**Project Plan**

**Customer Management System**

**Orbit5**

|  |  |
| --- | --- |
| Industry Partner | Orbit5 |
| Primary Instructor | Rohan Khullar |
| Team Member | Lesya Klepak |
| Team Member | Shehzad Contractor |
| Team Member | Vishwa Mavani |
| Team Member | Vatsal Bhimani |
| Team Member | Joel Santos |

Document Revision History

|  |  |
| --- | --- |
| Revision # | Date |
| Sprint 1 and 2 | 13/10/2021 |

**Table of Contents**

**1. Executive Summary**

The following describes the project to be executed.

|  |  |
| --- | --- |
| Objective | Implement a Web application for user experiences across many devices. Technology that allows businesses to keep in touch with consumers, streamline operations,and increase profits. Also a strategy for managing a business’s interactions with existing and future consumers. |
| Corporate Goals Addressed | The system will allow the users to register for the event, access their information, make a payment, event history and future events if posted. It also allows the administrator to access the system to updashahuate upcoming events, review payments and financial statements, register clients, set up or confirm and provide links for the appointments. |
| Planned Start Date | Sep 26, 2021 |
| Planned End Date | April 20, 2021 |

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

Approvers, reviewers and distribution list

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | E-mail | Date |
| Project coordinator | Anjana Shah | ashah@georgebrown.ca | Sep 26,2021 |
| Stakeholder | Urvish Patel | urvish@orbit5.ca | Sep 26, 2021 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**3. Scope**

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

|  |  |
| --- | --- |
| In Scope | Out of Scope |
| Web application | Mobile application |
|  |  |
|  |  |
|  |  |

**4. Deliverables**

This project will deliver the following.

|  |  |
| --- | --- |
| Deliverable | Description |
| Home page | A home page is the page that a visitor sees when they connect a website via a search engine. |
| Services | Free weekly Webinars, One-on-one Coaching, Workshops |
| About page. | Page about company and its employees. |
|  |  |
|  |  |

**5. Assumptions**

The project with its final product - web application, should help the stakeholders to develop an easily accessible environment to the stakeholder’s content and services via computer, phone and tablet. The development team and end users will be testing the app.

**6. Dependencies**

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

External: A project cannot be initiated before the client gives all the requirements;

Project development cannot start until deliverables are defined;

Deployment of a web application cannot be started unless the plans are approved.

Internal: A development team need strategic objectives from stakeholders to start working on deliverables;

The project cannot start before project coordinator approves all documents and requirements;

**7. Risk Management**

|  |  |  |  |
| --- | --- | --- | --- |
| Potential Risk | Severity (H/M/L) | Likelihood (H/M/L) | Management Strategy |
| Narrow knowledges level of users | H | Unlikely | Assigned by Project Manager |
| Availability of all documentation needed | H | Unlikely | Should be presented by Project Manager |
| Stakeholder Project Deliverables | H | Unlikely | Should be presented by Stakeholders |
| Unrealistic timeline | M | Likely | Timelines should be always reviewed by team members. |

**8. Communication**

**Reporting**

The following reports will be produced

|  |  |  |
| --- | --- | --- |
| Report | Audience | Frequency |
| Team meeting report | All team members | Every week |
| Meeting with Stakeholder report | All development team and stakeholders | Bi-weekly |
| Meeting with project coordinator report | All team members and Anjana | Every week |

**Meetings**

The following meetings/communication will be established

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting | Purpose | Attendees | Frequency |
| Team meeting | To establish end project product and timeline | All team members | Every week |
| Meeting with Stakeholder | To ask about project requirements | Team members and stakeholders | Bi-weekly |
| Meeting with project coordinator | To check if all requirements meet project expectation, discuss weekly tasks | All team members and Anjana | Every week |

**9. Task Listing (WBS- Work Breakdown Structure)**

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Tasks | Duration | Dependency |
| A | Collect Requirements | 4 Weeks |  |
| B | Create Design | 5 Weeks | B - A |
| C | Define content | 2 Weeks | C - A |
| D | Select and set up Build Tool | 2 Weeks | C - B - A |
| E | Code implementation | 9 Weeks | A - B -C - D |
| F | Test web app | 5 Weeks | A -B |

**10. Gantt Chart**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Task | Period | | | | | | | | Completed |
|  | Dates | Dates | Dates | Dates | Dates | Dates | Dates | Dates |  |
| Name | 25/09 | 25/10 | 25/11 | 25/12 | 25/01 | 25/02 | 25/03 | 25/04 |  |
| Collect Requirements | \_\_ | \_\_ |  |  |  |  |  |  | Done |
| Create Design |  | \_ | \_\_\_\_\_ |  |  |  |  |  |  |
| Define content |  |  |  | \_\_\_ |  |  |  |  |  |
| Select and set up Build Tool |  |  |  | \_ | \_\_ |  |  |  |  |
| Code implementation |  |  |  |  | \_\_ | \_\_\_\_\_ | \_\_\_ |  |  |
| Test web app |  |  |  |  |  |  | \_\_ | \_\_\_\_ |  |

**11. Milestones**

|  |  |  |
| --- | --- | --- |
| Major Activity or Milestone | Estimated Milestone Target date | Owner/Reviewer Team Members |
| Initial group meeting | 12/09/2021 | Team |
| Review | 17/09/2021 | Rohan |
| Projector coordinator review | 25/09/2021 | Anjana Shah |

**12. RAM – Responsibility Assignment Matrix**

**Project Name:** Orbit5 web application

**Project Manager:** Rohan Khullar

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Rohan** | **Lesya** | **Shehzad** | **Vishwa** | **Vatsal** | **Joel** |
| Collect Requirements | P |  |  | P | S |  |
| Create Design |  |  | P | S |  |  |
| Define content | P |  | S | S |  |  |
| Select and set up Build Tool |  | S |  |  | P | S |
| Code implementation |  | S | S |  | S | P |
| Test web app |  | P |  |  | S | S |

Primary = P

Secondary = S

**13. Approval**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | Signature | Date |
| Project Leader | Rohan | Rohan Khullar | 13/10/2021 |
| Project member | Lesya | Lesya klepak | 13/10/2021 |
| Project member | Shehzad | Shehzad | 13/10/2021 |
| Project member | Vishwa | Vishwa Mavani | 13/10/2021 |
| Project member | Vatsal | Vatsal Bhimani | 13/10/2021 |
| Project member | Joel | Joel Santos Junior | 13/10/2021 |
| Project Coordinator | Anjana | Anjana Shah | 13/10/2021 |