, Sergio Lombana, Ian Miranda, Jeremy Thibeau	N/A
Sprint 4 Report: - Wireframes/Prototype - Technical Requirements	Tanya Arora, Saad Khan, Veronyque Lemieux, Sergio Lombana, Ian Miranda, Jeremy Thibeau	N/A

b. Meetings

Meeting	Purpose	Attendees	Frequency
Weekly Team Meeting	Discuss deliverables and address any questions or concerns	Saad Khan, Veronyque Lemieux, Sergio Lombana, Ian Miranda, Jeremy Thibeau	Once or twice per week
Monthly Stakeholder Meeting	Discuss progress and demonstrate features/user interface implemented up to date	Tanya Arora, Saad Khan, Veronyque Lemieux, Sergio Lombana, Ian Miranda, Jeremy Thibeau	Once per month

9. Task Listing (WBS- Work Breakdown Structure)

Reference	Tasks	Duration	Dependency
A	User Personas	1 day	N/A
B	User Stories	2 days	A
C	Project Vision	3 days	N/A
D	High level Requirements	3 days	C
E	Project Summary	3 days	C, D
F	Product Backlog	2 days	A
G	Sprint Backlog	2 days	A, F
H	Project Plan	4 days	C, D, E, G
I	System Requirements	3 days	C, H
J	Analysis and Design	3 days	I
K	Wireframes	3 days	F, G, H
L	Technical Requirements	3 days	I, J
M	Development	3 months	I, J, K, L
N	Testing	2 weeks	M

10. Gantt Chart
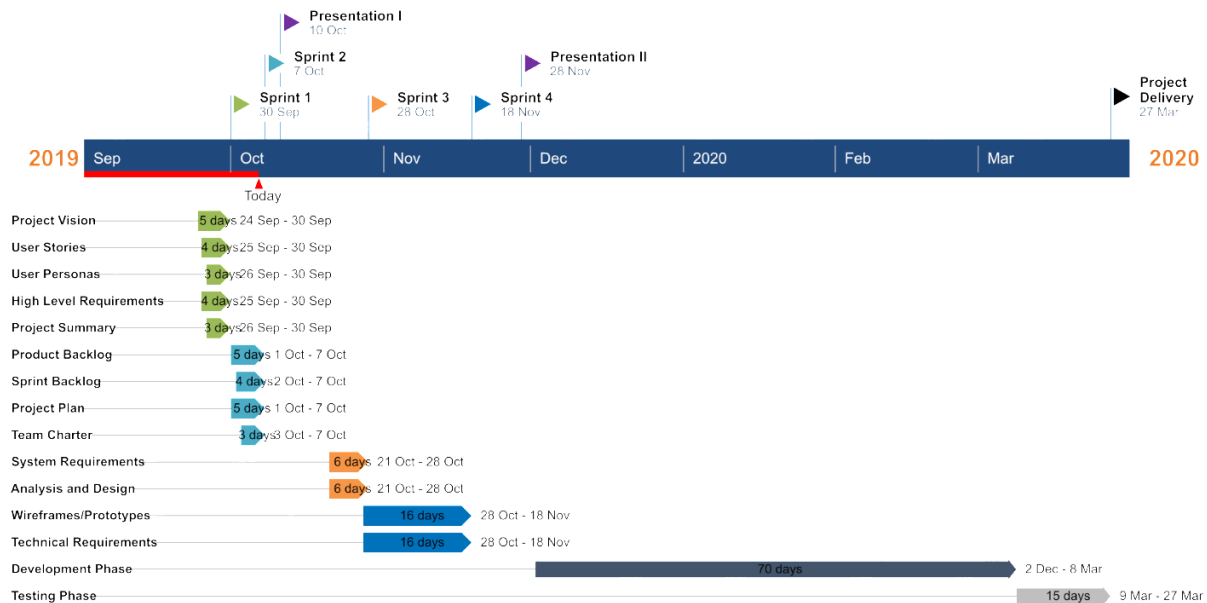
11. Milestones

Major Activity or Milestone	Estimated Milestone Target Date	Owner/Reviewer Team Members
Finish documentation phase	2019-12-14	Saad Khan, Veronyque Lemieux, Ian Miranda, Jeremy Thibeau, Sergio Lombana
Product Owner feedback and approval	2019-12-20	Tanya Arora
Start coding phase	2020-01-06	Saad Khan, Veronyque Lemieux, Ian Miranda, Jeremy Thibeau, Sergio Lombana
Delivery of project	2020-03-27	Saad Khan, Veronyque Lemieux, Ian Miranda,

