**1. Project Initiation**

This is the starting point where the foundation of the project is laid.

* **Define the Project Scope:**  
  Clearly outline what the CMS will cover. For example:
  + **Features:** Order management, inventory tracking, employee scheduling, sales reports, customer feedback system, etc.
  + **Limitations:** What’s not included, like advanced CRM features or integration with third-party delivery apps (if not planned).
  + **Objectives:** Improve operational efficiency, reduce manual errors, enhance customer experience, etc.
* **Identify Key Stakeholders:**  
  Understanding who will be affected by or have influence over the project.
  + **Cafe Owners:** Decision-makers, budget holders.
  + **Staff:** Baristas, managers, cashiers (users of the system).
  + **Customers:** Indirect stakeholders—system affects their ordering experience.
  + **Developers & IT Team:** Design, build, and maintain the system.
  + **Suppliers (optional):** If integrating inventory management with supplier APIs.
* **Establish Project Timeline and Milestones:**  
  Break the project into phases with clear deadlines:
  + **Requirement Gathering:** 2 weeks
  + **System Design:** 3 weeks
  + **Development:** 8 weeks
  + **Testing:** 4 weeks
  + **Deployment & Training:** 2 weeks
  + **Review & Feedback:** 2 weeks
* **Allocate Resources and Budget:**  
  Identify what resources are needed:
  + **Human Resources:** Developers, designers, testers, project managers.
  + **Technology:** Servers, software licenses, tools.
  + **Budget:** Costs for development, software, hardware, training, and maintenance.
* **Determine Development Methodology:**  
  Choose the approach based on the project needs:
  + **Agile:** Ideal if the requirements might evolve (frequent updates, flexible iterations).
  + **Waterfall:** Good for well-defined, static requirements.
  + **Scrum or Kanban:** If you want iterative progress with regular reviews.

**2. Feasibility Analysis**

This ensures the project is viable before investing significant resources.

* **Technical Feasibility:**  
  Can the system be built with the current tech stack?
  + **Considerations:**
    - Existing hardware/software infrastructure
    - Database management (SQL vs. NoSQL)
    - Integration with POS systems or third-party APIs
* **Economic Feasibility:**  
  Is the project cost-effective?
  + **Cost Analysis:** Development costs, maintenance, training, licensing
  + **Benefit Analysis:** Increased sales, reduced operational costs, improved customer satisfaction
  + **ROI Estimation:** How long will it take to recoup the investment?
* **Operational Feasibility:**  
  Will the system fit into the cafe's daily operations?
  + **User Experience:** Easy for staff to learn and use
  + **Impact on Operations:** Minimal disruption during transition
  + **Training Needs:** Are additional training sessions required?
* **Schedule Feasibility:**  
  Can the project be delivered within the desired timeframe?
  + **Critical Path Analysis:** Identify the longest sequence of dependent tasks
  + **Buffer Time:** Allocate time for unexpected delays