

Project Plan

<IRES>

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Document Revision History

Revision #	Date
2	2025-01-10

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1. Executive Summary

The following describes the project to be executed.

Objective	Create an Electronic Receptionist
Corporate Goals Addressed	Improving efficiency, security, and communication between businesses and their customers
Planned Start Date	September 12, 2024
Planned End Date	March 28, 2025

2. Project Approvers, Reviews and Distribution List

Approvers, reviewers and distribution list

Project Role	Name	E-mail	Date
Backend	Margaret Terechtchenko	Margaret.terechtchenko@georgebrow.ca	2024-10-03
Frontend	Berlean Gregori	Berlean.gregori@georgebrown.ca	2024-10-03
Database	Ryan Tran	Ryan.tran@georgebrown.ca	2024-10-03
Backend	Tomer Edelman	tomr.edelman@georgebrown.ca	2024-10-03
Research	Akeen Zhong	Akeen.zhong@georgebrown.ca	2024-10-03

3. Scope

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

In Scope	Out of Scope
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<p>Electronic Receptionist Check-In:</p> <ul style="list-style-type: none"> It's a tablet-based system designed to function as a receptionist. It will be handling visitors or deliveries to business/companies. Getting information from visitors: full name, which business/company they want to visit, phone number, and the reason for their visit. 	<p>Human Receptionist Tasks:</p> <ul style="list-style-type: none"> IRes will handle tasks differently from a traditional human receptionist. It will not be bringing visitors to their destination, answering phone calls, or anything else a human receptionist will do.
<p>Delivery Check-in:</p> <ul style="list-style-type: none"> Parcel or food deliveries need to check in with a code to the tablet to grant access. 	<p>Security Management:</p> <ul style="list-style-type: none"> While IRes works in entry control, it will not replace building security systems like surveillance or security Guards.
<p>Notifications to Business/Companies:</p> <ul style="list-style-type: none"> Sending text notifications to the companies/business when a visitor or delivery personnel checks in. 	<p>Hardware:</p> <ul style="list-style-type: none"> IRes will focus on software and won't be responsible for making custom check-in kiosks or tablets.
<p>Access Control:</p> <ul style="list-style-type: none"> Allowing businesses/companies to grant access to visitors through digital approvals with custom access code. 	<p>Employee Check-In & Scheduling:</p> <ul style="list-style-type: none"> IRes won't manage employee scheduling, or other HR related tasks.

4. Deliverables

This project will deliver the following.

Deliverable	Description
IRes system	The IRes system will include the different check-in processes for the visitors and delivery workers. It will have a user-friendly interface and will be available

	through the google play store. Visitors/delivery workers will be checking in using tablets and filling out required information. Then the businesses or companies will have the option to grant access for those individuals.
Backend system	The Backend system is going to manage all user data, log system, notifications, and access control.
Notification system	The notification system will send out a text message to the appropriate person that will be handling access control for the company/business. It will send a text as soon as a visitor has filled out the form like full name, which business/company they want to visit, phone number, and the reason for their visit.
Visitor - Check-In	<ol style="list-style-type: none"> 1. Take in Input from the Customer 2. Record Customer Input 3. Save Input to Visitor Database
Delivery - Check-In	<ol style="list-style-type: none"> 1. Take in Input from the Delivery 2. Record Delivery Input 3. Save Input to Delivery Database
Notifications to Business/Companies	<ol style="list-style-type: none"> 1. Generate Random Code 2. Business Receives Code 3. App Verifies Code
Access Control	<ol style="list-style-type: none"> 1. Customer Requests Code 2. Delivery Request Code 3. User Inputs Code

5. Assumptions

This project makes the following assumptions;

Assumption	Reason
<ul style="list-style-type: none"> Companies will have access to electronic devices (smartphones, tablets, laptops, etc.). 	This is because our application requires a device to be running it
<ul style="list-style-type: none"> Stable internet connections will be available. 	This is because our application will be communicating over the internet with the database
<ul style="list-style-type: none"> Businesses will experience constant foot traffic. 	This is because our application is designed to solve this problem
<ul style="list-style-type: none"> Users will be familiar with basic mobile and web applications. 	This is because our application is a web application on a mobile device
<ul style="list-style-type: none"> The operating device will remain 	This is because our application is

<i>stable and accessible.</i>	designed to interact with users
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6. Dependencies

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

- React Native
- MongoDB
- GitHub
- Twillo
- Postman
- Atlas
- Android Studio
- Visual Studio
- Libraries
- Docker

7. Risk Management

Potential Risk	Severity (H/M/L)	Likelihood (H/M/L)	Management Strategy
Data Privacy Breach	H	L	Encrypt data and store in secure storage.
Performance Issues	M	M	Optimize code and ensure scalable infrastructure.
User Adoption Issues	L	M	Provide intuitive user interface.

8. Communication

Reporting

The following reports will be produced;

Document	Audience	Frequency
Project Vision	Project team members Project Instructors	Once at sprint 1 of the project

Project Summary	Project team members Project Instructors	Once at sprint 1 of the project
High-Level Requirement Document	Project Instructors Project team members Client	Once at sprint 1 of the project
Project Plan	Project Instructors Client	Once at sprint 2 of the project
Team Charter	Project team members Project Instructors	Once at sprint 2 of the project
Project Progress Report	Project Instructors Client	Bi-weekly
Project Status Report 1	Project team members Project Instructors	Once at sprint 5 of the project
Updated Project Plan	Project team members Project Instructors	Once at sprint 5 of the project
System Implementation 1– Demo	Project team members Project Instructors Classmates	Once at sprint 6 of the project
Presentation	Project team members Project Instructors Classmates	Once at sprint 6 of the project
Project Status Report 3	Project team members Project Instructors	Once at sprint 7 of the project
System Implementation 2– Demo of Complete Project	Project team members Project Instructors Classmates	Once at sprint 8 of the project
Closure Report	Project team members Project Instructors	Once at sprint 8 of the project
Presentation	Project team members Project Instructors Classmates	Once at sprint 8 of the project
Minutes of Meetings	Project team members Project Instructors	Once a week