		Jeremy Thibeau, Sergio Lombana

12. RAM – Responsibility Assignment Matrix

\ ROLES TASKS	Jeremy Thibeau	Veronyque Lemieux	Saad Khan	Ian Miranda	Sergio Lombana
Product Backlog	Responsible	Accountable	Accountable	Accountable	Accountable
Project Plan	Accountable	Responsible	Accountable	Accountable	Responsible
Sprint Backlog	Accountable	Accountable	Accountable	Responsible	Accountable
System Requirements	Accountable	Accountable	Responsible	Accountable	Accountable
Analysis and Design	Responsible	Accountable	Accountable	Responsible	Accountable
Wireframes	Accountable	Responsible	Accountable	Accountable	Accountable
Technical Requirements	Accountable	Accountable	Accountable	Accountable	Responsible
Development	Responsible	Responsible	Responsible	Responsible	Responsible
Testing	Responsible	Responsible	Responsible	Responsible	Responsible

14. Team Charter

a. **Purpose**

Our team has been formed to design and develop a Logistics Management System for Shiva Exports Ltd as part of the T127 Capstone Project at George Brown College. Our overall objectives are to properly document and design the system in order to efficiently implement the features that will facilitate Shiva Exports' day-to-day processes.

b. **Background**

The Logistics Management System will allow Shiva Exports Ltd to solve daily logistical challenges, like efficiently planning routes, optimizing truck loads, as well as tracking truck and equipment location. Our team has met with Shiva Exports Ltd employees to explore their business process and understand their requirements for the system. We have also learned about the diverse roles within the company from the employees themselves, including Tanya Arora, the Project Manager; Sonia Goyal, the Inventory Coordinator; Ramandeep Kaur, the Purchase and Sales Coordinator; Sajla Datt, the Exports and Logistics Supervisor; and Sumit Narula, the Logistics Coordinator.

c. **Scope**

Activities that involve interaction with the inventory administration and communication with the rest of warehouses are included in the scope. Decisions and activities that are outside the inventory that have an effect on orders and management of the business are not being pursued at the time.

d. **Team composition**

Standard roles for the documentation and planning phase are:

- **Time Keeper**: keeps track of time in relation with the agenda and keeps track of meeting minutes
    - Core member: Veronyque Lemieux
- **Group Leader:** ensures tasks are delegated, and makes sure all team members are aware of the project requirements
    - Core member: Jeremy Thibeau
    - Support member: Veronyque Lemieux
- **Process Monitor:** facilitates resolution of differences of opinion. Ensures team follow guidelines and procedures described earlier.
    - Core member: Sergio Lombana
    - Support member: Ian Miranda
- **Consistency Monitor:** ensures all documents follow appropriate standards and there is uniformity among documents.
    - Core members: Saad Khan
    - Support member: Ian Miranda

Roles for the development and testing phase are:

- **Front-End Developer:** specializes in the programming of visual user interfaces, including its aesthetics and layouts
    - Core members: Veronyque Lemieux, Ian Miranda

- **Back-End Developer:** specializes in the design, implementation, functional core logic, and performance and scalability
    - Core members: Sergio Lombana, Saad Khan
- **Database Developer:** specializes in the creation and implementation of the database
    - Core member: Jeremy Thibeau
- **Quality Assurance (QA) Analysts:** ensures that the processes and products used in the design and development phases result in quality software
    - Core members: Saad Khan, Veronyque Lemieux, Sergio Lombana, Ian Miranda, Jeremy Thibeau

e. Team empowerment

All team members are encouraged to independently research and propose solutions to any technical challenge encountered. They are authorized to implement a subset of features as they see fit, without the consent of others, to enable rapid development and to reduce creative friction. Any changes to software requirements or features must be approved by the stakeholder.

f. Team operations

Team members are expected to attend and participate in all weekly team meetings and monthly stakeholder meetings, and remain active in all online communication channels. In the circumstances where a team member's commitment will be impacted by external factors, he must discuss his involvement with the rest of the team to ensure his tasks will be completed in a timely manner. Features will be developed on a sprint basis to ensure consistent productivity. Moreover, all code will be stored in a Git repository, where branches for individual features will be created, to allow for proper version control throughout development.

g. Team Performance Assessment

In order to successfully deliver the system, our team members will strive to trust each other, seek help when needed, and accept advice when it is offered; to commit to decisions and plan actions; to listen and respect each other's ideas and thoughts; and most importantly, to communicate and check among ourselves to assure productivity and efficiency. Progress will be measured through sprint retrospectives where we reflect on our teamwork and seek opportunities for improvement, as well as through our weekly meetings where honest communication is expected.

15. Signature Page

Role	Name	Signature	Date

Stakeholder	Tanya Arora	Tanya Arora	2019-10-07
Team Member	Saad Khan	Saad Khan	2019-10-07
Team Member	Veronyque Lemieux	Veronyque Lemieux	2019-10-06
Team Member	Sergio Lombana	Sergio Lombana	2019-10-06
Team Member	Ian Miranda	Ian Miranda	2019-10-07
Team Member	Jeremy Thibeau	Jeremy Thibeau	2019-10-06