Meetings

The following meetings/communication will be established;

Meeting	Purpose	Attendees	Frequency
Project group meetings	Prepare the project documents Ensure the progress of the project and update workload	Project Team Members	Twice a week
Project instructors Meetings	Review the project progress Resolve issues	Project Team Members Project Instructors	Twice a week
Client Meeting	Update the project progress Adjust the scopes/deliverable if necessary	Project Team Members Project Instructors Client	Bi-weekly

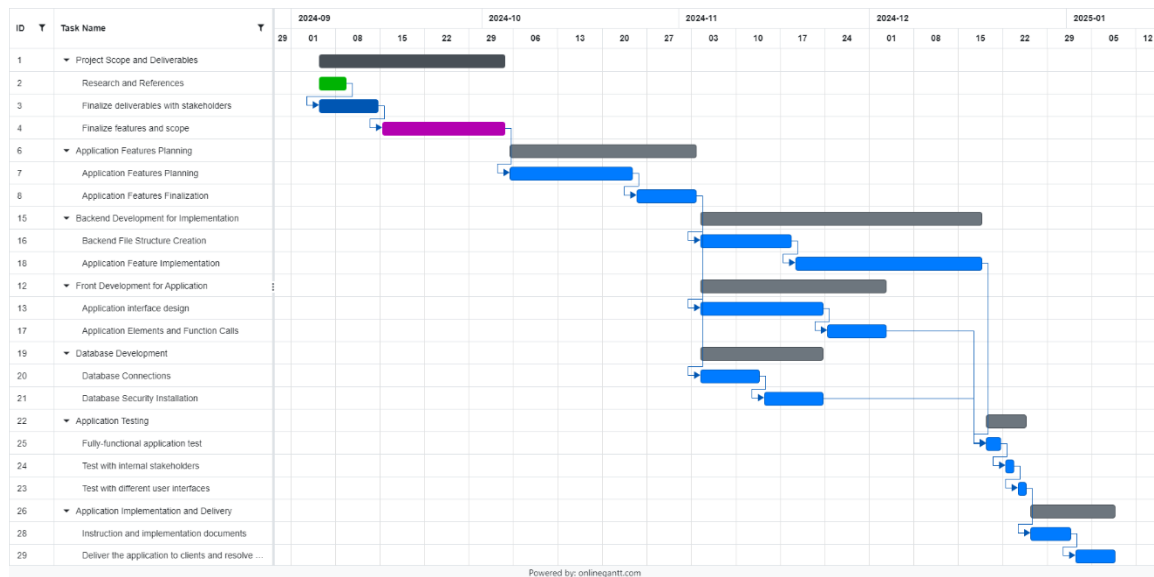
9. Task Listing (WBS- Work Breakdown Structure)

The following resource proposal template summarizes the resource hours committed to this project, upon final approval of this document.

Reference		Tasks	Duration	Dependency
A		Determine Project Scope and finalize the deliverables	30 days	
	A1	Research and references	5 days	
	A2	Finalize the deliverables with client and project instructors	10 days	
	A3	Finalize the features of application and scope	20 days	
B		Application Features and Logic Planning	30 days	A
	B1	Application Features Planning	20 days	
	B2	Application Feature Finalization	10 days	
C		Backend Development for Application	45 days	B
	C1	Backend File structure creation (activities, XML code, etc)	15 days	
	C2	Application Feature implementation	30 days	
D		Front Development for Application	30 days	B
	D1	Application interface design	20 days	
	D2	Application elements and function calls	10 days	
E		Database Development for Application	20 days	B
	E1	Database Connections	10 days	
	E2	Database Security Installation	10 days	
F		Application Testing	7 days	C,D,E
	F1	Fully-function application test	3 days	
	F2	Test the application with internal stakeholders	2 days	
	F3	Testing the application on different user	2 days	

		Interfaces		
G		Application Implementation and Delivery	14 days	F
	G1	Instruction and implementation Documents	7 days	
	G2	Deliver the Application to client and resolve issues	7 days	

10. Gantt Chart



11. Milestones

Major Activity or Milestone	Estimated Milestone Target date	Owner/Reviewer Team Members
Project Scope and Deliverables	October 1, 2024	
Application features planning	December 1, 2024	
Application Development Begins	January 3, 2025	
Back End Development	February 21, 2025	

Front End Development	February 21, 2025	
Database Development	February 21, 2025	
Application Testing	February 28, 2025	
Application Finished and Delivery	March 28, 2025	

12. RAM – Responsibility Assignment Matrix






Project Team Responsibilities

Project Name: IRes Electronic Receptionist

Task	Margaret	Tomer	Berlean	Akeen	Ryan
User Interface Design	P		S	S	
Database Setup	S		S		P
Research Industry Standards			S	P	
Guest Check-In System	S	P			S
Delivery System	S	S	P		S
Notification System		P		S	
Testing	S	S	P	S	S

13. Approval

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

Project Role	Name	Signature	Date
Back-End Developer	Berlean Gregori		2025-01-25
Back-End Developer	Tomer Edelman		2024-10-03
Database Developer	Ryan Tran		2024-10-03
Researcher/ Front-End Developer	Akeen Zhong		2024-10-03
Back-End Developer/ Front-End Developer	Margaret Terechtchenko		2024-10-03

